

**CULBERTSON SCHOOL DISTRICT #17 J/R/C**  
**RICHLAND/ROOSEVELT COUNTIES**  
**CULBERTSON, MONTANA**

**NOTICE OF REGULAR SCHOOL BOARD MEETING**

**Tuesday—July 16, 2024, 6:30 PM**

Athletic Committee Meeting....6:00 PM  
PREVIEW BILLS.....6:20 PM  
CALL TO ORDER.....6:30 PM

**ROLL CALL**

01. Action, establish quorum

**RECOGNITION OF VISITORS**

- 02.

**APPROVE AGENDA**

03. Action, approve agenda

**PUBLIC COMMENT FOR AGENDA ITEMS**

- 04.

**MINUTES OF PREVIOUS MEETINGS**

05. Action, approve minutes from the following meeting(s)  
a. June 18, 2024 (Regular Board Meeting)

**FINANCE REPORT**

06. Action, pay bills, approve investments, and note cash & extra-curricular balances

**REPORTS**

07. Information, Student Representative Report—None  
08. Information, Teacher Report  
09. Information, Activities Director Report--None  
10. Information, Technology Systems Administrator Report--None  
11. Information, JH/HS Principal Report--None  
12. Information, Elementary Principal Report--None  
13. Information, District Clerk Report  
14. Information, Superintendent Report

\* Items listed on the agenda do not necessarily indicate the order in which they will be addressed.

**Mission**

Culbertson Public Schools are committed to providing opportunities for students in a safe and productive environment, to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in an ever-changing world.

## **UNFINISHED BUSINESS**

15. Action, Board Policy—2<sup>nd</sup> reading: 5321-P(2), 5321F

## **NEW BUSINESS (Continued)**

16. Action, Resignations
17. Action, 2024-2025 Certified Contracts
18. Action, 2024-2025 Classified Contracts
19. Action, Approval of Guest Teachers
20. Action, Approval of 2024-2025 Mentors
21. Action, Approval of Bus Routes for 2024-2025
22. Action, Approval of Activity Bus Drivers for 2024-2025
23. Action, Approval of Bus Monitors
24. Action, Approval of Extra-Curricular Advisors
25. Action, Approval of Memorandum of Understanding
26. Action, Transfer of Class Funds
27. Action, 2024-2025 Activities Director Contract
28. Action, 2024-2025 Coaching Contract
29. Action, Coaching Self-Evaluation Tool
30. Action, Activities Handbook
31. Action, 2024-2025 Student Handbook Changes
32. Action, Establish a Tuition Fund
33. Action, 1<sup>st</sup> Government Capital Payment
34. Action, Out of District Student Attendance Agreements
35. Action, Board Policy—1<sup>st</sup> reading  
-5121-P(1), 2600P, 2600F

## **PUBLIC COMMENT FOR NON-AGENDA ITEMS**

- 36.

## **REPORTS (Continued)**

37. Information, Trustees Reports/Requests

## **DATE/TIME FOR NEXT MEETING**

38. Date: Tuesday, August 20, 2024                      Time: 6:30 mtg.  
Potential Conflicts:  
Suggested Changes:

## **ADJOURNMENT**

39. Time of adjournment: \_\_\_\_\_

### **Mission**

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# Public Comment

(Agenda Items)

The Culbertson School Board of Trustees would like to encourage public comment on any agenda item during the time that it is presented. If any visitor has any particular agenda item or items on which to comment, we would ask that you please indicate your intentions by raising your hand at that time so that the chair may properly recognize you.

Thank you.

# Culbertson School Board Meeting

## Superintendent's Report

### July 16, 2024

Staff shoutout this month goes to Kaylynn, Jimie Lou, Heidi and the summer crew (Peyton, Serenity, Owen, and Chris)! This crew has tackled a HUGE list of jobs from June to this current point in summer: cleaning, moving furniture, helping to demo the HS bathrooms, prepping for paint, vacuuming AC units, weed-eating, push mowing, digging out dead shrubs, taking off trim, pulling up carpet, hanging white boards, fixing shelving.....the list could keep going! Thank you to Kaylynn for keeping all the jobs moving and tasks prioritized! Thank you to Jimie Lou for directing traffic with our student crew and working side by side with them on all those tasks! We are grateful for all of you!

#### A. Events that I plan to attend for July & August:

July 16	Culbertson Board of Trustees regular July meeting
July 21-24	School Administrators of Montana Summer Institute @ Helena
July 31	eGrants Tour with OPI @ Glendive 8:30-3:00
August 7	FWP Lizard Training in Cafeteria
August 9	Roosevelt County Fair—helping serve Chamber Meal
August 13-14	PIR days with Staff!
August 15	Our students come back!
August 20	Culbertson Board of Trustees regular July meeting

#### B. Other updates and items for your review:

1. Roof—This project is in full swing! The test cuts that were made where moisture was detected turned out to be best case scenario—when they cut in the insulation was not completely soaked. Dexter shared that there will be change orders coming in to reduce the price due to the fact that there was not nearly amount of wet insulation that he planned for in the proposal, this is great news! Tuesday, July 9<sup>th</sup>, Lora, Dexter, and I called Jeremy May with MSGIA to brief him on how the roof is progressing. There are a few things (missing wood-blocking on the edge of the elem. and out of code drains) that may be covered on our code upgrade policy.
2. Sinking Sped. Corner—June 24<sup>th</sup> was the beginning of the digging on this project. Piers arrived around July 1<sup>st</sup>. It is a good feeling to be returning that portion of the building to where it belongs. This project is expected to be complete on or before Monday, July 15<sup>th</sup>.
3. Concrete in SW corner—Bainville Concrete finished the pour on Monday, June 24<sup>th</sup>. They also poured 2 pads on the north side to get the water away from our foundation. It is a good feeling to have the water running down sloped concrete away from our building.
4. Carl Perkins Grant—The Carl Perkins grant for next year will be \$5,085. We use this money to support our CTE pathways: Ag Mechanics and Construction and Business Management. Last year we purchased a large blotter banner printer with the money. This year we will most likely use the money in the Ag department for a belt sander. The

application was submitted June 21<sup>st</sup> and approved the next week.

5. MT Teacher Residency Program—There are only 2 residents left to be placed for the 2024-2025 school year. They have both requested Hardin/Pryor area, so we are out of luck for this year. I did inquire into what materials I might be able to share with next year's teacher residents—power point, video, brochure. I never had any luck in Lambert getting a resident either, so I am going to continue to try to dig in and find out how to catch the attention of teacher residents.
6. Plumbing---Doorbustin' started their work for us the last week of June. They started with the plumbing on the east side of our building going to the street.
7. Painting—Our summer crew is stretched a bit thin and we had 2 rooms and an entry way that were too large for Teri George, so Lander Painting took care of the new choir room and the entryway to the main office. They will do the FCS (or home-ec) room when construction is complete.
8. Flooring—Lora and Kaylynn laid the flooring in our guidance counselor office and Andy finished the trim. It looks amazing! They intend to lay the flooring in the middle library section too. The main office is getting new carpet in July as well with help from Heidi!
9. HS Bathroom Remodel—Demo work began with our summer crew deconstructing the stalls on June 27<sup>th</sup>. Asbestos removal happened July 8<sup>th</sup>. Lora began working with Dave G. to order materials in June. Dave's crew has been onsite everyday since July 9<sup>th</sup> working in the bathrooms. These bathrooms will look fantastic when this remodel is complete!
10. Plan of Study—I just wanted to share Shelby Manning's plan of study with all of you. I am thrilled she has already completed one class this summer and will have another 2 classes complete before we start school.
11. Administrative Intern—Kellan Standley (current vo-ag teacher in Bainville) has requested to do administrative internship hours in our building with Mr. Olson throughout the 2024-2025 school year. He will not be carrying out any tasks for our district, rather just shadowing Mr. Olson and/or Mrs. Parenteau. He will be screened through Verified First for a background check just like any weight room user.
12. Here are a few items that will be part of the next regular Board meeting agenda:
  - 2024-2025 Board Goal Setting

If you have any questions, comments, or concerns about any item in this report or on the agenda, please feel free to contact me at any time. I can be reached at 787-6246 (school), 787-5211 (home), 404-774-4088 (cell), or by email at [simonsenna@culbertson.k12.mt.us](mailto:simonsenna@culbertson.k12.mt.us) at any time. I believe in an open door, so please feel free to drop in my office anytime to visit.

Course of Study  
Teacher Name: Shelby Manning

**Summer 2024**

HDFS 550- Critical Science and FCS Curriculum Development (completed)

HDFS 591- Nutrition and Culinary Instruction in FCS (in progress)

EDCI 553- Inclusive Strategies for Classroom Organization (in progress)

**Fall 2024**

EDM 412- Methods of FCS

EDCI 595- Student Teaching

**Spring 2025**

HDFS 535- Contemporary Issues in Human Development

**Summer 2025**

HDFS 591- Family Finance Teaching and Outreach

HDFS 419- STEAM: Clothing and Textiles Instruction in FCS

EDCI 538: Supporting SEL in Diverse Learners

**Fall 2025**

EDCI 595- Student Teaching

**Spring 2026**

HDFS 545- Contemporary Family Issues

EDCI 569- Reflective Inquiry in Rural Education

**Summer 2026**

EDCI 519- Addressing Equity in Linguistic and Cultural Diversity

EDCI 564- The Comprehensive Portfolio

Checking  
Savings  
Investments

COPY

Account	Beginning	+ Receipts	- Expenditures	+ Transfers	= Ending
10 - BAND/CHOIR	10,668.82	0.00	3,462.14	-2,650.34	4,556.34

*Current Acct. Balance  
after Transfer*



Checking  
Savings  
Investments

COPY

Account	Beginning	+ Receipts	- Expenditures	+ Transfers	= Ending
19 - MUSIC PARENTS	5,920.35	405.00	3,628.67	2,650.34	5,347.02

Current Acct Balances

after Transfer

✓ Check cut





# Culbertson Activities Misc. Income Form

Date 6-25-24

Receipt Book # Transfer

Activity Account # Music Parent

Payee Check # Transfer

Received From: Band / Choir Account

Activity Department Music Parents

Activity Event \_\_\_\_\_ or Reason \_\_\_\_\_

Units	Description of Payment Reason / Items Sold	Amount
	Bake Sale Fundraiser -	573.00
	Meals @ Festival -	2,430.00
	US Foods Meal Expense	- 352.66
	Funds were held in Bk due to	
	Dist 12 Music Festival using MP Act	
	Festival is done	
Amount Received		\$2,650.34

Activities Secretary: KR

# Culbertson Activities Payment Form

Invoice # N/A

Activity Account - Band/Choir

Check # Transfer

PAYABLE TO:

**COPY**

Music Parents

Chargeable Activity Department Band/Choir

Event or Reason Meal + Bake Sale Funds

Internal Department Transfer: From B/C To MP

Date	Description or Reason	Amount
	Bake Sale Fundraiser	573.00
	Meals @ Festival Fundraiser	2,430.00
	US Foods Meal Expense	- 352.66
Funds were held in B/C due to Dist. 12 Music Festival using MP's Acct -		
TOTAL DUE:		2,650.34

Authorized by: KR

Department Advisor Sign Off	
Advisor	<u>TT - Verbal - School not in session</u>
Student	<u>N/A</u>

# Activity Report for September through June 2023-2024

10 - BAND/CHOIR

06/12/2024  
10:01:05 AM

Checking			Savings			Investments		
Beginning		Ending	Beginning		Ending	Beginning		Ending
6,343.29		7,206.68	0.00		0.00	0.00		0.00
Transaction	Number	To Whom	Amount	Invoice	Purpose	Date	Status	Running
Check	77	OPPORTUNITY BANK	180.00		NSF Check - Funds charged ba	09/28/2023	Returned	6,163.29
Check	17818	ECKROTH MUSIC	327.72	5028804	Reeds & Supplies for Instrum	10/23/2023	Returned	5,835.57
Check	17865	ECKROTH MUSIC	212.00	5089183	Instrument Repair - Student	12/04/2023	Returned	5,623.57
Check	17891	ECKROTH MUSIC	156.00	5090636	Instrument Repair - Student	01/05/2024	Returned	5,467.57
Check	17940	ECKROTH MUSIC	221.00		Instrument Repair - Student	02/07/2024	Returned	5,246.57
Check	89	OPPORTUNITY BANK	215.90		P-Card Charges	03/08/2024	Returned	5,030.67
Check	17958	ECKROTH MUSIC	121.00	5164746	Instrument Repair - Student	03/01/2024	Returned	4,909.67
Check	17978	Instrumentalist A	43.50	59218C 2401	Choral Pin & Certf	03/20/2024	Returned	4,866.17
Check	17979	ECKROTH MUSIC	52.00	5157697	Instrument Repair - Student	03/20/2024	Returned	4,814.17
Check	17987	Instrumentalist A	23.50	59218C 2402	Band SOUSA Pin & Certificate	04/02/2024	Returned	4,790.67
Check	17988	ECKROTH MUSIC	44.79	5222902	Instrument Repair - Student	04/02/2024	Returned	4,745.88
Check	18005	US FOODS	352.66	USF 3963147	Food ordered by Kitchen for	05/02/2024	Returned	4,393.22
Check	18010	ECKROTH MUSIC	50.00	5258615	Instrument Repair - Student	05/17/2024	Returned	4,343.22
Check	18014	ECKROTH MUSIC	5.00	5258615	Additional Due on Invoice -	05/28/2024	Written	4,338.22
Check	18016	ECKROTH MUSIC	1,125.00	5290776	Maintenance & Repair Chrg on	06/05/2024	Written	3,213.22
Check	18016	ECKROTH MUSIC	2,337.14	5290875	Pearl Concert Bass Drum - Gr	06/05/2024	Written	876.08
			5,467.21	Overall				
Transaction	Number	From Whom	Check	Amount	Deposit	Purpose	Date	Running
Receipt	693160	BAND		480.00	1415	Instrument Rental Fee	09/27/2023	1,356.08
Receipt	693181	BAND		180.00	1435	NSF Check Repay with Ca	10/11/2023	1,536.08
Receipt	693197	BAND		573.00	1451	Bake Sale Fundraiser	10/25/2023	2,109.08
Receipt	919011	BAND		360.00	1464	Instrument Rental Fee	11/14/2023	2,469.08
Receipt	919013	BAND	4114	60.00	1466	Instrument Rental Fee	11/16/2023	2,529.08
Receipt	919150	MONTANA MASONIC FOUNDATIO	18464	2,000.00	1594	Donation	04/18/2024	4,529.08
Receipt	919152	MUSIC PARENTS		240.00	1596	Music Parents Meal	04/22/2024	4,769.08
Receipt	919153	LUSTRE CHRISTIAN HIGH SCH	21452	300.00	1597	Music Parents Meal	04/22/2024	5,069.08
Receipt	919154	MULTA HIGH SCHOOL	9785	200.00	1598	Music Parents Meal	04/22/2024	5,269.08
Receipt	919155	OPHEIM SCHOOL DISTRICT #9D	24388	60.00	1599	Music Parents Meal	04/22/2024	5,329.08
Receipt	919156	WHITENWATER HIGH SCHOOL	3791	200.00	1600	Music Parents Meal	04/22/2024	5,529.08
Receipt	919157	NASHUA HIGH SCHOOL	13228	100.00	1601	Music Parents Meal	04/22/2024	5,629.08
Receipt	919164	GLASGOW HIGH SCHOOL	36964	170.00	1607	Music Parents Meal	04/23/2024	5,799.08
Receipt	919169	BOX TOP PROGRAM	4856698	10.60	1612	Donation	05/02/2024	5,809.68
Receipt	919170	POPLAR PUBLIC SCHOOL	25363	300.00	1615	Music Parents Meal	05/02/2024	6,109.68
Receipt	919175	CULBERTSON SCHOOL DISTRICT	170011919	150.00	1618	Music Parents Meal	05/09/2024	6,259.68
Receipt	919188	WESTBY SCHOOL	22157	210.00	1631	Music Parents Meal	05/17/2024	6,469.68
Receipt	919195	WOLF POINT SCHOOL DISTRICT	3071	420.00	1637	Music Parents Meal	05/21/2024	6,889.68



Activity Report for September through June  
2023-2024

10 - BAND/CHOIR

06/12/2024  
10:01:05 AM

Transaction	Number	From Whom	Check	Amount	Deposit	Purpose	Date	Running
Receipt	919199	BAND		237.00	1651	Reed Sales	05/28/2024	7,126.68
				6,250.60	Overall			

Transaction	Amount	Purpose	Account	Date	Running
JV Checking	80.00	Saturday meals for Judges during festival	From 19 - MUSIC PARENTS	04/22/2024	7,206.68

Bake Sale \$ 573.00

Music Parents \$ 2,430.00  
Meal

\$ 3,003.00

— 352.66 - US Foods - Meal Exp.

\$ 2,650.34

240.000 +  
300.000 +  
200.000 +  
50.000 +  
200.000 +  
100.000 +  
170.000 +  
300.000 +  
150.000 +  
210.000 +  
420.000 +  
80.000 +  
2,430.000 \*

Transfer from Band/Choir  
to Music Parents





# Culbertson Public School

**Transfer List**  
2023-2024

06/25/2024  
11:30:59 AM

Remove	Date	Type	Account	Purpose	Amount
No	06/25/2024	From Checking	4 - SENIOR CLASS 2024	Donated Acct.Balance to Incoming Freshman Class	-83.69
No	06/25/2024	To Checking	7 - 8TH GRADE	Donated Acct.Balance to Incoming Freshman Class	83.69
No	06/25/2024	From Checking	10 - BAND/CHOIR	Bake Sale & M. Festival Meal Fund Transferred	-2,650.34
No	06/25/2024	To Checking	19 - MUSIC PARENTS	Bake Sale & M. Festival Meal Fund Transferred	2,650.34



# Culbertson Activities Payment Form



COPY

Invoice # M. Festival

Activity Account - Music Parents

Check # 18018

PAYABLE TO:

Glasgow High School  
Activ. Acc.

Chargeable Activity Department Music Parents

Event or Reason Dist 12 Music Festival

Internal Department Transfer: From \_\_\_\_\_ To \_\_\_\_\_

Date		Description or Reason	Amount
		Transfer of \$	3,628.67
		District 12 Music	
		Festival	
		Funds	
TOTAL DUE:			3,628.67

Authorized by: KR

Department Advisor Sign Off	
Advisor	<u>TT - Verbal - School not in session</u>
Student	<u>M/A</u>

# Culbertson Public School

Activity Report for September through June

2024

19 - MUSIC PARENTS

06/12/2024

9:56:40 AM

Checking		Savings		Investments	
Beginning	Ending	Beginning	Ending	Beginning	Ending
5,562.09	6,325.35	0.00	0.00	0.00	0.00

Transaction	Number	To Whom	Amount	Invoice	Purpose	Date	Status	Running
Check	17994	KIM HENNEBERRY	315.00	2076	Piano Tuning for Distri	04/16/2024	Returned	5,247.09
Check	17995	TERRIL RAAUM	49.58		Mileage for P/U Judges	04/16/2024	Returned	5,197.51
Check	17996	JOHN GOODHEART	578.70		Judging Services & Trav	04/20/2024	Returned	4,618.81
Check	17997	MICHEL LYNN STICKA	783.62		Judging Services & Trav	04/20/2024	Returned	3,835.19
Check	17998	KARI DRANGE	593.44		Judging Services & Trav	04/20/2024	Returned	3,241.75
Check	17999	KATRINA VALKENBURG DA	588.70		Judging Services & Trav	04/20/2024	Returned	2,653.05
Check	18000	AMY CHRISTINE SCHENDE	578.70		Judging Services & Trav	04/20/2024	Returned	2,074.35
Check	18001	BRIDGET STEPAN	573.62		Judging Services & Trav	04/20/2024	Written	1,500.73
Check	18002	MICHELLE MAURER	1,124.32		Judging Services & Trav	04/20/2024	Returned	376.41
Check	18503	MARY SVENVOLD	624.60		Judging Services & Trav	04/20/2024	Returned	-248.19
Check	18507	HI LINE INN & SUITES	1,652.40	22790-22797	Hotel Rooms for Music F	04/23/2024	Returned	-1,900.59
Check	91	OPPORTUNITY BANK OF M	172.80		P-Card Charges	05/17/2024	Returned	-2,073.39
			7,635.48	Overall				

Transaction	Number	From Whom	Check	Amount	Deposit	Purpose	Date	Running
Receipt	919084	BEV RAAUM	8901	250.00	1532	Donation	02/12/2024	-1,823.39
Receipt	919132	POPLAR PUBLIC SCHOOL	25341	823.74	1592	Music Festival Funds	04/09/2024	-999.65
Receipt	919153	LUSTRE CHRISTIAN HIGH SCHOO	21452	615.00	1597	Music Festival Entry Fe	04/22/2024	-384.65
Receipt	919154	MULTA HIGH SCHOOL	9785	660.00	1598	Music Festival Entry Fe	04/22/2024	275.35
Receipt	919155	OPHELM SCHOOL DISTICT #9D	24388	180.00	1599	Music Festival Entry Fe	04/22/2024	455.35
Receipt	919156	WHITewater HIGH SCHOOL	3791	390.00	1600	Music Festival Entry Fe	04/22/2024	845.35
Receipt	919157	NASHUA HIGH SCHOOL	13228	210.00	1601	Music Festival Entry Fe	04/22/2024	1,055.35
Receipt	919163	BAINVILLE HIGH SCHOOL	1966	165.00	1606	Music Festival Entry Fe	04/23/2024	1,220.35
Receipt	919164	GLASGOW HIGH SCHOOL	36964	585.00	1607	Music Festival Entry Fe	04/23/2024	1,805.35
Receipt	919170	POPLAR PUBLIC SCHOOL	25363	465.00	1614	Music Festival Entry Fe	05/02/2024	2,270.35
Receipt	919171	HINSDALE HIGH SCHOOL	13207	435.00	1614	Music Festival Entry Fe	05/02/2024	2,705.35
Receipt	919175	CULBERTSON SCHOOL DISTRICT	17011919	735.00	1618	Music Festival Entry Fe	05/09/2024	3,440.35
Receipt	919189	WESTBY SCHOOL	8926	525.00	1630	Music Festival Entry Fe	05/17/2024	3,965.35
Receipt	919191	SACO SCHOOL	29735	375.00	1628	Music Festival Entry Fe	05/17/2024	4,340.35
Receipt	919195	WOLF POINT SCHOOL DISTRICT	3071	810.00	1637	Entry Fee for Event	05/21/2024	5,150.35
Receipt	919196	FROID/MEDICINE LAKE CO-OP	919196	480.00	1638	Entry Fee for Event	05/21/2024	5,630.35
Receipt	919197	PLENTYWOOD HIGH SCHOOL	43613	450.00	1636	Entry Fee for Event	05/21/2024	6,080.35
Receipt	694615	SCOBEY SCHOOL	44330	405.00	1659	Music Festival Entry Fe	06/12/2024	6,485.35
				8,558.74	Overall			

Transaction	Amount	Purpose	Account	Date	Running
JV Checking	-80.00	Friday meals for Judges during festival	To 18 - EXPLORE AMERICA	04/22/2024	6,405.35
JV Checking	-80.00	Saturday meals for Judges during festival	To 10 - BAND/CHOIR	04/22/2024	6,325.35
		-160.00	Overall		

music Parents Account  
Balance as of 4/2023  
\$2,437.75  
250.00 Donation  
\$2,687.75

Dist 12 Music Fest. T. - M. 12

\$3,637.60

**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 15

**AGENDA TITLE:** Board Policy – 2<sup>nd</sup> Reading

**SUMMARY:** We approved the first reading for the following changes to 5321 P(2) and adopting 5321F at our regular June meeting. This is the second and final reading that still allows you the opportunity to review and/or edit before going into policy.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

Culbertson Public Schools are committed to providing opportunities for students in a safe and productive environment, to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in an ever-changing world.



**Procedure 5321-P(2): Leaves of Absence - Compensated Absence**

Status: ADOPTED

Original Adopted Date: 02/01/2021 | Last Revised Date: 06/21/2022 | Last Reviewed Date: 06/21/2022

Certified Staff Compensated Absence Leave

The Culbertson School District recognizes the importance of having certified staff instructing students each day of the school year. Therefore, the District will establish policy to allow certified teachers to accrue and utilize compensated absence leave time.

Earning Compensated Absence Leave Time

Certified Teachers may earn compensated Absence Leave Time by voluntarily forgoing all or part of their preparation period to cover another teachers' class.

Utilizing Compensated Absence Leave Time

Compensated Absence Leave Time can be utilized in the same manner as personal leave.

Carry Over

Teachers may carry over up to thirty-two (32) hours of time from the conclusion of one school year to the start of the next school year. Any time remaining beyond the 32 hour carry over limit will be either paid to the certified employee at a rate equal to the certified staff substitute wage or donated to the District Sick Leave Bank, at the choice of the employee.

Any time remaining upon leaving the district will be forfeited.

returning

## Excess Compensated Absence Election Form

Teacher Name: \_\_\_\_\_

Current School Year: \_\_\_\_\_

Compensated Absence Leave Balance (in minutes): \_\_\_\_\_

Policy 5321-P(2) allows for any time remaining beyond the 32-hour (1,920 minutes) carryover limit to be either paid to the certified employee at a rate equal to the certified staff substitute wage or donated to the District Sick Leave Bank.

Please choose one of the following options:

\_\_\_\_\_ I elect to receive my excess compensated absence over the limit as wages to be paid by June 30<sup>th</sup> at the rate equal to the certified staff substitute wage.

\_\_\_\_\_ I elect to donate my excess compensated absence over the limit to the District Sick Leave Bank.

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
For District Use Only

Date Received: \_\_\_\_\_

Excess Compensated Absence Leave for Pay or Donation: \_\_\_\_\_

\_\_\_\_\_  
District Clerk Signature

\_\_\_\_\_  
Date

**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 16

**AGENDA TITLE:** Accept Resignations

**SUMMARY:** We need a formal motion and approval to accept the following resignations:  
-Jennifer Lambert, paraprofessional 2024-2025  
-Shelby Manning, JMG coordinator 2024-2025

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

Culbertson Public Schools are committed to providing opportunities for students in a safe and productive environment, to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in an ever-changing world.

Shelby Manning  
PO Box 444  
Culbertson, MT 59218  
June 20, 2024

Culbertson Administration and Board of Trustees  
Culbertson Schools  
423 1<sup>st</sup> Ave W  
Culbertson, MT 59218

Dear Administration and Board of Trustees,

I am writing to inform you of my resignation as the JMG Career Specialist at Culbertson Schools, effective immediately.

I am grateful for the last two years serving as the JMG Specialist, as it kickstarted my career in education, but I am looking forward to continuing to serve Culbertson Schools as the FCS Teacher. I am appreciative of both opportunities.

Sincerely,

A handwritten signature in blue ink that reads "Shelby Manning". The signature is written in a cursive style with a large, looping initial "S".

Shelby Manning

June 19th, 2024

Dear Mrs.Simonsen and the Culbertson School Board members,

I am writing this letter to announce my resignation from Culbertson School as a Title 1 paraprofessional effective June 20th 2024.

This was not an easy decision to make, on my part. The past 10 years have been very rewarding and some of the best years of my life. I've enjoyed working for Culbertson School, helping Culbertson's wonderful students, and working with and learning from the amazing faculty. I owe my success to a large handful of Culbertson School's teaching staff.

It is time for me to advance in my career, however. I have accepted a position as a Junior High Title teacher and a 2nd/ 3rd grade reading and math teacher at Fairview School.

I wish you all the very best and I do hope that one day I can be part of the Culbertson School faculty again in the future. Thank you for everything.

Sincerely,



Jennifer Lambert

**CULBERTSON PUBLIC SCHOOLS**  
**DISTRICTS 17 J/R/C**  
**BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 17

**AGENDA TITLE:** 2024-2025 Certified Contracts

**SUMMARY:** I recommend the following certified contracts for the 2024-2025 school year:

- Sarah Schmidt, Elementary (2<sup>nd</sup> grade)
- Nick Kallem, 1 period of EMT all year
- Stefanie Newbill, 1 period of German all year

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

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**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 18

**AGENDA TITLE:** 2024-2025 Classified Contracts

**SUMMARY:** I recommend the following classified contracts for the 2024-2025 school year:  
-Mary Hauso, full-time custodial starting August 5th  
-Kelly Vaught, paraprofessional

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

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**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 19

**AGENDA TITLE:** Approval of Guest Teachers

**SUMMARY:** I recommend the guest teachers listed on the attachment.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

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# Culbertson School

## Guest Teachers

### Certified Teachers

Angela Miller	406-478-1124 Mon & Fri (other days possible)
Leanne Knapp	406-787-7130
Evelyn Carlisle	406-787-5203
Sara Martin	406-860-1630

### NON Certified Teachers

Sharon Schmitz	406-480-9423	Mary Machart	406-787-7834
Amanda Sager	701-818-9602	Nicole VandenBos	406-489-0297
Stephanie Newbill	425-524-7831	Lenore Armijo	406-942-0525
Brittney Pirkle	406-774-4310	<i>Emma Pederson</i>	<i>406-787-7573</i>

### Stipulations

Eddie Morris	406-480-5871 (Fridays only)
Jessica Wolf	406-478-1547 (Wed & Fri Only)
Mathew Ellerton	406-485-5239 (Tues & Thurs Only)
April Deen	406-480-9855 (Friday Only)
Beverly Raaum	406-787-5794 (BAND ONLY)
Rhonda Larsen	701-570-7834 (FOR PAULA ONLY)

**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 20

**AGENDA TITLE:** 2024-2025 Mentor Contracts

**SUMMARY:** Pay for our mentors is \$250 per new mentee, not to exceed 2 mentees. I am asking for approval of the following 2024-2025 Mentor Contracts:

- Wendy Nickoloff** (will mentor Clayton Marchwick)
- Angie Iverson** (will mentor Sarah Schmidt)
- Theresa McDonald** (will mentor Kelly Evenson)
- Rhetta Wilson** (will mentor April Wills)
- Elizabeth Standley** (will mentor Shannon O'Brien)
- Amy Berwick** (will mentor Shelby Manning & Stefanie Newbill if hired above)

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

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**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 21

**AGENDA TITLE:** Approval of 2024-2025 Bus Routes

**SUMMARY:** The routes are all the same with the exception of Route #4, Finnicum South, driven by Duane Larsen. The extra stop and miles are highlighted in the attachments for this agenda item—it is an increase of 8 miles per day, taking the total miles on this route to 150 per day.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

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# Culbertson Public Schools

## Bus Routes

### 2024-2025

**Route #1**  
**(Iverson)**  
**71.2 miles/day**

Byrd 7:25 am  
Bergum 7:30 am  
Bowland 7:35 am  
Poser 7:45 am  
Anderson 8:00 am  
Lil Bees 8:05 am

**Route #2**  
**(L. Hekkel)**  
**146.3 miles/day**

Snyder 6:45 am  
Sorensen 6:55 am  
Purvis 7:10 am  
Kierstead 7:12 am  
Wilson 7:18 am  
Cady 7:20 am  
Labatte 7:25 am  
Anderson 7:40 am  
Peterson 7:50 am  
Powell 8:00 am  
Lapp 8:05 am

**Route #3**  
**(Birch)**  
**76.8 miles/day**

Bighorn 7:05 am  
Clark 7:15 am  
Fort Kipp 7:20 am  
Burshia 7:30 am  
Menz 7:35 am  
Scott 7:40 am  
Bets His Medicine 7:45 am  
Perry 7:50 am  
Turning Heart 7:55 am

**Route #4**  
**(Finnicum-South)**  
**150.0 miles/day**

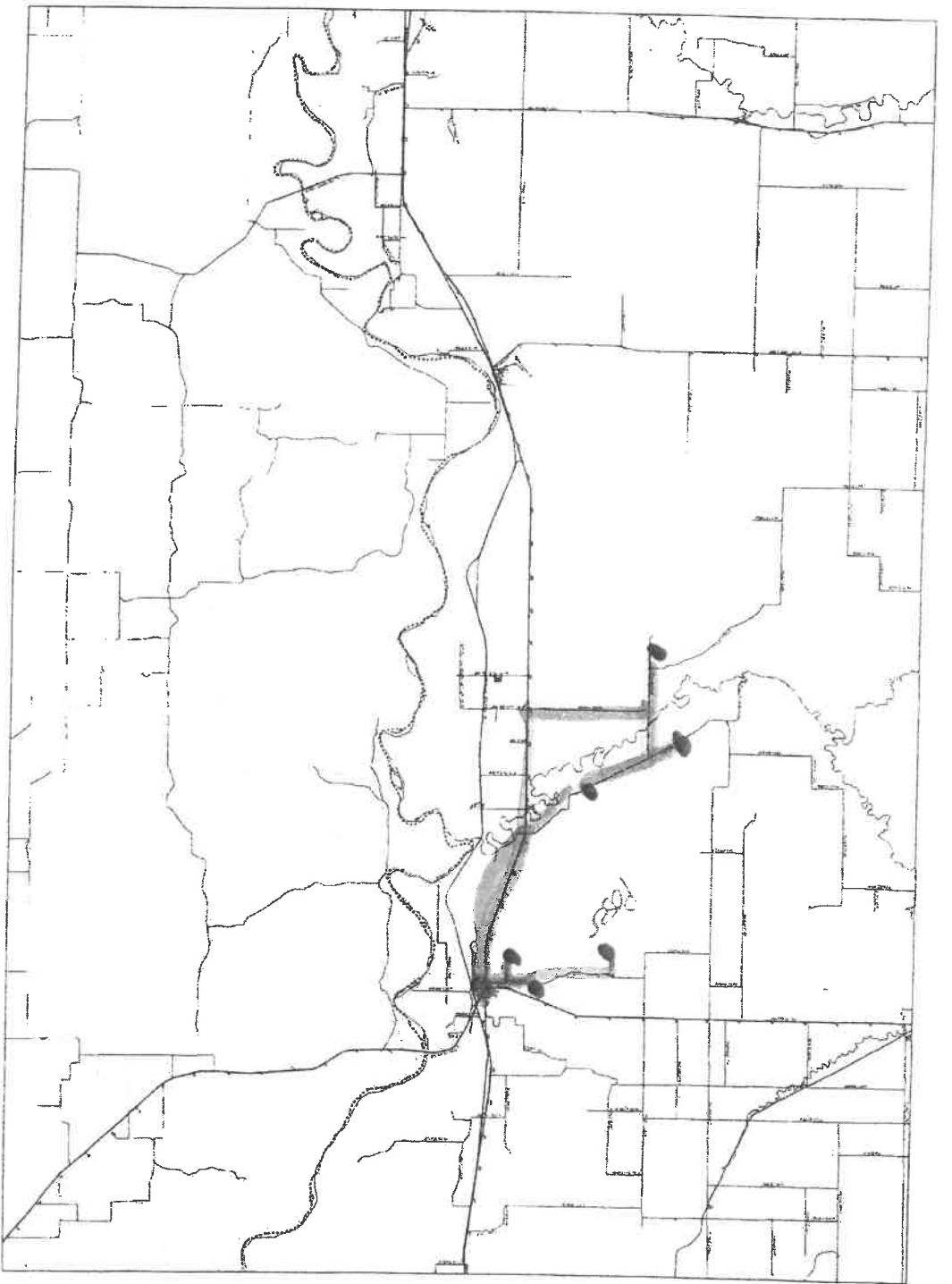
Burciaga 6:55 am  
Miller 7:05 am  
Martin 7:07 am  
V. Steppler 7:10 am  
W. Steppler 7:15 am  
Munoz 7:25 am  
Sorteberg 7:40 am  
Taberna 7:50 am  
Raaum 7:55 am

**Route #5**  
**(Finnicum-West)**  
**174.0 miles/Morning**

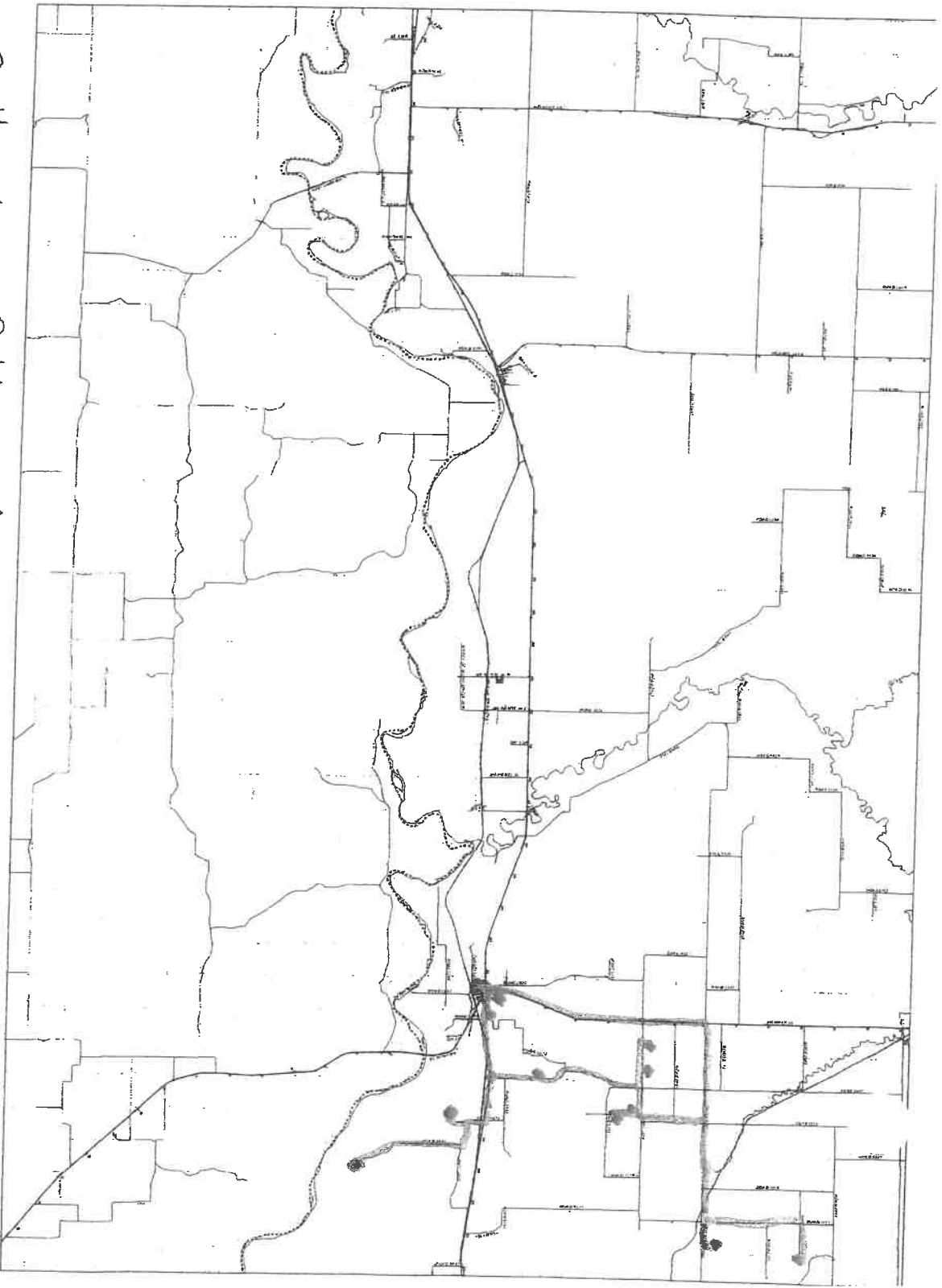
Becker 6:35 am  
Bidegaray 6:40 am  
Poplar Bridge 7:10 am  
Feather 7:40 am

**Route #6**  
**(C. Hekkel)**  
**43.6 miles/day**

Vanden Bos 7:30 am  
Lee 7:50 am



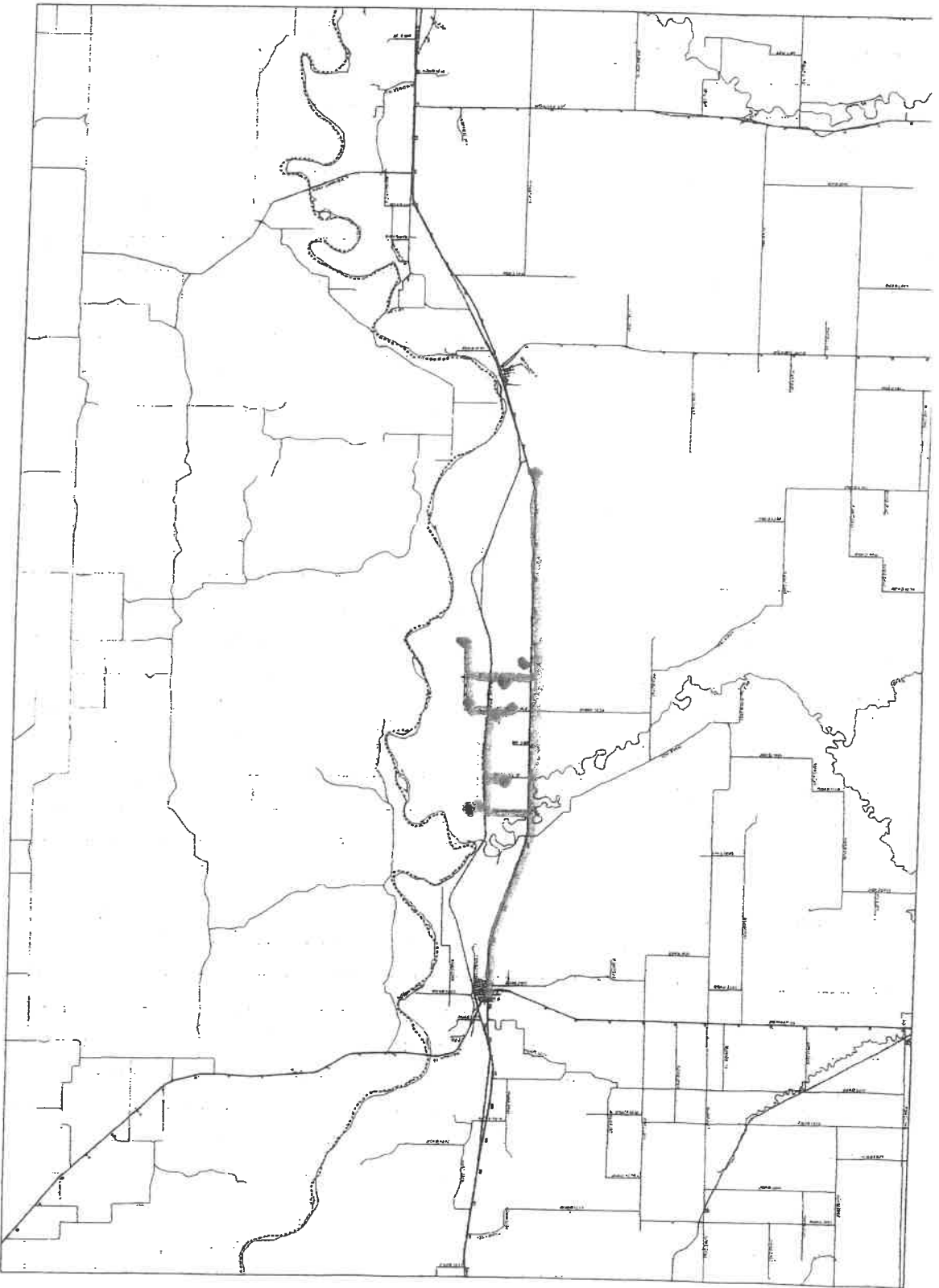
Culbertson Public Schools  
2024-2025  
Bus Route #1  
71.2 miles/day



Culbertson Public Schools 2024-2025

Bus Route #2

146.3 miles/day



Culbertson Public School 2024-2025

Bus Route #3

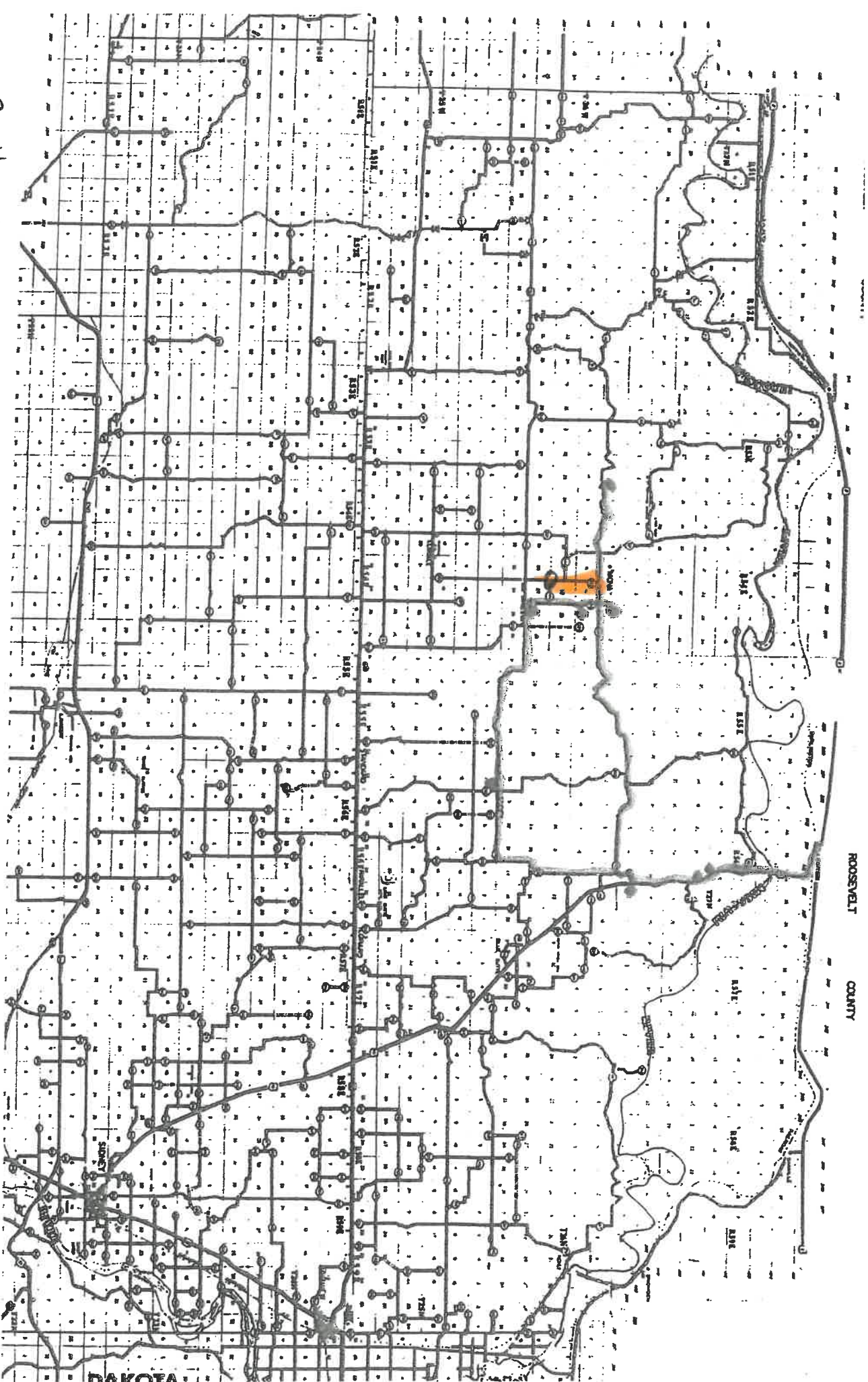
76.8 miles/day

Culbertson Public Schools 2024-2025

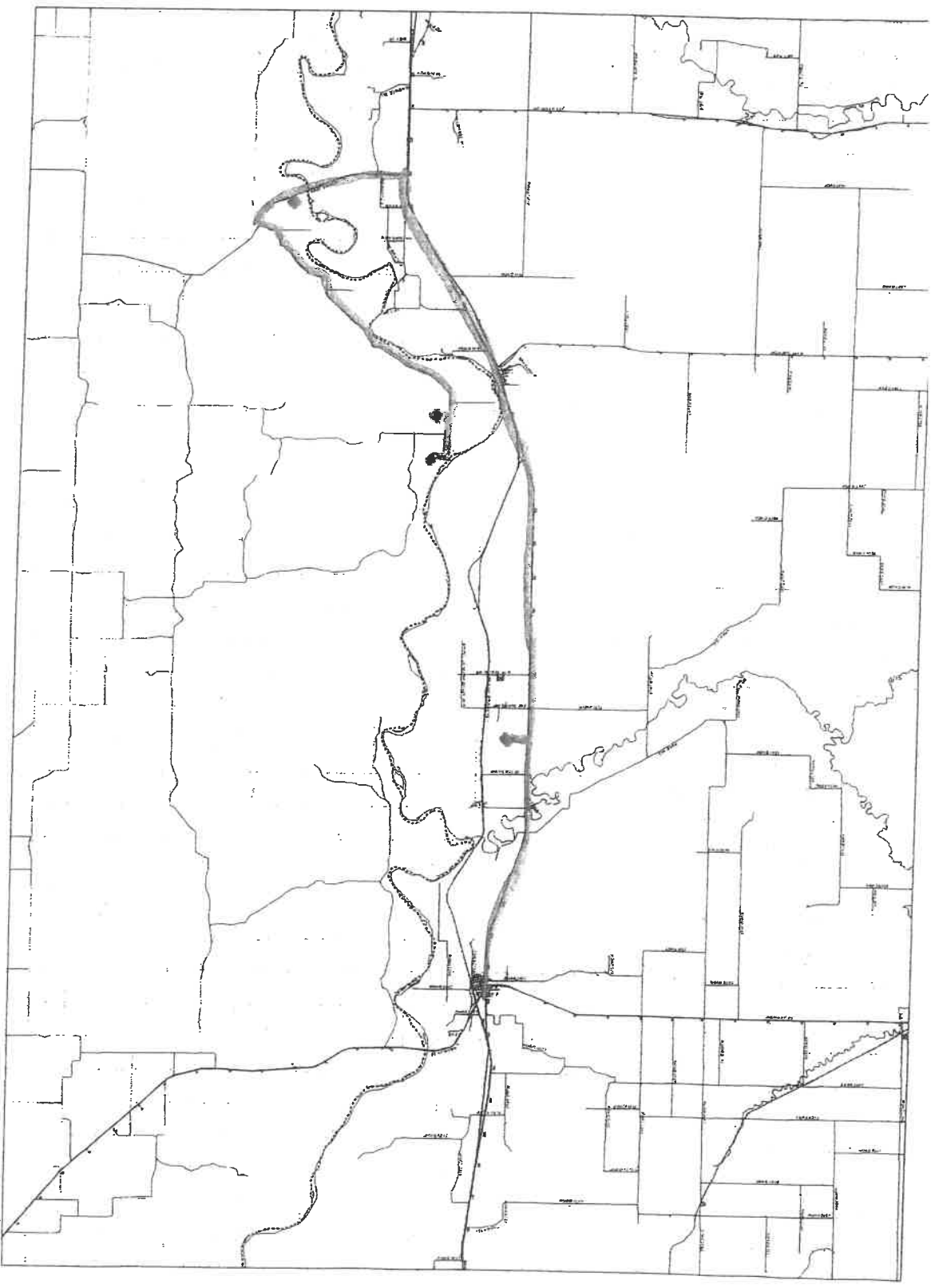
Bus Route #4

142.0 miles/day  
+ 8.0 miles/day

150.0 miles/day

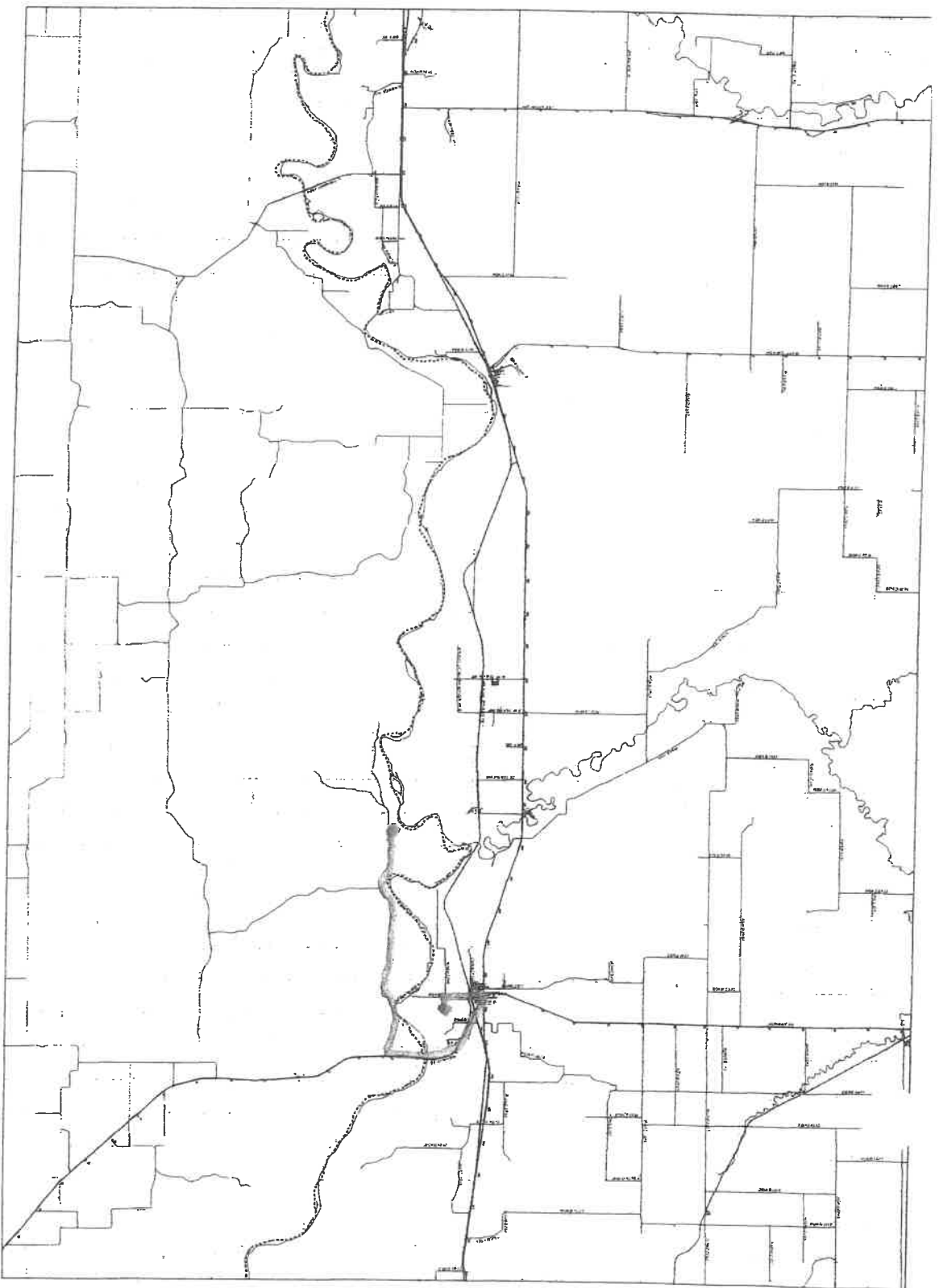






Culbertson Public Schools 2024-2025

Bus Route #5  
174.0 miles/day



Culbertson Public Schools

2024-2025

Bus Route #6

43.6 miles/day

**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 22

**AGENDA TITLE:** Approval of Activity Bus Drivers 2024-2025

**SUMMARY:** I recommend approval of the following activities bus drivers for 2024-2025:

-David Benegocha, John Fordyce, David Solem, Mike Machart, Wes Young, Jack Scotson, Duane Larsen, and Nick Kallem.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

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**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 23

**AGENDA TITLE:** Approval of Bus Monitors 2024-2025

**SUMMARY:** I recommend approval of the following bus monitors for 2024-2025:  
-Kim Knick, Joy Johnson, Christina Olson, Keri Hauenstein,  
Matthew Ellerton, and Diane Hampton.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

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**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 24

**AGENDA TITLE:** Approval of Extra-Curricular Advisors 2024-2025

**SUMMARY:** I recommend approval of the following extra-curricular advisors as seen in the attachment. In August I will have an answer for the senior class advisor—I will do it if no staff are interested.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

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**EXTRACURRICULAR  
2024-2025**

<b>Advisor-12th (GRADUATION)</b>	
<b>Advisor-11th (PROM)</b>	<b>Tiffany Nielsen</b>
<b>Advisor-10th</b>	<b>Milt Apple</b>
<b>Advisor-9th</b>	<b>Bill Carlisle</b>
<b>Advisor-8th</b>	<b>Shelby Manning</b>
<b>Advisor-7th</b>	<b>JimieLou Morris</b>
<b>Advisor-6th</b>	<b>Amy Berwick</b>
<b>Advisor-Drug &amp; Alcohol</b>	<b>Brad Nielsen</b>
<b>Advisor-HS Student Council</b>	<b>Elizabeth Standley</b>
<b>Advisor-NHS</b>	<b>Shelly Salvevold</b>
<b>Advisor-BPA</b>	<b>Janelle Ator</b>
<b>Advisor-Title IX</b>	<b>Nicole Simonsen</b>
<b>Annual</b>	<b>Bill Carlisle</b>
<b>Band</b>	<b>Jennesy Taberna</b>
<b>Basketball Boys</b>	<b>Milt Apple</b>
<b>Basketball Girls</b>	<b>Sabrina Labatte</b>
<b>Cheerleader Coach</b>	<b>Tiffany Nielsen</b>
<b>Chorus</b>	<b>Russell Pfeifer</b>
<b>Cross Country</b>	<b>Chance Hyatt</b>
<b>FFA</b>	<b>Shannon O'Brien</b>
<b>Football</b>	<b>Brian Manning</b>
<b>Golf</b>	<b>JimieLou Morris</b>
<b>Speech &amp; Drama</b>	<b>Jeri Gustafson</b>
<b>Track</b>	<b>David Solem</b>
<b>Volleyball</b>	<b>Tiffany Nielsen</b>

**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 25

**AGENDA TITLE:** Approval of Memorandum of Understanding with the CEA

**SUMMARY:** The class schedule for the 2024-2025 school year has Kindergarten specials during 1<sup>st</sup> period in order to allow grades 1-5 to receive elementary specials more consistently: library and art 1 time per week and PE/music 2 times a week.

Mr. Nielsen and Mrs. Welch agreed to teach Kindergarten specials during their prep period. The MOU is necessary because it is a deviation to the contracted bargaining agreement we have with the union. The union also had a majority vote to approve this MOU.

We need a formal motion to approve this MOU for the 2024-2025 school year.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

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### Memorandum of Understanding

Effective for the 2024-2025 school year only, the Culbertson School District will pay Pam Welch and Brad Nielsen, a prorated amount based on each teachers' salary for the periods for the days during which each will teach a Kindergarten special during their regularly scheduled prep period. The prorated salary shall be paid with each regular payroll and will be subject to all normal payroll deductions including TRS, state and federal taxes, etc.

The District will schedule this to occur each Monday for Pam Welch and on Tuesday and Thursday twice each week for Brad Nielsen.

It is anticipated the salary for Pam Welch for this assignment will be \$45.48 per period taught and for Brad Nielsen, it will be \$33.91 per period taught. (See page 2 for salary calculation)

This MOU is in accordance with Article V *Changes in Agreement*, of the Master Agreement.

This MOU modifies only Article IX, Subsection B, *Prep and Duty-Free Lunch Period*, and only affects Pam Welch and Brad Nielsen. This MOU does not set precedent for future matters. As this MOU has been agreed to by all parties as evidenced by the signatures below, Pam Welch, Brad Nielsen and the Culbertson Education Association waive the right to grieve Article IX, Subsection B, *Prep and Duty-Free Lunch Period* as both Pam Welch and Brad Nielsen will be providing instruction and will be paid for this instruction scheduled to occur during their preparation periods as described herein.

There shall be no changes to this MOU for the duration of the 2024-25 school year.

\_\_\_\_\_  
President, Culbertson Education Association

\_\_\_\_\_  
Superintendent / Board Chair

\_\_\_\_\_  
Dated Signed

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Brad Nielsen

\_\_\_\_\_  
Pam Welch

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Date signed

Attest, \_\_\_\_\_  
District Clerk

\_\_\_\_\_  
Date signed



### Calculation Page

Brad Nielsen 2024-2025 Salary = \$44,387

$\$44,387 / 187 \text{ contract days} = \$237.36 \text{ daily rate}$

$\$237.36 / 7 \text{ periods in a day} = \$33.91 \text{ per period pay}$

$\$33.91 \times 75 = \$2,543.25$

Pam Welch 2024-2025 Salary = \$59,670

$\$59,670 / 187 \text{ contract days} = \$319.09 \text{ daily rate}$

$\$319.09 / 7 \text{ periods in a day} = \$45.58 \text{ per period pay}$

$\$45.58 \times 34 = \$1,549.72$

Brad = purple 75  
Pam = blue 34

# Culbertson Public School Calendar 2024-2025

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

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

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

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

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

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

## AUGUST 2024

August 13-14 Teachers PIR  
August 15 First Day of School  
August 30 Dismissal at 2 pm

## SEPTEMBER 2024

September 2 No School

## OCTOBER 2024

October 10 Dismissal at 2 pm  
October 10 P/T Conference 3-6 pm  
October 16 Dismissal at 2 pm  
October 17-18 Teachers PIR / No School

## NOVEMBER 2024

November 1 Dismissal at 2 pm  
November 26 Dismissal at 2 pm  
November 27-29 No School

## DECEMBER 2024

December 20 Dismissal at 12 pm  
December 20 Semester 1 Ends  
December 23-31 No School

## JANUARY 2025

January 1 No School  
January 2 School Resumes  
January 2 Semester 2 Begins  
January 22 Dismissal at 1 pm  
January 22 Teacher PIR 1-4 pm  
January 31 Dismissal at 2 pm

## FEBRUARY 2025

February 3 No School  
February 21 Dismissal at 2 pm

## MARCH 2025

March 6 Dismissal at 2 pm  
March 6 P/T Conference 3-6 pm  
March 7-10 No School

## APRIL 2025

April 3 Dismissal at 1 pm  
April 3 Teacher PIR 1-4 pm  
April 16 Dismissal at 2 pm  
April 17-21 No School

## MAY 2025

May 7 Dismissal at 1 pm  
May 7 Teachers PIR 1-4 pm  
May 23 Last Day of School  
May 23 Dismissal at 12 pm  
May 23 Teachers PIR 12-3 pm

1st Semester 85 PI Days + 4 PIR Days  
2nd Semester 97 PI Days + 3 PIR Days

2024-2025 180 PI Days + 7 PIR Days

\*2 flex days TBD

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

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	19d

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

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

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

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

12 pm out 1 pm out 2 pm out 3 pm out New Trimester No School

**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 26

**AGENDA TITLE:** Transfer of Class Funds

**SUMMARY:** The seniors of 2024 that just graduated would like to give their remaining class funds to the incoming freshmen. The paperwork is attached—you will see this happened before the new fiscal year but still needs formal board approval.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

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**Culbertson Public School**

**Totals Report for June 2024 through June 2024**  
2023-2024

06/25/2024  
10:24:49 AM

Checking  
Savings  
Investments

Account	Beginning	+ Receipts	- Expenditures	+ Transfers	= Ending
1 - ANNUAL	1,447.51	180.00	4,424.66	0.00	-2,797.15
2 - ATHLETICS	2,217.84	180.00	411.38	0.00	1,986.46
3 - Used for Future Graduated Senior Class	0.00	0.00	0.00	0.00	0.00
4 - SENIOR CLASS 2024	157.63	0.00	73.94	-83.69	0.00
5 - JUNIOR CLASS 2025	1,272.95	0.00	49.25	0.00	1,223.70
6 - SOPHOMORE CLASS 2026	1,408.82	0.00	0.00	0.00	1,408.82
7 - 8TH GRADE	1,517.59	250.00	0.00	83.69	1,851.28
8 - CHEERLEADER	0.00	0.00	0.00	0.00	0.00
9 - FFA	1,648.38	0.00	315.90	0.00	1,332.48
10 - BAND/CHOIR	10,668.82	0.00	3,462.14	0.00	7,206.68
11 - STUDENT COUNCIL	6,990.22	0.00	0.00	0.00	6,990.22
12 - SPEECH AND DRAMA	1,467.03	25.00	0.00	0.00	1,492.03
13 - VO-AG REVOLVING	1,895.49	0.00	0.00	0.00	1,895.49
14 - FRESHMAN CLASS 2027	675.14	0.00	0.00	0.00	675.14
15 - PLAY	5,477.35	0.00	0.00	0.00	5,477.35
16 - JMG	2,148.16	0.00	0.00	0.00	2,148.16
17 - BPA	5,043.70	0.00	1,045.58	0.00	3,998.12
18 - EXPLORE AMERICA	25,230.83	710.00	64.42	0.00	25,876.41
19 - MUSIC PARENTS	5,920.35	405.00	3,628.67	0.00	2,696.68
20 - ART	2,119.68	0.00	0.00	0.00	2,119.68
21 - LIBRARY	1,295.05	0.00	0.00	0.00	1,295.05
22 - SPANISH CLUB	0.00	0.00	0.00	0.00	0.00
24 - SCIENCE OLYMPIAD	5,420.56	67.00	0.00	0.00	5,487.56
	84,023.10	+ 1,817.00	- 13,475.94	+ 0.00	= 72,364.16



# Culbertson Public School

**Transfer List**  
2023-2024

06/25/2024  
10:23:29 AM

Remove	Date	Type	Account	Purpose	Amount
No	06/25/2024	From Checking	4 - SENIOR CLASS 2024	Donated Acct.Balance to Incoming Freshman Class	-83.69
No	06/25/2024	To Checking	7 - 8TH GRADE	Donated Acct.Balance to Incoming Freshman Class	83.69



# Culbertson Activities Misc. Income Form

Date 6-10-24

Receipt Book # MA

Activity Account # 8<sup>th</sup> Grade Class

Payee Check # Int. Transfer

Received From: Graduated Senior Class 2024

Activity Department 8<sup>th</sup> Grade Class

Activity Event \_\_\_\_\_ or Reason \_\_\_\_\_

Units	Description of Payment Reason / Items Sold	Amount
	Donated Balance of	83.69
	Senior 2024 Class Account	
	Balance to Incoming	
	Freshman Class	
Amount Received		\$83.69

Activities Secretary: [Signature]



# Culbertson Activities Payment Form

Invoice #

N/A

Activity Account -

Senior Class 2024

Check #

Int'l. Transfer

PAYABLE TO:

8th Grade Class.

Incoming 24/25 Freshman

Chargeable Activity Department

Senior Class 2024 Graduated

Event or Reason

Internal Department Transfer: From

To

Date			Description or Reason	Amount
			Donated Account	
10	10	24	Balance To	83.69
			incoming Freshman	
			Class	
TOTAL DUE:				83.69

Authorized by:

KR

Department Advisor Sign Off	
Advisor	See E-Mail
Student	Not In Session / Graduated



Kaylynn Raaum &lt;raaumk@culbertson.k12.mt.us&gt;

---

**Senior 2024 Account**

1 message

---

**Darla Mogga** <moggad@culbertson.k12.mt.us>

Mon, May 20, 2024 at 3:15 PM

To: Kaylynn Raaum &lt;raaumk@culbertson.k12.mt.us&gt;

Dear Kaylynn,

The Senior Class of 2024 would like to donate their leftover funds to the incoming freshmen class.

Thank you.

Sincerely,

**Darla D. Mogga**

Culbertson High School Math Teacher

Senior Class Advisor

[moggad@culbertson.k12.mt.us](mailto:moggad@culbertson.k12.mt.us)

(406) 787-6241

423 1st Ave E.

Culbertson, MT 59218

*8th grade class  
23/24  
School year*

**PRIVILEGED AND CONFIDENTIAL INFORMATION:**

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**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 27

**AGENDA TITLE:** Activities Director Contract 2024-2025

**SUMMARY:** Dave Solem is willing to continue to serve as our activities director again for the 2024-2025 school year. Last summer he negotiated the raise for future years and the board agreed. We simply need a motion to give him the AD contract, no terms need to be negotiated this year.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

Culbertson Public Schools are committed to providing opportunities for students in a safe and productive environment, to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in an ever-changing world.

**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 28

**AGENDA TITLE:** 2024-2025 Coaching Contract

**SUMMARY:** Cassidy Obergfell was hired as an assistant coach for HS football in April. The contract was lost in his move to Culbertson and the 20 days for the first contract have expired. We need a motion to re-offer the contract.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

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**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 29

**AGENDA TITLE:** Coaching Self-Evaluation Tool

**SUMMARY:** The Athletic Committee met prior to tonight's meeting. They will provide a recommendation regarding this issue at the meeting.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

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**Coach Name:**

**Sport:**

## **CHS Coaching Self-Evaluation**

1. I cooperated with the AD and office on preseason paperwork (sports physicals, concussion forms, team rosters, uniform checkouts etc.).  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
2. I communicated with my assistant coach(es) in regards to roles, duties, and expectations.  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
3. I abided by all School Policies, any administrative directives given, and MHSA rules & regulations.  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
4. I consulted and communicated with the AD when needed regarding player discipline issues, parent concerns/problems, and any other concerns.  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
5. I provided proper supervision of athletes at all times.  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
6. I submitted all of my end-of-season reports including a list of award winners, inventory of uniforms etc. in a timely manner.  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
7. Athletes were given optimum practice time.  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
8. I demonstrated self-control and poise in practice, on the sideline, with athletes, with parents, with officials, with administrators, and with fans.  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
9. 3 Goals I have for myself and team this season:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. I accomplished (all, some, none) of my goals this season. My plan to hit my goals next season includes:

**Coach Signature:**

**AD Signature:**

**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 30

**AGENDA TITLE:** Activities Handbook

**SUMMARY:** The Athletic Committee met prior to tonight's meeting. They will provide a recommendation regarding this issue at the meeting. If any changes or added language are suggested by the committee, there will need to be a formal motion to approve any and all changes.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

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**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 31

**AGENDA TITLE:** 2024-2025 Student Handbook Changes

**SUMMARY:** The student handbook is attached. Recommended and required changes are in highlighted. We have had the language needed to get cellphones out of the classroom, so as we move into 2024-2025 school year enforcement will be the focus.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

Culbertson Public Schools are committed to providing opportunities for students in a safe and productive environment, to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in an ever-changing world.

# **CULBERTSON K-12 STUDENT HANDBOOK**

## **2024-2025**

## Greetings

Welcome to Culbertson School. On behalf of the faculty and staff, we look forward to an exciting school year and the opportunities we will have to work with you. Your education is very important to us and we will work to provide you with educational experiences that allow you to pursue your future educational and occupational dreams with confidence.

Consequently, expectations for students are set at high levels because we believe that every student can meet with academic success. Your successes in school should not be left to chance...study hard, set realistic goals, manage your time, always go to class prepared, be involved in your school, and establish a balance between your academic, co-curricular, and personal schedule.

The purpose of this handbook is to help you make informed choices and to make known to you the expectations held for all students. It is not possible to list every procedure or policy designed to help the school run efficiently; however, your understanding of the student handbook contributes significantly to the learning processes afforded all students. Have a great year!

**Janessa Parenteau K-5 Principal      Mike Olson 6-12 Principal**

**Nicole Simonsen Superintendent**

## SCHOOL VISITORS

We invite you to come into the school to see the exciting things your children are learning and doing -- but to promote a safe school environment, we ask that **all** visitors and parents **check in with the school secretary** before going to a classroom.

## HALLWAY COURTESY AND BUILDING USE

Students are expected to be considerate of others in the halls and classrooms by passing through the hallways quietly. Keep the school free of litter and leave the building within ten minutes of dismissal unless under the direct supervision of a teacher. Playground supervision begins at **8:10** and ends at **3:35** so students who arrive early or stay late may not be supervised.

The **school doors open at 7:45**. During extreme weather conditions, the doors may be opened earlier. Students entering at this time are to go directly to their classrooms or to breakfast.



# 2024-2025 CULBERTSON SCHOOL HANDBOOK

## Culbertson Public School Calendar 2024-2025

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

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

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

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

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

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

### AUGUST 2024

August 13-14 Teachers PIR  
August 15 First Day of School  
August 30 Dismissal at 2 pm

### SEPTEMBER 2024

September 2 No School

### OCTOBER 2024

October 10 Dismissal at 2 pm  
October 10 P/T Conference 3-6 pm  
October 16 Dismissal at 2 pm  
October 17-18 Teachers PIR / No School

### NOVEMBER 2024

November 1 Dismissal at 2 pm  
November 26 Dismissal at 2 pm

### DECEMBER 2024

December 20 Dismissal at 12 pm  
December 20 Semester 1 Ends  
December 23-31 No School

### JANUARY 2025

January 1 No School  
January 2 School Resumes  
January 2 Semester 2 Begins  
January 22 Dismissal at 1 pm  
January 22 Teacher PIR 1-4 pm  
January 31 Dismissal at 2 pm

### FEBRUARY 2025

February 3 No School  
February 21 Dismissal at 2 pm

### MARCH 2025

March 6 Dismissal at 2 pm  
March 6 P/T Conference 3-6 pm  
March 7-10 No School

### APRIL 2025

April 3 Dismissal at 1 pm  
April 3 Teacher PIR 1-4 pm  
April 16 Dismissal at 2 pm  
April 17-21 No School

### MAY 2025

May 7 Dismissal at 1 pm  
May 7 Teachers PIR 1-4 pm  
May 23 Last Day of School  
May 23 Dismissal at 12 pm  
May 23 Teachers PIR 12-3 pm

1st Semester 85 PI Days + 4 PIR Days

2nd Semester 97 PI Days + 3 PIR Days

2024-2025 180 PI Days + 7 PIR Days

\*2 flex days TBD

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

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

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

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

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

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

12 pm out  
  1 pm out  
  2 pm out  
  3 pm out  
  New Trimester  
  No School

## DAILY SCHEDULE

Each student will be expected to come to class prepared, and ready to learn, every day. Students are allowed four minutes between classes.

REGULAR DISMISSAL	FRIDAY DISMISSAL	2:00 DISMISSAL
1 <sup>ST</sup> PERIOD 8:30 – 9:20	8:30 - 9:16	8:30-9:07 5th Period
2 <sup>nd</sup> PERIOD 9:26-10:16	9:22-10:08	9:13-9:50 1st Period
3 <sup>RD</sup> PERIOD 10:20-11:10	10:12-10:58	9:54-10:31 2nd Period
4 <sup>th</sup> PERIOD 11:14-12:04	11:02-11:48	10:35-11:12 3rd Period
JH LUNCH 12:04 -12:39	11:48-12:23	11:16-11:54 4th Period
HS Advisory 12:08-12:17	11:52-11:59	11:57-12:07 HS Advisory
HS Lunch 12:17-1:52	11:59-12:34	12:07-12:42 HS Lunch
JH Advisory 12:39-1:52	12:23-12:34	11:54-12:29 JH lunch
5 <sup>th</sup> PERIOD 12:52-1:42	12:34-1:20	12:29-12:42 JH Advisory
6 <sup>TH</sup> PERIOD 1:46 – 2:36	1:26-2:10	12:42-1:19 6th Period
7 <sup>th</sup> PERIOD 2:40-3:30	2:14-3:00	1:23-2:00 7th Period

### Elementary Lunch

Monday-Thursday	Friday
K-2 11:00-11:35 with recess	K-2 10:50-11:25 with recess
3-5 11:25-12:00 with recess	3-5 11:15- 11:50 with recess

## DROP/ADD POLICY

Students will not be allowed to drop or add a class after 4:00 p.m. on the third day of class each semester.

## ATTENDANCE

Regular and punctual attendance is essential to success in school. Parents, please either call 787-6241 by 9:00 A.M. to report student absences or send a note following the absence. *If your call has not been received by 9:00 a.m. Infinite campus will notify you.*

It is important that students are on time for class every day. Some of the most important aspects of the day are presented in the first half hour of class. If it happens that a student is late, they must first check in at the main office (and obtain an admit slip) before going to class.

**Attendance.** Children between the ages of seven and sixteen years must attend school. The County Sheriff shall act as the school district truant officer. Since attendance in high school beyond the age of sixteen is not compulsory by law, such attendance becomes a

matter of board policy. Regular attendance for those over sixteen shall be enforced for those students who wish to remain enrolled in the schools. Regular attendance in school is the primary responsibility of each student. The general welfare of all students is enhanced by the regular attendance of each student. The Culbertson School Board acknowledges and enforces extra-curricular attendance policies.

Good attendance is vital to satisfactory progress in school, the habits of dependability and responsibility you learn, and practice are essential to success in adult business, social, and personal relationships. It is the student's responsibility to keep the school informed concerning the circumstances that affect his/her attendance. If a student is absent, upon his/her return, he/she must report to the main office to receive a make-up slip, which must be signed by all teachers of the classes the student missed and returned to the main office by the end of the school day. A day's attendance is granted only if a student attends all required and scheduled periods, possible exceptions to this are included in the following reasons for absences used by Culbertson School District.

1. **Illness or family emergency:** If a student is absent because of illness or family emergency, he/she will be granted an excused absence and given the privilege of making up his/her work if the parents call prior to the student's return or a note from the parents explaining the circumstances is presented to the main office upon the student's return. If the student is ill for more than 3 pupil instruction days in a row, then a doctor's note will be needed or absences will be unexcused. Attendance will be checked on a daily basis, and parents will be informed of the student's absence immediately. (K-12) **The school will be phoning your home (or business) if we haven't heard from you by 9:00 a.m. on the day of an absence.**
2. **Medical, dental, and other necessary appointments:** If you must be absent because of medical, dental, or other appointments, *please remember to check out at the main office prior to leaving.* \*In cases other than illness, a note or phone call will be required before you may leave. Please provide a note to the office for your appointment upon your return.
3. **School-sponsored events and activities:** In all cases where a student is traveling on a school function, he/she will not be considered absent. The sponsor in charge will furnish a list of students who will be missing classes to the principal, office, and the teachers. The responsibility for make-up work rests with the student to make arrangements with the teachers of the classes missed. A student that misses class time due to an injury received during a school sponsored function will not be counted absent if he/she has a doctor's excuse. (K-12)
4. **Trips, events, and activities not sponsored by the high school:** If you are absent due to trips, vacations, or events not sponsored by the high school, the absence will have to be approved by the principal. For an absence of this type to be excused, and work to be made-up for credit, parents must call the school or send a note one or more days before the planned absence. Attendance and discipline regulations are established by the Board of Trustees. **Parental requests for excused absences for trips and other personal reasons are not automatically granted.**

5. **Absence from school the day of an after-school or evening performance or activity:** If you are absent from school one or more periods the day of an after-school activity/practice or weekend activity, you may not participate in the activity/practice or performance without the permission of the principal prior to the absence. This applies if the activity is on Saturday and the student misses Friday.
6. **Truancy, suspensions, or unexcused absences:** If you are absent from school due to truancy or are under suspension or have an absence unexcused by the principal, you will receive a disciplinary referral for the time you were absent. **Students will receive zeros (0)s for all work missed during the absence.** The amount of credit for school work received by students serving in school suspensions is left to the teacher's discrepancy.
7. **Problems with bus routes:** If a bus does not run, the bus students will not be counted absent, but they will be responsible for making up all work assigned.
8. **Excessive Absences – 5/10/15 Day Rule:** Students missing five periods in any one class during a trimester, excluding school sponsored events and activities, will receive a letter informing the student and family of the absences and concern for academic future. Parents will be notified after the fifth and tenth absences. After the accumulation of the tenth absence, the student will have to earn a passing grade on the final assessment for that class to earn credit. Any student with fifteen days or more may be recommended for expulsion.
9. **Superior Attendance:** The Culbertson School District will recognize those students with perfect attendance. In order to achieve perfect attendance a student may not have missed one-half day of school.
10. **Tardies:** All students are to be in their assigned rooms when the class bell rings. On the 2nd unexcused tardy in each trimester, and each tardy thereafter, the student will make up ½ hour in detention after school. Students with 8 tardies in a semester could result in one full day of out of school suspension for each tardy. Chronic tardiness will result in a conference with the principal.  
  
Students who are 20 or more minutes late will be considered absent for that period. If this occurs for periods 1 or 4 they may be considered truant by the principal.
11. **Make Up Work:** Students are expected to complete all assignments and tests in a timely manner. Students will be given the same number of days they were absent plus **one** additional day to complete their work upon returning to school. Example: A student gone from school for 2 days would have three days to make up their work.
12. **Late assignment policy:** Student work must be turned in during class on the day it is due. If late assignments are accepted by teachers, a grade reduction will be applied to the late work. Late work will not be accepted after the related assessment has been administered.

## CHECK OUT PROCEDURE

Students who plan to check out must bring a note to the office from home which states the reason for the check out and anticipated time to be out of school prior to leaving school. Any absence that is known in advance must be reported in advance to the school so that a pre-excused slip may be issued. It is the responsibility of each student to obtain a pre-excused slip. Students who become ill after reporting to school are required to come to the office to be checked out by parents before leaving school. All students who are absent from school; whether prearranged or not, must bring a note from home when they return. Students who leave the building at any time during the school day without the principal's permission will be considered truant. *\*Students who wish to attend tournaments, track meets, etc... must bring a note from parents stating the exact time parent/legal guardian wishes the student to be released.*

## INCLEMENT WEATHER

In case of bad weather, when it may be doubtful if school will be in session, notice of the closing of school will be announced over the school website, social media, school email, and phone calls through One Call Now System. In case other emergencies should arise, such as school

dismissing early due to storms, the announcements will be made over the same communication channels.

**It is the parent's responsibility to secure "housing for your student due to the closing of school. Make sure these arrangements are on file in our main office.**

## GRADING SYSTEM

Following is a reference guide for teachers, students and parents:

A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

**I**=Incomplete with no credit. Students must complete unfinished work within two weeks to remove the I or a 59% or less is recorded for the semester grade.

The following is the minimum number of credits a student must earn in order to be considered a member of a particular grade:

Sophomore..... 6 1/2 credits    Junior..... 13 credits    Senior..... 19 1/2 credits

## HONOR ROLL

An honor roll will be maintained for students who excel in academic achievement. The honor roll is calculated by averaging the semester's grades for all classes except Student Aide. Students with a GPA of 3.50 - 4.00 and no failing grades are listed on **the Principal's Honor Roll**. Those students having a 3.00-3.49 and no failing grades are listed as "*Honorable Mention*" to the Honor Roll. An academic letter is earned by any student who makes the "Principal's Honor Roll all three trimesters of the school year.

## NATIONAL HONOR SOCIETY

Selection to the National Honor Society (NHS) is a privilege, not a right. Students do not apply for membership in NHS; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. Criteria to be considered for selection to NHS is listed below.

- ☐ Only those students who attended the school the equivalent of one semester may be considered for membership. This period is necessary for students to establish themselves and for the faculty to get to know them.
- ☐ Membership is open to **Juniors** and **Seniors**.
- ☐ **Scholarship:** Required cumulative grade point average of 3.5 or higher.
- ☐ **Leadership:** Leadership criterion is considered highly important for membership selection. Leadership roles in both the school and community may be considered, provided they can be verified.
- ☐ **Service:** Those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.
- ☐ **Character:** A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship.
- ☐ **Student Activity Forms:** Must be received by the appropriate deadline.

NOTE: A member may be dismissed if they fail to maintain NHS standards.

## TRIMESTER TESTS

All junior high and high school students will take final exams for each class at the end of the semester. The final assessment will be calculated as 20% of the final semester grade. In addition, students with excessive absences or tardies of 10 or more per semester must earn a passing grade on the final assessment for the final grade to be calculated for achieving credit in that class.

During the final semester seniors will follow the guidelines listed in the Senior Test Exemptions section of the handbook.

## PLAGIARISM

Individual knowledge is achieved through one's own effort. Plagiarism is the use of another person's work (including generative AI) without proper documentation. Students must properly acknowledge the use of another person's work.

## STUDENT RECORD SYSTEM

Grades earned each semester in compliance with the school grading system are entered on each student's permanent record and will remain in the school files. A record of each student's attendance is also recorded on the permanent record.

## STUDENT INSURANCE

The Culbertson School District pays the premium for a "School Day - All Student" basic policy. This policy is secondary to whatever medical or other health insurance the family/student may have. Once the student's family plan has paid its limit, the District's insurance carrier will be applied to the balance of the medical costs. All remaining medical costs after the District's insurance has been applied will be the responsibility of the student's parents/guardians. Any student injured at school **must report the injury immediately** to school personnel. A family without a health insurance plan should consider some type of student insurance which can be obtained at a modest cost.

## SNOWBALLS

Because of the safety hazard, throwing snowballs or "white washing" someone at any time on school property or under school authority is **prohibited**. Violators will receive detention.

## STUDENT NUTRITION

The health and well-being of the students is a priority at the school. We ask that parents/guardians assist the school in encouraging students to engage in healthy eating habits. If your child has any special dietary needs such as food allergies, please contact the school at your earliest convenience.

**Birthday Celebrations-** We appreciate parents/guardians wanting to celebrate their child's Birthday however, the school asks that the celebration be limited to bringing small treats for their classmates to minimize the disruption of the school day.

## BREAKFAST PROGRAM

A breakfast program is offered to all students. Town students wishing to eat breakfast at the school should use the doors by the main office and will be served at 7:45 a.m. Bus students should come in as soon as their bus arrives, again using the doors by the main office. Students will go directly back outside as soon as they are done with their breakfast. Once K-5 students are on campus they will not be allowed to leave unless accompanied by an adult.

## Energy Drinks

No student shall be in possession of or consume any "Energy Drinks" while on campus and/or at any school -related activities (including buses). Examples may include but not limited to Monster, Red Bull, and Xyience, etc Students found to be in violation of this will have their beverage confiscated and may receive detention.



## LUNCH BREAK

### ELEMENTARY

Culbertson School is responsible for all students during the school day. This includes the lunch break. Students going home for lunch are required to bring a note from home. One note at the beginning of the year will suffice if your child will be eating at home regularly. Students will not be allowed to go to a friend's house to eat unless they bring a note from their parents in the morning. **Students in grades K-5 will not be allowed to go *uptown* to eat lunch unless accompanied by a parent or it is an activity sponsored by a teacher.**

Playgrounds and the lunchroom will be supervised during the break. Supervisors are in charge and are there to help you when you need them. They will not allow any bike riding or anyone leaving the playground without a note from home. Your child's teacher will see that they receive the note.

### JUNIOR HIGH/HIGH SCHOOL

Parents must authorize their student to be able to leave campus during the noon hour. Students may lose this privilege due to misbehavior and/or poor grades at the principal's discretion. Junior high students are to be in the junior high area, **not in the high school**. Likewise, High School Students are to be in High School area not in the Junior High.

## USE OF CARS

Students will **not be allowed** to drive or ride in vehicles during the school day including lunch time without permission from their parents **and** the principal or superintendent. Violators will be subject to disciplinary action. Students are allowed to ride with their parents at lunch without getting permission from the principal or superintendent.

Student Driving Exception: Students will be allowed to drive directly to and from medical appointments with written or direct verbal (speaking with office personnel) permission by parents/guardians. Abuse of this privilege will result in loss of driving privilege and parents/guardians will be required to transport their child to the medical appointment.

## STUDENT SUPERVISION

Each pupil is under the control and direction of the principal or teacher in charge :

1. During the time he or she is otherwise en route to or from school or is presumed by law to be attending school.
2. During the time he or she is being transported to or from school at public expense.
3. During the time he or she is attending school.
4. During the time he or she is on school premises during regular school hours.
5. During the time he or she is attending a school-sponsored activity.

## **VIDEO SURVEILLANCE**

Video surveillance cameras and their recordings are used by the school to ensure the health, welfare, and safety of all students, staff and visitors to the district and to safeguard district buildings, grounds and equipment.

## **INDIVIDUAL GAMING DEVICES**

Students are not to use individual gaming devices (i.e. Game Boys, PSPs) during school hours.

## **HALL PASSES**

Hall passes will only be given out in case of emergency. Students will be expected to come to class prepared and use the restroom during the break between classes. Students must ask for permission before leaving the classroom. Students will present an appropriate hall pass when requested by any staff member.

## **Student Aides**

Students who are aides for staff members must remain with the staff member they are assigned to until the bell for the period rings. Student aides are to do the various tasks assigned to them by the staff member they are working under. Students found not to be doing what they are assigned or not being in their assigned classroom may lose the privilege of being an aide. Students may only aide for one period a day and teachers may not have more than 1 aide during the day. They will receive .25 elective credit per semester.

## **STUDENT BEHAVIOR**

**Each student's cooperation is needed to make Culbertson School a pleasant place to study. The rules that are found here were established to expedite the main purpose of school, which, of course, is learning. We need and expect your compliance to the rules at all times. These regulations apply to all students regardless of age.**

Students are expected to conduct themselves in a proper manner and use appropriate language at all times. **No attempt is made to list a rule covering every single possibility.**

### **Hazing/Harassment/ Intimidation/Bullying/Menacing**

As per CSD policy 3225,3226, the Culbertson School District will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by student, staff, or third parties is strictly prohibited and shall not be tolerated. Consequences for such action may include but are not limited to expulsion, suspension, or detention.

## DISCIPLINE

One of the most important lessons education should teach is self-discipline. Although discipline is not an academic subject, it supports the whole educational structure. It is the training in discipline that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Teachers will assume responsibility for establishing and enforcing individual classroom rules. Ultimately these rules should coincide with, and contribute to, the overall mission of the school. Our children deserve a safe, orderly environment in which to learn.

When a particular student's behavior pattern interferes with the teacher's right to teach and the student's right and ability to learn, or the orderly operation of the school, disciplinary action will result. The consequences to inappropriate behavior will be explained by each teacher for his/her classroom. (Severe or habitual offenders will be referred to the principal for further discipline.)

**Insubordination is one of the most serious offenses** a student can commit. Insubordination is defined as refusing to obey reasonable commands by ANY person charged with the responsibility of students at Culbertson schools. Students who challenge or refuse to follow directions will be subject to disciplinary action.

## DISCIPLINARY REFERRALS

Discipline referrals are issued for policy and guideline violations.

## DETENTION NOTIFICATION AND COMPLIANCE

Detention notices and disciplinary referrals will be either sent home with the student or mailed to the parents/guardians. When a disciplinary referral is issued, the individual completing the form will attempt to call the student's parent/guardian notifying them of the infraction. If unable to contact the parent/guardian the referral will be mailed home. The disciplinary action for a disciplinary referral will be determined by the principal. The detention will be served the day following issuance unless the **student and parent** contact the principal and make arrangements to serve the detention on the same day. Otherwise, the detention will be served the next regular school day, except for the last day of the school week.

**Detention**- Held from 3:30-4:00 p.m. on Monday-Thursday in a room designated by the supervisor. Failure to comply will result in an extra day of detention. Further non-compliance will result in suspension with student receiving zeroes for all work missed during the suspension.

**There will be no NOON DETENTION or any deviation from these rules unless prior approval is given by the principal or superintendent.**

## SUSPENSION

A student being suspended from any individual class will have a due process procedure. **FIRST TIME:** Conference with the counselor, teacher, principal and the parent before the student **may** be allowed back in class. **SECOND TIME:** Two days school suspension and conference with counselor, teacher, principal and parents before **possible re-admittance** into class. **THIRD TIME:** Student will be removed from that class for the rest of the year and will not receive credit.

**Out of School Suspension-** Students serving OSS will receive **zeroes** for all work missed during suspension. Students serving OSS are not allowed on the school premises at any time including attendance of ball games and other school events. The student is also not allowed to participate in any extra/co-curricular activities until all days of the OSS have been served.

## RULES FOR SCHOOL ACTIVITIES

All school rules concerning dress, use of tobacco, alcohol, and student behavior will be followed. No person is to leave the activity once he or she enters and expect to return unless proper permission of the sponsor is obtained.

## DANCE RULES

Participants are not to be in any areas not specifically requested. The last admittance will be one hour after the dance starts. Chaperones have the option to close admittance earlier.

No participant may leave and re-enter the dance unless prior permission has been given by the advisor. Individuals not currently enrolled in high school will not be allowed to attend.

All handbook rules will be in effect and student sponsors of a guest are subject to disciplinary action when their guest's conduct is in violation of rules in the student handbook. Guests must be currently enrolled in high school and cleared through the principal 2 days prior.

## PLAYGROUND PROCEDURES

At Culbertson Elementary School we are committed to making our playground a safe environment that encourages active engagement with mutual respect. Our objectives are: to model and teach the safe use of equipment and to periodically review safety issues with the students, to teach new students at Culbertson Elementary the safe use of our playground equipment, and finally to model and *teach respect for ourselves, others, and for our school.*

- Rough play is NOT allowed on the playground: i.e. wrestling, hitting, pushing, pretend fighting, kicking, and foul language

- When the bell rings, students are to stop what they are doing, line up (in the grades that require it), and enter at the appropriate door.
- Students will show respect for others, and follow instructions given by the staff.
- Students will stay outside in the morning before school, and during all recesses, unless they have a pass or we have inclement weather.
- Students will leave rocks, sticks, ice chunks, snow, and other dangerous objects alone.
- Students will show pride in their school by keeping the building and grounds free of litter.
- Students will take turns on the playground equipment
- Students will leave the school grounds at dismissal time
- During school, students will NOT leave the playground for any reason without permission.
- Students are to play in designated areas only. Off limits are the yard on the west side of the building. Please stay away from classroom windows.
- Students will use playground equipment correctly.
- Students will respect other's safety at all times No skateboards, roller blades, or scooters will be allowed on school grounds during school hours.

### **PLAYGROUND DISCIPLINE:**

Playground discipline will be handled by the playground aides, teachers, and/or the Principal. Consequences will vary according to the situation. The minimum consequence would require that the student stand up against the wall for a minute or two, and then increase as per the situation with the maximum consequences being Suspension, Expulsion, and possible Police Notification. ***Parents will be notified if misbehavior is a repeating pattern or is of a more serious nature***

### **ASSEMBLIES**

Assemblies are designed to be educational as well as entertaining. They provide one of the few opportunities in school to learn FORMAL audience behavior. Regardless of the type of program, courtesy demands that the student be respectful and appreciative. Talking, whispering, whistling, stamping of feet and booing are discourteous and degrade the reputation of the school. Such behavior is unacceptable.

## **SERVICE ANIMALS**

State law defines a service animal as a dog or any other animal that is individually trained to do work or perform tasks for the benefit of an individual with disability. The Culbertson School will permit the use of service animals by an individual with a disability according to state and federal regulations and in accordance with the student's IEP. Service animals will be professionally trained and certified to assist in the work or task performed for the benefit of the individual with the disability. Training of the service animal must be directly related to the handler's disability. Prior to the service animal being given access to school grounds, the following information is required: documentation from medical providers regarding the student's need for the service animal, documentation of current and proper vaccinations, documentation of proof of liability insurance, documentation of public access test (PAT), documentation that the student has been trained as the animal's handler. The Culbertson School is not responsible for the care or supervision of the service animal. The animal will be removed from the school if it is out of control, if the animal's handler does not take effective action to control it, or if the animal is not house broken.

## **CO-CURRICULAR ACTIVITY RULES**

**Co-curricular** activities are a privilege extended to the students of this school. Students participating in co-curricular activities shall not use or possess alcohol, tobacco, or drugs. Students who violate this rule will be subject to the following disciplinary action regarding their participation in co-curricular activities. It is understood that this policy (3340) pertains to all co-curricular activities at Culbertson Public School. By its nature, participation in athletics includes risk of injury which may range in severity from minor to disabling to even death. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Participants can and have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.

### **1. FIRST OFFENSE:**

- a. A conference with student, parent(s)/guardian(s), coach, sponsor, counselor, Athletic Director, principal and other concerned staff will be held. A primary reason for this conference shall be to impress upon the student and parent(s)/guardian(s) that this type of behavior (1) will not be allowed by the school of its extra/co-curricular participants, and (2) if it continues, the student jeopardizes his/her future involvement in the school's activities. (3) The idea of counseling will be suggested at this time.
- b. A thirty (30) pupil-instruction day suspension of participation will be incurred. If
  - a student self-reports suspension may be reduced to a minimum fifteen (15) pupil-instruction day suspension. The school encourages the parents to enroll their student in an Insight class or private counseling.
  - (1) Student will not compete or dress out for any competition during this time.
  - (2) Student will not be allowed to travel to any event with the organization.
  - (3) Student may attend practices with sponsor or coach's permission.
  - (4) Coaches or sponsors may impose other reasonable requirements on the student in addition to the above.

### **2. SECOND OFFENSE:**

- a. Student will be suspended from all further co-curricular participation for ninety (90) pupil instruction days.
- b. Counseling will be strongly suggested to the student.

### **3. SUBSEQUENT OFFENSES**

- a. Offenses are tabulated per the student's elementary (5-8) or high school (9-12) enrollment, and not for a particular calendar or school year.
- b. Any subsequent offenses by a student involved in extra/co-curricular activities will require a board audience should the student desire to participate in any future activities.

#### 4. SPORTSMANSHIP

A student will not act in an unsportsmanlike manner. Breaking this rule will result in the student being suspended from the next event of the same activity pending the coach and administration review. (examples of poor sportsmanship include: language, gestures, reactions, etc...)

#### 5. APPROPRIATE BEHAVIOR

A student will act properly in the classroom. A student, who compiles three detentions, or a school suspension, will be suspended from participation in the first activity of the week following the disciplinary action. A detention will be taken away after the student goes three weeks without a detention. Every detention thereafter may result in a suspension unless the student has earned the right to have a detention taken away. Other infractions of behavior may occur that may result in suspension or dismissal from an activity.

**DETENTIONS OVERRIDE ANY AND ALL CO-CURRICULAR PARTICIPATION,**  
i.e., your detention must be served before you can participate in practice, games, trips, and etc...

#### 6. ACADEMIC ELIGIBILITY

##### Junior High and High School

Eligibility for co-curricular activities will be determined on a weekly basis. Eligibility will be determined through the use of the most recent deficiency report. Eligibility immediately following the end of a trimester will be based on the final grade in a class. Any student wishing to participate in extracurricular activities requiring academic good standing for participation will have no failing grade or incomplete in any class. Grades will be monitored weekly for eligibility. Eligibility will run from 6:00 A.M. on Wednesday to 6:00 A.M. the next Wednesday. Students who are ineligible for three weeks in a row will be dropped from that sport for the remainder of the season. Students may appeal to the principal and athletic director if special circumstances warrant

##### Elementary

Elementary students (Grades 5) may be failing one class but must bring the grade up to passing one school day before the competition. Example- Elementary track meet on Saturday, student must have grade up by Friday Morning



## **DISTRICT TRANSPORTATION POLICY:**

Teams are provided with transportation. All participants must ride provided transportation. Exceptions may be needed because of availability, distance, team size, equipment, and parental release.

Parents/legal guardians may secure their student(s) from school supervision at the conclusion of any away contest by signing a release form with the supervising school personnel. **Parents/guardians wishing to release their student(s) to another responsible adult (at least 21 years of age) will need to obtain written approval by the principal and coach two (2) days prior to leaving for the contest.**

Coaches desiring to transport athletes in their personal car must follow district policy and have prior approval of the superintendent.

### **Exceptions — Going to An Event:**

- 1) The student athlete must turn in a **written** request to the coach from the parent/guardian stating that they would like their son/daughter to travel with them to an event at least two (2) days prior to the actual event.
- 2) The coach will then pass the request on to the activities director. The activities director will then either grant or deny the exception.

## **BUS CONDUCT**

All students are expected to cooperate fully at all times with the bus driver while they are on the bus. Passengers must recognize the authority and responsibility of the bus driver.

Students are expected to treat school buses as they would treat other classrooms and other school equipment. Eating and drinking of any type is not permitted without permission of the bus driver.

Students are expected to wear sufficient and warm clothing as the weather may dictate. The driver will provide a place for storage of "emergency" clothing in case of a breakdown in cold weather.

Students riding buses to extra-curricular activities or on field trips will have the boys and girls separated as determined by the coach, teacher or advisor.

## SCHEDULING OF ACTIVITIES

Scheduling of activities is to be done by the particular sponsor involved and also chaperoned by that sponsor. We ask that he/she schedule the activity with the student council. The form allows for proper clearances. The sponsoring activity is responsible for any and all clean up. All planned student activities are to be approved by the principal or superintendent. **ALL PEP ASSEMBLIES MUST BE APPROVED BY THE BUILDING ADMINISTRATOR.**

## USE OF BUILDING

The school building is for your use at times when you are scheduled to be in it. Do not enter the building at times not within your own schedule. Students are to leave the building immediately after school unless under the direct supervision of a faculty member. **Students entering the school with a rental key without being accompanied by the key renter may cause the key rental agreement to be terminated.**

## ALL SCHOOL SPONSORED ACTIVITIES

**School sponsored events are defined as any activity associated with Culbertson Public Schools. Every rule and guideline in the student handbook in force during the day is in force during the events. Students are especially advised to read and understand the following guidelines.**

1. Students are encouraged to **stay in the building** when attending a school function. Students leaving the building will not be allowed back in unless prior arrangements have been made with the person at the ticket gate or the principal.
2. No roaming the school or you will be asked to leave.
3. **No bike riding** near the gym.
4. No skateboards, roller blades, or scooters are allowed at school during school hours (8 a.m. - 4:00 p.m.).
5. Stay away from the opposing team's bus at all times.
6. Students that attend school activities are expected to sit and watch the event. **Running in and out of the gym will not be allowed.** Students may use the bathrooms or buy from the concession stands at half-times or between games. **Unruly students may be asked to sit with parents or be removed from school property.**

## SAFE SCHOOL AND DRUG FREE SCHOOL RULES

The use or possession of tobacco, electronic cigarettes/devices, alternative nicotine products, alcohol beverages, marijuana or other dangerous drugs on school premises or at school activities is **positively prohibited**. Any student who violates this regulation will be suspended from school for five (OSS) days for the first offense and may be recommended for expulsion. The penalty will increase with repeated violations. Students who violate this policy will be dealt with according to the Culbertson Public School Drug and Alcohol Policy.

**Willfully striking or assaulting a student or any member of the school staff will be grounds for immediate suspension from school (OSS) and may result in expulsion (this refers to fighting of any type).**

The District does not allow students to possess weapons on District property or at any setting that is under the control and supervision of the District. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy.

For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No student shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

\*Please note that the *Drug Free/Weapon Free School Zone* does not permit firearms to be within 1,000 feet of the school grounds. (Example violation: a gun resting in a vehicle gun rack, or behind the seat, of a vehicle within 1,000 feet of the perimeter of the school grounds.) For the purposes of policy CSD 3311 Gun Free & Weapon Free Schools: the following terms are defined:

"School Property" shall be defined as all buildings and grounds owned or leased by the school district.

"Weapon" shall be defined as any device, instrument, material, or substance, animate, or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except such term does not include a pocket knife with a blade of less than two and one half inches in length. (In addition, laser pointers (lights) will not be allowed on school property and will be confiscated and not returned if found.)

***\*The violation of one or more of these rules, in part or whole, may result in serious disciplinary action, including suspension and/or expulsion.***

### **P.A.S. III Alcohol Screening System Policy- (CDP 3330)**

The P.A.S. III Alcohol Screening System combines a high-intensity flashlight with a micro-miniature alcohol detector. It “sniffs” breath, open containers or enclosed spaces for the presence of alcohol. The P.A.S. III functions as a non-intrusive “extension of the operator’s nose.”

The P.A.S. III is used to check the presence/absence with or without a subject’s direct participation. The use of the P.A.S. III embraces the enforcement of the zero alcohol tolerance policy of the Culbertson School District. Administrators, along with other staff members have been trained in reliable and precise usage of the P.A.S. III system. The P.A.S. III will potentially be used during regular school hours, at games, dances or any other Culbertson School District functions, including overnight trips.

A student found to have the presence of alcohol will be issued consequences as outlined in the school board policy. Failure by the student to cooperate with the screening process will be considered a positive presence of alcohol and appropriate consequences will be issued.

### **PEDICULOSIS -Head Lice**

Students will be checked for the presence of head lice when there has been a report of potential exposure, lice have been observed in their hair, and/or the student complains of symptoms. School-wide checks will occur as needed. Students found to have nits or lice will be sent home. Students will be readmitted to class when they are lice and nit free. The first absence will be excused. Those students sent home will be checked upon their return and if nits or lice are still present, they will be sent home until the problem is corrected. Public health officials may be notified on any successive trip home.

### **STUDENT ATTIRE**

Every Culbertson School District student’s dress should add to the educational atmosphere of an individual classroom and to the school as a whole. This dress code includes those participating in extra- and co-curricular activities. Any student's appearance may be deemed inappropriate by the staff, faculty, or administration. Staff and faculty will monitor this code in their classrooms, in the hallways, and at all school functions. The Administration will be responsible for enforcement. The following student dress code will be followed during school hours between 8:00 a.m. and 4:00 p.m. and at all public performances to ensure an optimal educational setting.

1. Clothing which have printing or artwork may be worn as long as there is NO hint, suggestion, or reference to any of the following: sex, drugs, alcohol, tobacco, profanity, violence, or any other message detrimental to the positive endeavors of Culbertson School District students.
2. No bare midriffs shall be in evidence. (No bellies showing)

3. Students will remove caps, hoods, and hats and leave them off in the school building between the hours of 8:00 a.m. and 4:00 p.m.
4. Shirts, tops, and dresses may be worn if they are not cut more than 3 inches from the top of the collar bone and if the top straps are a minimum of 1 inch wide. Bra straps are not to be visible.
5. Dresses, skirts, and shorts may be worn if they are 5 inches or less from the top of the kneecap.
6. Headwear is not to be worn in the school building. Headwear includes but is not limited to hats, scarves, bandanas, sunglasses and caps. This applies to both men and women.
7. Students will not be permitted to bring backpacks or outerwear (i.e. jackets and coats) into the classroom unless given permission by the teacher.
8. Students are not to wear headphones in the classroom unless given permission by the teacher.
9. Students are not to wear jewelry and accessories deemed disruptive to the learning environment of Culbertson School District students.
10. No gang related items or signs shall be displayed at any time.
11. No undergarments are to be visible such as boxer shorts or bra straps.

### **Consequences:**

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> offense: | The student will be sent home to change or given a T-shirt to cover inappropriate attire and issued a warning. (Parent called)         |
| 2 <sup>nd</sup> offense: | The student will be issued a detention.  |
| Further offenses:        | The student will be subject to the guidelines stated under the Disciplinary Referral section of the Culbertson JH/HS Student Handbook. |

### **BICYCLES**

Bicycles are to be used only to travel between home and school. Grades 7-8 park their bikes on the east side of the building. **BORROWING A PERSON'S BIKE WITHOUT ASKING IS STEALING.** We suggest you use a chain and a lock when parking your bicycle. Please **walk** your bike while on school grounds.

## TEXTBOOKS/EDUCATIONAL MATERIALS

The school furnishes textbooks to all students. In many classes, materials may be furnished to supplement the learning process. Reasonable wear is expected of textbooks as a result of normal use. Unreasonable damage to school material and textbooks will result in fines. Textbooks that are lost will be paid for by the student responsible for them.

## USE OF TECHNOLOGY

It is the responsibility of each student to use technology in the Culbertson School District in a manner that appropriately reflects the educational goal and objectives of the district. Access to the various technologies of the school district is a privilege and not a right. Students who misuse the technology in any manner may be punished, including the loss of all privileges to use all available technologies.

Students are to use the Internet and the school network in a:

- a. considerate, ethical, and lawful manner;
- b. manner consistent with curricular objectives;
- c. manner which ensures the safety of themselves and others;
- d. manner which respects the privacy of accounts; and
- e. manner which respects the rights of others to access the Internet and the network.

## STUDENT ACCEPTABLE USE POLICY

### Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

### Terms and Conditions

1. **Acceptable Use** – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. **Privileges** – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or building principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.

3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or virus checked;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another, without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.

### **CORRESPONDENCE AND COLLEGE-LEVEL COURSES**

Students of Culbertson High School are to maintain a full schedule of classes with all 7 periods of the school day being filled unless approved by administration. Students will be required to take the offered classes at CHS but may be eligible for correspondence courses on a case by case basis upon approval by administration. Only high school juniors and seniors will have the opportunity of taking college-level courses with all costs for these courses borne by the student. Courses may be eligible for transcript credit with approval by the administration. Prior to enrollment into a college course it must be approved by the administration and a letter must be signed indicating if the college class will be put on the transcript for credit and GPA. Correspondence courses will be completed on the campus of Culbertson High School. Students must have materials for the correspondence course prior to the start of the trimester. Students must also have an on-staff supervisor pre-arranged before the start of the trimester and enrolling in the correspondence course.

### **LOCKERS**

Lockers are provided for the safe storage of books and a student's personal items but remain the property of the school. The school is not responsible for lost or stolen items. Valuable items may be brought to the office or given to a staff member for safekeeping. Student lockers are not considered the student's private domain and are subject to inspection by school officials. Lockers are to be kept closed at all times during the course of the school day. *\*\*Students are*

*strongly urged to use the P.E. lockers during P.E. class time and when they participate in athletics before or after school to help prevent theft.*

### **DOG SEARCH PROCEDURES**

In the event a dog alerts on a locker or a student's personal property, contents are removed and the property is searched in the presence of the canine handler and an administrator. The parents are notified that a dog alerted on the student's property. If illegal substances are found, the parents are asked to come to the school and the Roosevelt County Police Department may be notified. The school drug, alcohol and firearms policy will be administered as warranted.

### **TELEPHONE**

Students will not be allowed to make calls on a school telephone unless for school business and then only with permission from staff. Students are not to use classroom phones. Students will not be called from classes unless at a parent's request and then only in emergency situations.

### **CELL PHONES**

No personal cell phones are to be used on the school premises during regular school hours (8:30-3:30) except during morning break and lunch time. Students are to leave their cell phones in their lockers. Cells phones will only be allowed to be used during the school day with teacher and/or administration permission

#### **Consequences**

- 1) **First and Second Offense:** Phone will be confiscated, and parent/guardian must come to school to retrieve the phone. Students may also receive detention.
- 2) **Subsequent Offenses:** Students will receive detention and possible suspension and parent/guardian must come to school to retrieve the phone.

Any student found to be guilty of taking pictures deemed inappropriate or using their cell phone inappropriately (i.e. cyber bullying) will be subject to disciplinary action including suspension and/or expulsion

### **EMERGENCY PROCEDURE DRILLS**

When the fire alarm sounds, students should leave their rooms in an orderly and quiet manner. Walk quickly, but do not run. Do not stop at your locker. Exit the building according to the plan from the room you are in. Follow instructions given by the classroom teacher or supervisor. The first person to reach any door should hold it open until all have left the building. Once outside, go at least 50 feet from the building and assemble by class. The teacher will take attendance. Do not re-enter the building until signaled to do so. During an emergency procedure drill (or in the case of an actual fire), each teacher is to: close all classroom windows, turn out the lights,



take the grade book, close the classroom door, take attendance as soon as possible, and report any student not accounted for to the principal.

### USE OF ACTIVITY FUNDS

All funds and monies, whether generated by the school or the students in the activity, must be disbursed according to prescribed accounting procedures. This includes the sponsor's authorization prior to the obligation of funds, and a presentation of a bill or receipt for payment. No cash payments or refunds will be made from any activity accounts. Activity accounts are considered shared monies, with no individual subaccounts, with the exception of Explore America. Explore America accounts are individually allocated. Any unapplied monies from Explore America students allocations must be reassigned to a sibling or the student's designee(s). Explore America students will be allowed to raise funds needed to pay for trips in full plus periderm meals commensurate with the Conus rates set for the specific touring region.

### SCHOLARSHIPS AND AWARDS

There are literally thousands of scholarships, loans, gratuities and other educational aids offered by universities, colleges, foundations, private organizations and by federal and state legislatures. The student with initiative and ability will probably find that he/she fits into one program or another. The three qualifications most often needed are:

1. Academic ability
2. Leadership ability
3. Financial need

Contact the Guidance Office for scholarship information.

### GRADUATION REQUIREMENTS

Seniors must have all work completed and have received a passing grade in classes required for graduation in order to take part in the commencement program. At the time of graduation, incompletes will be viewed as failing grades for seniors. Students must have at least 24 credits in the following areas to be eligible for graduation:

English	4 credits	Vocational*	1 credit
Social Studies	3 credits	Fine Arts*	1 credit
Mathematics*	3 credits	Computer App.	1 credit
Science	3 credits	Electives	6 credits
Health/PE*	2 credits		

\*Vocational Courses include **additional** computer, vocational agriculture or business classes.

\*Mathematics need to be Alg I, Geometry, Alg II, or higher

\*Fine Arts Courses include music or art classes.

\*Health/PE include at least **one credit** of PE and **one credit** of Health.

\*Social Studies includes ½ credit of Civics or Government for the class of 2026 and beyond.

\*The class of 2026 and beyond will also need ½ credit of personal finance.

## VALEDICTORIAN AND SALUTATORIAN

The guidelines for Valedictorian and Salutatorian selection are as follows:

1. GPA will be computed through the **end of the first semester** of the senior year.
2. The Valedictorian and Salutatorian will be the students with the highest cumulative GPA for their four years of high school work.
3. All marks earned in accordance with the grading system of Culbertson High School will be used to formulate the GPA for determining Valedictorian and Salutatorian with the exception of Student Aide.

For a senior to be eligible for either the valedictorian or salutatorian award, he or she must have been in attendance at Culbertson High School during the complete Junior and Senior Year. Valedictorian and salutatorian candidates must successfully complete either one or both semesters of following the college prep curriculum by the conclusion of the second semester of their senior year.

1. Either physics or chemistry; and
2. Two of the following three math classes:
  - a. Algebra II,
  - b. Trigonometry, or
  - c. Calculus

## JUNIOR HIGH ACADEMIC COURSES

All junior high students shall complete the following programs each year: 1 credit each of communication arts, social studies, mathematics, science and ½ credit of health enhancement. Students will also participate in art, music, vocational technical education.

## SENIOR TEST EXEMPTIONS

**If the teacher agrees**, seniors who maintain an 85% average in a class will be exempt from the **comprehensive final** in that class.

## RELEASE OF STUDENT INFORMATION FOR PUBLICATION

Culbertson Public Schools from time to time will publish student pictures, names, and personal statistics in newspaper articles, sports programs, music programs, etc... *If you do **not** wish to have your student's picture and/or name published, you **MUST** sign the attached form stating your desires...please see the signature pages at the beginning of this handbook.* Failure to do so will release Culbertson Public Schools from any and all liability.

## EQUAL OPPORTUNITY

As provided in the Constitution of the Great State of Montana, the Culbertson School District is committed to equality of educational opportunity.

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extra-curricular activities and other school-related activities.

Discrimination in education because of sex, race, color, creed, national origin, age, physical or mental handicap, political belief and marital or parental status is prohibited unless based upon reasonable grounds as provided by law.

Inquiries or complaints regarding discrimination should be directed to Mrs. Nicole Simonsen, Superintendent, Culbertson School District Title IX/Section 504 Coordinator, Box 459, Culbertson, MT 59218, 787-6246. Or to the Administrator, Montana Human Rights Commission, Room C-317, Cogswell Building, Helena, MT 59620, (406)444-2884 or to the Director, Office of Civil Rights, Federal Office Building, Denver, Colorado 80294, (303)844-5695.

## SEXUAL HARASSMENT

Administrative Rules of Montana at 23.9.1003 state that no student shall be subjected to sexual intimidation or harassment by any school employee, or by the effect of any school policy or practice which any employee or agent of the school or the education institution knew or should have reasonably known of the activity, policy, or practice. No student shall be subject to sexual harassment or sexual intimidation by another student on school owned or controlled property or at any school sponsored functions or activities when any agent or employee of the educational institution knew or reasonably should have known of the activity.

“Sexual Harassment” means sexual advances, requests for sexual favors and other verbal, physical and/or visual contact of a sexual nature. “Sexual Intimidation” means any unreasonable behavior, verbal or non-verbal, or in written form, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort because of their gender. Students or employees who believe they have been harassed or intimidated should contact the counselor, administrator, or the Title IX coordinator. (All sexual harassment matters will be referred to the Title IX coordinator.)

**Physical and/or sexual harassment will not be tolerated at any level — this includes student to student harassment.**

More information can be found on the Culbertson School Web site at [culbertsonschool.com](http://culbertsonschool.com)

## **STUDENT RIGHTS**

A student has the right to a due process hearing if the student's parents indicate a desire for one. A hearing shall be held to allow the student or parent to contest the fact which may lead to disciplinary action or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student or parents allege prejudice or unfairness on the part of the school district authority.

**The Uniform Complaint Procedure can be viewed on our Culbertson Policy Manual under section 1000- "1700-1700F". The Manual is located on the school website at [culbertsonschool.com](http://culbertsonschool.com).**

## **HIGH SCHOOL AND JUNIOR HIGH HANDBOOK UPDATE COMMITTEE**

Review of the handbook will take place twice a year. Items to be reviewed need to be submitted in writing to the principal three weeks before the end of the school year. The committee will be made up of two student council members, two teachers, and the principal. All members of the committee will be selected at the beginning of the school year. The principal will vote only in the case of a split vote. Students are required to go through the Student Council in order to request an item to be reviewed.

## **BUS CONTRACTORS**

**Larry Birch, Paul Finnicum Sr., Larry Hekkel, Christian Hekkel Arne Iverson, Duane Larsen**

## **SCHOOL BOARD**

**Ian Walker**

**Chairman**

**Chris Petersen**

**Vice Chairman**

**Amber Fox**

**Trustee**

**Chris Petersen**

**Trustee**

**Wendy Becker**

**Trustee**

I have received, read, and understand the contents of the Culbertson School Student handbook.

\_\_\_\_\_ Student's Name and Grade

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Date

CULBERTSON PUBLIC SCHOOL  
P.O. BOX 459  
423 1<sup>ST</sup> AVE W.  
CULBERTSON, MT 59218

Phone: 406-787-6241  
Fax: 406-787-6244  
[www.culbertsonschool.com](http://www.culbertsonschool.com)

**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 32

**AGENDA TITLE:** Establish a Tuition Fund

**SUMMARY:** Establishing a tuition fund is required in preparation for the 2025-2026 school year when districts will have to begin paying the district of choice. For example: Brockton, Poplar, Bainville, Froid, Fairview etc. will have to pay us for their students that choose to attend Culbertson. This is a result of the open enrollment legislation.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

Culbertson Public Schools are committed to providing opportunities for students in a safe and productive environment, to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in an ever-changing world.

**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

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**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

Culbertson Public Schools are committed to providing opportunities for students in a safe and productive environment, to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in an ever-changing world.

**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 33

**AGENDA TITLE:** 1<sup>st</sup> Government Capital Payment

**SUMMARY:** We need a motion to approve the attached resolution.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

Culbertson Public Schools are committed to providing opportunities for students in a safe and productive environment, to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in an ever-changing world.



(GENERAL FUND LOAN)

RESOLUTION AUTHORIZING PARTICIPATION IN THE INTERCAP PROGRAM

CERTIFICATE OF MINUTES RELATING TO  
RESOLUTION NO. 2472

Issuer: Culbertson High School District

Culbertson  
Board of

Kind, date, time and place of meeting: A Trustees meeting held on July 16, 2024 at 6:30 o'clock p.m.  
in Culbertson, Montana.

Members present: Ian Walker

Members absent: \_\_\_\_\_

RESOLUTION NO. 2472

RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF  
THE STATE OF MONTANA ANNUAL ADJUSTABLE RATE MUNICIPAL FINANCE  
CONSOLIDATION ACT EXTENDABLE BOND (INTERCAP LOAN PROGRAM),  
APPROVING THE FORM AND TERMS OF THE LOAN AGREEMENT AND  
AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED  
THERE TO

I, the undersigned, being the fully qualified and acting recording officer of the public body  
issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto,  
as described above, have been carefully compared with the original records of the public body in my legal  
custody, from which they have been transcribed; that the documents are a correct and complete transcript  
of the minutes of a meeting of the governing body at the meeting, insofar as they relate to the obligations;  
and that the meeting was duly held by the governing body at the time and place and was attended  
throughout by the members indicated above, pursuant to call and notice of such meeting given as required  
by law.

WITNESS my hand officially as such recording officer this 16<sup>th</sup> day of July, 2024.

By \_\_\_\_\_  
Its \_\_\_\_\_

RESOLUTION NO. 2472

RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF THE STATE OF MONTANA ANNUAL ADJUSTABLE RATE MUNICIPAL FINANCE CONSOLIDATION ACT EXTENDABLE BOND (INTERCAP LOAN PROGRAM), APPROVING THE FORM AND TERMS OF THE LOAN AGREEMENT AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO

BE IT RESOLVED BY THE Culbertson Board of Trustees (the Governing Body) OF THE CULBERTSON HIGH SCHOOL DISTRICT (the Borrower) AS FOLLOWS:

**ARTICLE I**

**DETERMINATIONS AND DEFINITIONS**

**Section 1.01. Definitions.** The following terms will have the meanings indicated below for all purposes of this Resolution unless the context clearly requires otherwise. Capitalized terms used in this Resolution and not defined herein shall have the meanings set forth in the Loan Agreement.

Adjusted Interest Rate means the rate of interest on the INTERCAP Bond determined in accordance with the Board Resolution.

Authorized Representative shall mean the officers of the Borrower designated and duly empowered by the Governing Body and set forth in the application.

Board means the Board of Investments of the State of Montana, a public body corporate organized and existing under the laws of the State and its successors and assigns.

Board Act means Section 2-15-1808, Title 17, Chapter 5, Part 16, MCA, as amended.

"Board Resolution" means Board Resolution No. 249, adopted November 30, 2021, authorizing the issuance and sale of the INTERCAP Bonds for the purpose of making loans to Eligible Government Units.

Borrower means the local government entity above named, eligible to participate in the INTERCAP Loan Program.

"Borrower Act" means §§ 20-9-471 and 20-9-406, MCA authorizing an Eligible Government Unit to borrow money on terms consistent with the Program.

"Electronic Funds Transfer (EFT) Authorization" shall mean the authorization given by the Borrower to the Board to initiate electronic debit and/or credit entries to the Borrower's specified account to fund the Loan and make automatic Loan repayments when due. The Board may also initiate the electronic debit for periodic principal paydown or payoff prior to loan maturity upon the Borrower's request.

INTERCAP Bond means the Bond issued by the Board pursuant to the Board Resolution to finance the Program.

Loan means the loan of money by the Board to the Borrower under the terms of the Loan Agreement pursuant to the Act and the Borrower Act and evidenced by the Note.

Loan Agreement means the Loan Agreement between the Borrower and the Board, including any amendment thereof or supplement thereto entered into in accordance with the provisions thereof and hereof.

Loan Agreement Resolution means this Resolution or such other form of resolution that the Board may approve and all amendments and supplements thereto.

Loan Date means the date of closing a Loan.

Loan Rate means the rate of interest on the Loan which is initially 5.75% (6.25% less 0.50% for Borrowers with EFT Authorization) per annum through February 15, 2025 and thereafter a rate equal to the Adjusted Interest Rate on the Bond and up to 1.50% per annum as necessary to pay Program Expenses.

Note means the promissory note to be executed by the Borrower pursuant to the Loan Agreement, in accordance with the provisions hereof and thereof, in substantially the form set forth in the Promissory Note, or in such form that may be approved by the Board.

Program means the Board's INTERCAP Loan Program pursuant to which the Board issued the INTERCAP Bond to use the proceeds to make loans to participating Eligible Government Units.

Project means those items of equipment, personal or real property improvements to be acquired, installed, financed or refinanced under the Program as set forth in the Description of the Project/Summary of Draws.

**Section 1.02. Authority.** The Borrower is authorized to undertake the Project and is further authorized by the Borrower Act to enter into the Loan Agreement for the purpose of obtaining a loan to finance or refinance the acquisition and installation costs of the Project.

**Section 1.03. Execution of Agreement and Delivery of Note.** Pursuant to the Board Act, the Board has issued and sold the INTERCAP Bond and deposited a part of proceeds thereof in the Loan Fund. The Board has, pursuant to the Term Sheet, agreed to make a Loan to the Borrower in the principal amount of \$104,750.00 and upon the further terms and conditions set forth herein, and as set forth in the Term Sheet and the Loan Agreement.

## ARTICLE II

### THE LOAN AGREEMENT

**Section 2.01. Terms.** (a) The Loan Agreement shall be dated as of the Loan Date, in the principal amount of \$104,750.00 and shall constitute a valid and legally binding obligation of the Borrower. The obligation to repay the Loan shall be evidenced by a Promissory Note. The Loan shall bear interest at the initial rate of 5.75% (6.25% less 0.50% for Borrowers with EFT Authorization) per annum through February 15, 2025, and thereafter at the Adjusted Interest Rate, plus up to 1.50% per annum as necessary to pay the cost of administering the Program (the Program Expenses). All payments will be automatic pursuant to the EFT Authorization attached hereto when due.

(b) The Loan Repayment Dates shall be February 15 and August 15 of each year.

(c) The principal amount of the Loan may be prepaid in whole or in part if the Borrower requests that the Board approve prepayment of the loan. Upon approval, the Board will initiate an electronic debit using the attached EFT Authorization for prepayment provided that the Borrower has given written notice of its intention to prepay the Loan in whole or in part to the Board no later than 30 days prior to the designated prepayment date or less if the Board agrees to shorter notice.

(d) The Prepayment Amount shall be equal to the principal amount of the Loan outstanding, plus accrued interest thereon to the date of prepayment.

(e) Within the next month following an Adjustment Date, the Board shall calculate the respective amounts of principal and interest payable by each Borrower on and with respect to its Loan Agreement and Note for the subsequent August 15 and February 15 payments and prepare and mail a statement therefor to the Borrower.

**Section 2.02. Use and Disbursement of the Proceeds.** The proceeds of the Loan will be expended solely for the purposes set forth in the Description of the Project/Summary of Draws. The proceeds from the sale of the Note to the Board shall remain in the Borrower's Account pending disbursement at the request of the Borrower to pay the budgeted expenditures in anticipation of which the Note was issued. Requests for disbursement of the Loan shall be made to the Board. Prior to the closing of the Loan and the first disbursement, the Borrower shall have delivered to the Board a certified copy of this Resolution, the executed Loan Agreement and Note in a form satisfactory to the Borrower's Counsel and the Board's Bond Counsel and such other certificates, documents and opinions as set forth in the Loan Agreement or as the Board may require. The Borrower will pay the loan proceeds to a third party within five business days after the date they are advanced (except for proceeds to reimburse the Borrower for previously paid expenditures, which are deemed allocated on the date advanced).

**Section 2.03. Payment and Security for the Note.** In consideration of the making of the Loan to the Borrower by the Board, the provisions of this Resolution shall be a part of the Agreement of the Borrower with the Board. The provisions, covenants, and Agreements herein set forth to be performed by or on behalf of the Borrower shall be for the benefit of the Board. The Loan Agreement and Note shall constitute a valid and legally binding obligation of the Borrower and the principal of and interest on the Loan shall be payable from the general fund of the Borrower, and any other money and funds of the Borrower otherwise legally available therefor. The Borrower shall enforce its rights to receive and collect all such taxes and revenues to insure the prompt payment of the Borrower obligations hereunder.

**Section 2.04. Levy and Appropriate Funds to Repay Loan.** The Borrower agrees that in order to meet its obligation to repay the Loan and all other payments hereunder that it will budget, levy taxes for and appropriate in each fiscal year during the term of the Loan an amount sufficient to pay the principal of and interest hereon within the limitations of the Property Tax Limitation Act, as may be amended, and will reduce other expenditures if necessary to make the payments hereunder when due.

### ARTICLE III

#### CERTIFICATIONS, EXECUTION, AND DELIVERY

**Section 3.01. Authentication of Transcript.** The Authorized Representatives are authorized and directed to prepare and furnish to the Board and to attorneys approving the validity of the Loan, certified copies of this Resolution and all other resolutions and actions of the Borrower and of said officers relating to the Loan Agreement and the Note and certificates as to all other proceedings and records of the Borrower which are reasonably required to evidence the validity and marketability of the Note. All such certified copies and certificates shall be deemed the representations and recitals of the Borrower as to the correctness of the statements contained therein.

**Section 3.02. Legal Opinion.** The attorney to the Borrower is hereby authorized and directed to deliver to the Board at the time of Closing of the Loan his or her opinion regarding the Loan, the Loan Agreement, the Note, and this Resolution in substantially the form of the opinion set forth in the Attorney's Opinion.

**Section 3.03. Execution.** The Loan Agreement, the Note, and any other document required to close the Loan shall be executed in the name of the Borrower and shall be executed on behalf of the

Borrower by the signatures of the Authorized Representatives of the Borrower.

PASSED AND APPROVED by the Culbertson Board of Trustees this 16<sup>th</sup> day  
of July, 2024.

By \_\_\_\_\_  
Its Board Chairman

Attest:

By \_\_\_\_\_  
Its District Clerk

(GENERAL FUND LOAN)

RESOLUTION AUTHORIZING PARTICIPATION IN THE INTERCAP PROGRAM

CERTIFICATE OF MINUTES RELATING TO  
RESOLUTION NO. 2471

Issuer: Culbertson Elementary School District

Kind, date, time and place of meeting: A Culbertson Board of Trustees meeting held on July 16, 2024 at 6:30 o'clock P.m. in Culbertson, Montana.

Members present: Ian Walker

Members absent: \_\_\_\_\_

RESOLUTION NO. 2471

RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF THE STATE OF MONTANA ANNUAL ADJUSTABLE RATE MUNICIPAL FINANCE CONSOLIDATION ACT EXTENDABLE BOND (INTERCAP LOAN PROGRAM), APPROVING THE FORM AND TERMS OF THE LOAN AGREEMENT AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO

I, the undersigned, being the fully qualified and acting recording officer of the public body issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of the public body in my legal custody, from which they have been transcribed; that the documents are a correct and complete transcript of the minutes of a meeting of the governing body at the meeting, insofar as they relate to the obligations; and that the meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this 16<sup>th</sup> day of July, 2024.

By \_\_\_\_\_  
Its \_\_\_\_\_

RESOLUTION NO. 2471

RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF THE STATE OF MONTANA ANNUAL ADJUSTABLE RATE MUNICIPAL FINANCE CONSOLIDATION ACT EXTENDABLE BOND (INTERCAP LOAN PROGRAM), APPROVING THE FORM AND TERMS OF THE LOAN AGREEMENT AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO

BE IT RESOLVED BY THE Culbertson Board of Trustees (the Governing Body) OF THE CULBERTSON ELEMENTARY SCHOOL DISTRICT (the Borrower) AS FOLLOWS:

**ARTICLE I**

**DETERMINATIONS AND DEFINITIONS**

**Section 1.01. Definitions.** The following terms will have the meanings indicated below for all purposes of this Resolution unless the context clearly requires otherwise. Capitalized terms used in this Resolution and not defined herein shall have the meanings set forth in the Loan Agreement.

Adjusted Interest Rate means the rate of interest on the INTERCAP Bond determined in accordance with the Board Resolution.

Authorized Representative shall mean the officers of the Borrower designated and duly empowered by the Governing Body and set forth in the application.

Board means the Board of Investments of the State of Montana, a public body corporate organized and existing under the laws of the State and its successors and assigns.

Board Act means Section 2-15-1808, Title 17, Chapter 5, Part 16, MCA, as amended.

"Board Resolution" means Board Resolution No. 249, adopted November 30, 2021, authorizing the issuance and sale of the INTERCAP Bonds for the purpose of making loans to Eligible Government Units.

Borrower means the local government entity above named, eligible to participate in the INTERCAP Loan Program.

"Borrower Act" means §§ 20-9-471, and 20-9-406, MCA authorizing an Eligible Government Unit to borrow money on terms consistent with the Program.

"Electronic Funds Transfer (EFT) Authorization" shall mean the authorization given by the Borrower to the Board to initiate electronic debit and/or credit entries to the Borrower's specified account to fund the Loan and make automatic Loan repayments when due. The Board may also initiate the electronic debit for periodic principal paydown or payoff prior to loan maturity upon the Borrower's request.

INTERCAP Bond means the Bond issued by the Board pursuant to the Board Resolution to finance the Program.

Loan means the loan of money by the Board to the Borrower under the terms of the Loan Agreement pursuant to the Act and the Borrower Act and evidenced by the Note.

Loan Agreement means the Loan Agreement between the Borrower and the Board, including any amendment thereof or supplement thereto entered into in accordance with the provisions thereof and hereof.

Loan Agreement Resolution means this Resolution or such other form of resolution that the Board may approve and all amendments and supplements thereto.

Loan Date means the date of closing a Loan.

Loan Rate means the rate of interest on the Loan which is initially 5.75% (6.25% less 0.50% for Borrowers with EFT Authorization) per annum through February 15, 2025 and thereafter a rate equal to the Adjusted Interest Rate on the Bond and up to 1.50% per annum as necessary to pay Program Expenses.

Note means the promissory note to be executed by the Borrower pursuant to the Loan Agreement, in accordance with the provisions hereof and thereof, in substantially the form set forth in the Promissory Note, or in such form that may be approved by the Board.

Program means the Board's INTERCAP Loan Program pursuant to which the Board issued the INTERCAP Bond to use the proceeds to make loans to participating Eligible Government Units.

Project means those items of equipment, personal or real property improvements to be acquired, installed, financed or refinanced under the Program as set forth in the Description of the Project/Summary of Draws.

**Section 1.02. Authority.** The Borrower is authorized to undertake the Project and is further authorized by the Borrower Act to enter into the Loan Agreement for the purpose of obtaining a loan to finance or refinance the acquisition and installation costs of the Project.

**Section 1.03. Execution of Agreement and Delivery of Note.** Pursuant to the Board Act, the Board has issued and sold the INTERCAP Bond and deposited a part of proceeds thereof in the Loan Fund. The Board has, pursuant to the Term Sheet, agreed to make a Loan to the Borrower in the principal amount of \$314,250.00 and upon the further terms and conditions set forth herein, and as set forth in the Term Sheet and the Loan Agreement.

## ARTICLE II

### THE LOAN AGREEMENT

**Section 2.01. Terms.** (a) The Loan Agreement shall be dated as of the Loan Date, in the principal amount of \$314,250.00 and shall constitute a valid and legally binding obligation of the Borrower. The obligation to repay the Loan shall be evidenced by a Promissory Note. The Loan shall bear interest at the initial rate of 5.75% (6.25% less 0.50% for Borrowers with EFT Authorization) per annum through February 15, 2025, and thereafter at the Adjusted Interest Rate, plus up to 1.50% per annum as necessary to pay the cost of administering the Program (the Program Expenses). All payments will be automatic pursuant to the EFT Authorization attached hereto when due.

(b) The Loan Repayment Dates shall be February 15 and August 15 of each year.

(c) The principal amount of the Loan may be prepaid in whole or in part if the Borrower requests that the Board approve prepayment of the loan. Upon approval, the Board will initiate an electronic debit using the attached EFT Authorization for prepayment provided that the Borrower has given written notice of its intention to prepay the Loan in whole or in part to the Board no later than 30 days prior to the designated prepayment date or less if the Board agrees to shorter notice.



(d) The Prepayment Amount shall be equal to the principal amount of the Loan outstanding, plus accrued interest thereon to the date of prepayment.

(e) Within the next month following an Adjustment Date, the Board shall calculate the respective amounts of principal and interest payable by each Borrower on and with respect to its Loan Agreement and Note for the subsequent August 15 and February 15 payments and prepare and mail a statement therefor to the Borrower.

**Section 2.02. Use and Disbursement of the Proceeds.** The proceeds of the Loan will be expended solely for the purposes set forth in the Description of the Project/Summary of Draws. The proceeds from the sale of the Note to the Board shall remain in the Borrower's Account pending disbursement at the request of the Borrower to pay the budgeted expenditures in anticipation of which the Note was issued. Requests for disbursement of the Loan shall be made to the Board. Prior to the closing of the Loan and the first disbursement, the Borrower shall have delivered to the Board a certified copy of this Resolution, the executed Loan Agreement and Note in a form satisfactory to the Borrower's Counsel and the Board's Bond Counsel and such other certificates, documents and opinions as set forth in the Loan Agreement or as the Board may require. The Borrower will pay the loan proceeds to a third party within five business days after the date they are advanced (except for proceeds to reimburse the Borrower for previously paid expenditures, which are deemed allocated on the date advanced).

**Section 2.03. Payment and Security for the Note.** In consideration of the making of the Loan to the Borrower by the Board, the provisions of this Resolution shall be a part of the Agreement of the Borrower with the Board. The provisions, covenants, and Agreements herein set forth to be performed by or on behalf of the Borrower shall be for the benefit of the Board. The Loan Agreement and Note shall constitute a valid and legally binding obligation of the Borrower and the principal of and interest on the Loan shall be payable from the general fund of the Borrower, and any other money and funds of the Borrower otherwise legally available therefor. The Borrower shall enforce its rights to receive and collect all such taxes and revenues to insure the prompt payment of the Borrower obligations hereunder.

**Section 2.04. Levy and Appropriate Funds to Repay Loan.** The Borrower agrees that in order to meet its obligation to repay the Loan and all other payments hereunder that it will budget, levy taxes for and appropriate in each fiscal year during the term of the Loan an amount sufficient to pay the principal of and interest hereon within the limitations of the Property Tax Limitation Act, as may be amended, and will reduce other expenditures if necessary to make the payments hereunder when due.

### ARTICLE III

#### CERTIFICATIONS, EXECUTION, AND DELIVERY

**Section 3.01. Authentication of Transcript.** The Authorized Representatives are authorized and directed to prepare and furnish to the Board and to attorneys approving the validity of the Loan, certified copies of this Resolution and all other resolutions and actions of the Borrower and of said officers relating to the Loan Agreement and the Note and certificates as to all other proceedings and records of the Borrower which are reasonably required to evidence the validity and marketability of the Note. All such certified copies and certificates shall be deemed the representations and recitals of the Borrower as to the correctness of the statements contained therein.

**Section 3.02. Legal Opinion.** The attorney to the Borrower is hereby authorized and directed to deliver to the Board at the time of Closing of the Loan his or her opinion regarding the Loan, the Loan Agreement, the Note, and this Resolution in substantially the form of the opinion set forth in the Attorney's Opinion.

**Section 3.03. Execution.** The Loan Agreement, the Note, and any other document required to close the Loan shall be executed in the name of the Borrower and shall be executed on behalf of the

Borrower by the signatures of the Authorized Representatives of the Borrower.

of July, 2024. PASSED AND APPROVED by the Culbertson Board of Trustees this 16<sup>th</sup> day

By \_\_\_\_\_  
Its Board Chairman

Attest:

By \_\_\_\_\_  
Its District Clerk

**INTERCAP PROGRAM DISBURSEMENT REQUEST FORM  
CULBERTSON ELEMENTARY SCHOOL DISTRICT**

**To be filled out by BOI**

**Disbursement Request 3023#-02**

**Funding Date: Friday, August 9, 2024**

**Project Description: Plumbing and building repairs**

**Amount Reserved: \$314,250.00**

**Date Reserved: January 29, 2024**

**Promissory Note Dated: August 2, 2024**

**Maturity Date: June 15, 2034**

**INVOICES OR ARCHITECT'S/GENERAL CONTRACTORS CERTIFICATE OF COMPLETED WORK MUST BE ATTACHED TO THIS REQUEST BEFORE FUNDS ARE DISBURSED.**

The undersigned, Authorized Representative of the Culbertson Elementary School District (the "Borrower") under the Loan Agreement, dated as of August 2, 2024 (the "Loan Agreement"), by and between the Board of Investments of the state of Montana (the "Board"), certify pursuant to Section 4.04, as follows:

1. All terms and conditions of the Loan Agreement to be complied with by the Borrower as of the date hereof have been complied with and satisfied, and all documents described in Section 4 of the Loan Agreement have been delivered;

2. The item number, amount, and nature of each item of Project Costs, as shown on the attached invoices, are hereby requested to be reimbursed or paid to the Borrower (a) has been paid or incurred, (b) is an eligible Project Cost, and c) has not been previously reimbursed or paid by the Program under the Loan Agreement;

3. To my knowledge after reasonable investigation, there has been no default by the Borrower under the Loan Agreement, which has not been cured; and

4. All representations and warranties made by the Borrower in the Loan Agreement are true and correct on and as of the date of this Borrower's Disbursement Request with the same effect as if made on such date.

You are hereby requested to advance pursuant to Section 4.05 of the Loan Agreement the amount shown below and make payment to the entitled entity to receipt thereof as shown on the EFT Authorization form.

**Draw Amount Requested: \$**\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**CULBERTSON ELEMENTARY  
SCHOOL DISTRICT**

\_\_\_\_\_  
By Ian Walker  
Its Board Chairman

**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 34

**AGENDA TITLE:** Out of District Student Attendance Agreements

**SUMMARY:** Attached is the recommendation for out of district student attendance agreements. We have 1 less student requesting attendance from Bainville. This is an appropriate time to mention we will not be accepting any out of district Kindergarten students (with the exception of those that came to K Roundup) due to the fact that we only have 1 Kindergarten teacher. We had 15 students attend K Roundup and 18 is the maximum number of Kindergarten students per teacher—this will allow us 3 seats in the case we have Kindergarten students move into our district.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

Culbertson Public Schools are committed to providing opportunities for students in a safe and productive environment, to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in an ever-changing world.

# CULBERTSON PUBLIC SCHOOLS

P.O. Box 459  
423 FIRST AVENUE WEST  
CULBERTSON, MT 59218-0459  
PHONE (406)787-6241 \* FAX (406) 787-6244

## Out of Boundary Students

### Medicine Lake

5 Students

### Bainville

4 Students

### Brockton

24 Students

### Poplar

16 Students

### Froid

7 Students

### Fort Kipp

28 Students

### Fairview

2 Students + 1

### Sidney

2 Students + 2

**CULBERTSON PUBLIC SCHOOLS  
DISTRICTS 17 J/R/C  
BOARD AGENDA FACT SHEET**

**MEETING DATE:** 7-16-2024

**AGENDA ITEM #:** 35

**AGENDA TITLE:** Board Policy—1<sup>st</sup> reading

**SUMMARY:** 5121-P(1), 2600P, 2600F are attached for your review.

**-5121-P(1):** This would allow us to grant teachers more money to pursue professional development. The total money available still would not surpass the approved and budgeted \$5,000 per year.

**-2600P & 2600F:** These policies were missed in the conversion to MTSBA policy services. They are necessary to keep us in compliance with laws regarding work release, also known as work study.

**BOARD ACTION**

	Motion	Second	Aye	Nay	Abstain
Walker					
Petersen					
Becker					
Steppler					
Fox					

**Mission**

Culbertson Public Schools are committed to providing opportunities for students in a safe and productive environment, to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in an ever-changing world.

**Procedure 5121-P(1): Applicability of Personnel Policies and Professional Development -  
Professional Growth**

**Status:** ADOPTED

**Original Adopted Date:** 02/01/2021 | **Last Reviewed Date:** 02/01/2021

Professional Growth

The Board recognizes the need for continual professional growth and development for the teaching staff members. The Board shall designate funds each year for the purpose of professional growth. The following guidelines shall be utilized in determining the need and award of professional growth funds.

1. A Professional Growth Committee will be established and shall be responsible for the determining the award of professional growth funds to teachers. The committee shall consist of five members who meet only during the regular school term.
  - a. Two members from the elementary school teaching staff.
  - b. Two members from the junior high/high school teaching staff.
  - c. One administrator.
2. The Professional Growth Committee will meet on the second Wednesday of each month school is in session. Professional Growth Applications (Appendix X) will be completed by interested teachers and submitted by the Monday prior to the committee meeting to be eligible for consideration.
3. Applications for Professional Growth funds will be approved by a majority vote of the committee members.
4. Copies of all applications will be distributed to committee members prior to the Wednesday meeting.
5. No requests for funds will be considered until the District Leave Request Form has been approved by the administration.
6. Upon committee approval, successful applications will be forwarded to the district clerk. Funds will be disbursed upon completion of the professional growth opportunity.
7. Additional Professional Growth Funding Award Criteria:
  - a. No funds will be awarded to workshops attended before approval.
  - b. Workshops resulting in college credit may be considered.
  - c. College credits and/or registration costs will not be reimbursed for teachers that have not achieved a Masters Degree.
  - d. State schedules will be used for reimbursement of mileage, rooms, and meals.
  - e. A maximum of \$500.00 will be awarded per individual per year.

↑  
\$800.00  
suggested

## INSTRUCTION

2600P  
Page 1 of 2

### Work Based Learning Program - Insurance

The School District Work Based Learning coordinator will work with School District administration to identify the appropriate insurance coverage for a student's tailored work-experience opportunity. A student will not commence a Work Based Learning opportunity until the appropriate insurance option has been identified and implemented by all parties. The option selected will be noted as part of the student's Work Based Learning plan.

#### Option 1

Employer pays the student to work for them in a paid capacity. Student learns from the employer like a newly hired employee and skill sets are acquired through doing actual work for the employer. Student earns school credit for employment as documented in the Work Based Learning plan. Employer is required to show proof of workers compensation coverage for the student via a copy of a current workers compensation policy if the Work Based Learning plan shows the student will receive school credit for the employment. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the employer's workers compensation coverage.

#### Option 2

Employer does not pay the student. Student earns school credit as part of a Work Based Learning plan but student may be assigned credit as part of another course. Employer has a volunteer endorsement added to their workers compensation policy and pays that premium to their carrier. School District requires the employer to show proof of workers compensation coverage with the volunteer endorsement added via a copy of a current workers compensation policy. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the employer's workers compensation coverage.

#### Option 3

Employer does not pay student. Student earns school credit for the Work Based Learning opportunity as outlined the Work Based Learning plan. School district adds a school to work endorsement onto the school workers' compensation policy. School District pays the workers compensation premium costs for the endorsement and other required insurance coverage. Parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the School District's workers compensation coverage.



## WORK BASED LEARNING AFFILIATION AGREEMENT

2600F

This Affiliation Agreement is entered into between \_\_\_\_\_ (high school) and \_\_\_\_\_ (workplace learning site).

WHEREAS High School has established a \_\_\_\_\_ Work Based Learning program for students interested in career exploration opportunities; and

WHEREAS High School wishes to affiliate with \_\_\_\_\_ (workplace learning site) for the purpose of providing Career Exploration and Assessment experiences for students enrolled in the \_\_\_\_\_ Work Based Learning Program; and

WHEREAS the Workplace Learning Site is willing to permit the Career Exploration experience on its premises with the terms set forth in this Affiliation Agreement;

NOW THEREFORE, the parties agree as follows:

1. The High School shall assume full responsibility for planning and execution of the student program of instruction including curriculum content, Work Based Learning orientation, emergency contact information, and parent/guardian consent.
2. The High School shall ensure participating students have completed safety instruction specific to the work site prior to participation in the Work Based Learning experience.
3. The High School shall provide a Work Based Learning Coordinator responsible for instruction and coordination with appropriate Workplace Learning Site personnel for the planning, selecting, and evaluating of students' experiences.
4. The Work Based Learning Coordinator, Workplace Supervisor, and student will work collaboratively to determine the career readiness, employability skills, and proficiency guidelines set forth in the personalized work based learning program.
5. The Workplace Learning Site agrees to designate a Workplace Supervisor, who has completed the Volunteer Agreement Form, and whose responsibility it shall be to assist the Work Based Learning Coordinator in selection and coordination of student experiences appropriate to the level of learning.
6. The Workplace Learning Site professional practitioners shall be responsible for overseeing the students' experience and training activities. They shall orient the students to their activities, direct their activities and supervise their activities to assure safe and satisfactory experiences and performance.
7. The High School shall be responsible for assigning students to the Workplace Learning Site for experience. The High School shall notify the Workplace Learning Site at least one (1) month in advance of its planned schedule of students and types of experiences to be provided. This schedule shall be subject to approval of the Workplace Learning Site.
8. The Workplace Learning Site shall make available the necessary equipment and supplies as determined by the Workplace Learning Site in conjunction with the High School.
9. The Workplace Learning Site shall provide the Work Based Learning Coordinator with frequent student performance evaluations in the manner and frequency so designated by the High School.
10. The High School shall work with the Workplace Learning Site regarding the removal of any student from the Workplace Learning Site whenever the student is not performing or meeting the workplace requirements. Responsibility for student disciplinary measures, if any, shall be with High School and not with the Workplace Learning Site.

## PARENT/GUARDIAN CONSENT FOR WORK BASED LEARNING EXPERIENCE

I, (full name) \_\_\_\_\_ as legal guardian of  
\_\_\_\_\_ (child's full name) a student  
enrolled in the \_\_\_\_\_ High School acknowledge the following:

The program of study includes opportunities for my child to participate in an off-campus Work Based Learning opportunity, and I give my consent to my child participating in the offsite Work Based Learning component, and I agree to support and assist with enforcement of the content included in the Work Based Learning placement

I agree to accept responsibility for my student's participation in the above-referenced activity. I understand any negligence arising out of the student's participation in the program shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA. I agree to counsel my child to abide by the rules and regulations set forth by the workplace learning site.

I have signed the Parent/Guardian Consent and agree to the stated conditions.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian printed name Phone number

\_\_\_\_\_  
Address City/State/Zip code

# Public Comment

## (Non-Agenda Items)

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during this “public comment” section. Individuals wishing to be heard by the Board shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments within a 3 minute time period. Citizens may comment on items within the jurisdiction of the school board that do not appear on this meeting’s agenda. Citizens may not comment on matters related to student or staff privacy or contested adjudicative matters. The Chairperson may control the comment period to ensure an orderly progression of the meeting and may redirect or terminate an individual’s statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant.

Thank you.