

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

NOTICE OF REGULAR SCHOOL BOARD MEETING

Monday—October 20, 2025, 6:30 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. September 16, 2025 (Regular Board Meeting)

FINANCE REPORT

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

REPORTS

- 07. Information, Student Representative Report—FFA Officers
- 08. Information, Teacher Report
- 09. Information, Activities Director Report
- 10. Information, Technology Systems Administrator Report
- 11. Information, JH/HS Principal Report
- 12. Information, Elementary Principal Report
- 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, Curriculum Committee Report on Weighted GPA Considerations
16. Action, 2025-2026 Board Goals
17. Action, Review Student Usage of Weight Room

NEW BUSINESS (Continued)

18. Action, Addition to Guest Teacher List
19. Action, Approval of Graduation Date and Time
20. Action, Extra-Curricular Contract
21. Action, Request from Bainville to Co-op for Speech & Drama
22. Action, Indemnity Bonds
23. Action, Bus Route #6 Additional Miles
24. Action, 1st Reading of Policies:
 - 1014FE AND 1014FE-F(1) Intent to Increase Non-Voted Levy
 - 1111 Election
 - 1210 Qualifications, Terms, Duties of Board Officers
 - 1310 District Policy and Procedures
 - 1700 Uniform Complaint Procedure
 - 2132 Student and Family Privacy Rights
 - 3141 Nonresident Student Enrollment
 - 3410 Student Health
 - 3612 School-Provided Access to Electronic Information, Services, Equipment, and Networks
 - 2162-P(1) 504 Procedures (DELETE)

PUBLIC COMMENT FOR NON-AGENDA ITEMS

- 25.

REPORTS (Continued)

26. Information, Trustees Reports/Requests

DATE/TIME FOR NEXT MEETING

27. Date: Tuesday, November 18, 2025
Time: 6:20 Preview Bills, 6:30 mtg.
Potential Conflicts:
Suggested Changes:

ADJOURNMENT

28. Time of adjournment: _____

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SCHOOL BOARD MINUTES
REGULAR MEETING
September 16, 2025
Tuesday – 6:30 p.m.

The Board met in regular session on Tuesday, September 16, 2025, at 6:30 p.m. Trustees present were: Wendy Becker, Vice-Chair, Amber Fox, Lisa Stepler, and Verlin Stepler. Representatives were Nicole Simonsen, Mike Olson, and Lora Finnicum. Visitors were recognized.

Verlin Stepler made motion to approve the agenda. Amber Fox seconded motion. Motion carried unanimously. Notice for public comment was given.

Verlin Stepler made motion to approve the minutes of August 19th (regular board) and August 26, 2025 (curriculum committee) meeting(s). Lisa Stepler seconded motion. Motion carried unanimously.

Amber Fox made motion to pay the September bills, approve investments, note cash and extra-curricular balances. Verlin Stepler seconded motion. Motion carried unanimously. Payroll warrants #3452 to #3482 and claims warrants #12826 to #12881 were written.

Reports were presented with no additions. Mrs. Corpron expressed thanks to Wendy Becker from county extension in sharing how honey is extracted and providing samples.

Comments received on Policy 7330(F1). Golf and track stipends should be the same as cross country with head coach at \$3,300 and assistant coach at \$2,200. Cheer added to the sports for additional post-season stipends. Lisa Stepler made motion to adopt as amended Policy 7330(F1) and Policy 2320. Verlin Stepler seconded motion. Motion carried unanimously.

Board goals remain tabled.

Curriculum Committee met for discussion on weighted GPAs. No decision yet as more discussion is needed.

Amber Fox made motion to hire Ken Harrison for Armory cleaning at \$62.50 per week. Lisa Stepler seconded motion. Motion carried unanimously.

One bid was received for Bus Route #3 from Larry Birch to extend his bus contract for 1 year at \$5.75 per mile. Bus monitor is no longer needed. Verlin Stepler made motion to approve bus bid as presented. Lisa Stepler seconded motion. Motion carried unanimously.

Amber Fox made motion to approve a fall drivers' education course with instructor, Dave Solem. Verlin Stepler seconded motion. Motion carried unanimously.

Amber Fox made motion to hire Perla Burciaga as Assistant JH/EL Track Coach. Lisa Stepler seconded motion. Motion carried unanimously.

Notice for public comment for non-agenda items was given. Questions raised whether baseball program activities should be board approved and allowing Junior High to fundraise beyond providing meals. Next meeting scheduled for Monday, October 20th at 6:30 p.m. Amber Fox

SCHOOL BOARD MINUTES
REGULAR MEETING
September 16, 2025
Tuesday – 6:30 p.m.

made motion to adjourn. Lisa Steppler seconded motion. Motion carried unanimously. Meeting adjourned at 7:03 p.m.

Board Chair

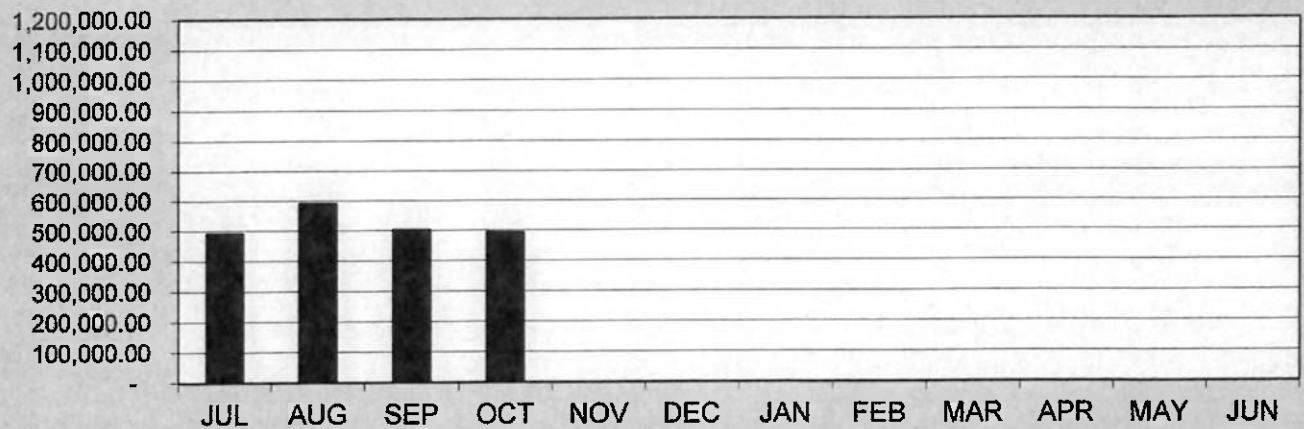

Clerk

CULBERTSON SCHOOL DISTRICT CASH FLOW REPORT
for the month of **SEPTEMBER 30, 2025**

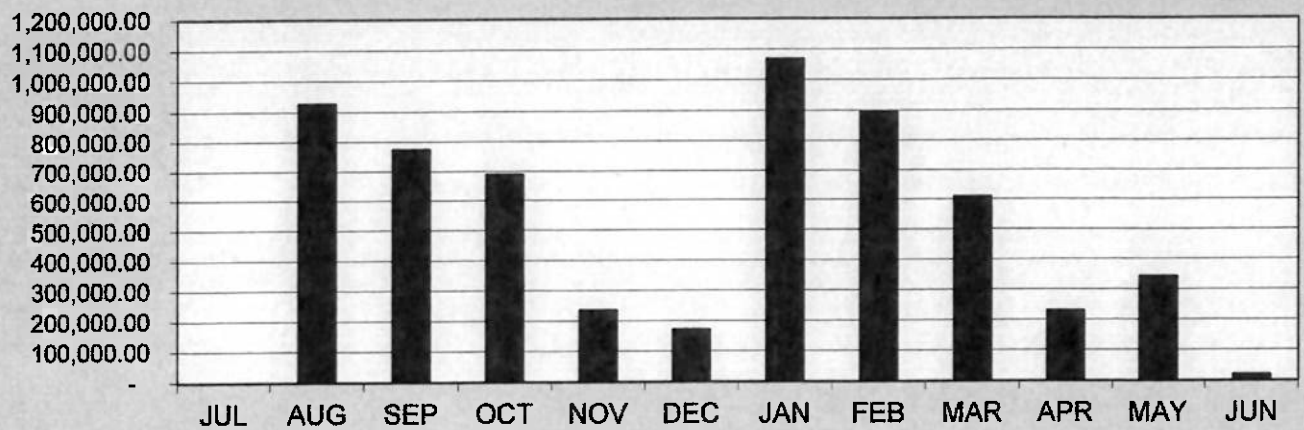
A	B	C	E	E	F	G	H	I
FUND	BEGINNING BALANCE	RECEIPTS	INVESTMENTS OUT	INVESTMENTS OUT	DISBURSEMENTS	ENDING BALANCE	TREASURER BALANCE	VARIANCE
GENERAL	(71,662.17)	96,533.91	47,448.00	-	184,548.99	(112,229.25)	(112,229.25)	-
TRANSFER	20,456.08	21,533.66	70,379.00	92,157.00	31,010.71	(10,798.97)	(10,798.97)	0.00
RETIREMENT	(6,098.56)	33,839.86	101,666.00	64,490.00	22,835.09	42,082.21	42,082.21	-
MISC	(1,373.62)	14,724.15	-	-	37,576.11	(24,225.58)	(24,225.58)	-
Misc	1,431.59	3,024.15				4,455.74		
Title	-				20,402.00	(20,402.00)		
Mental H	12,948.87				4,122.60	8,826.27		
Lease	3,230.74				2,055.73	1,175.01		
Ind Ed	-				3,178.66	(3,178.66)		
Tchr Res	-	11,700.00			1,639.68	10,060.32		
SRS	(27,551.65)				4,917.44	(32,469.09)		
JOM	8,566.83				1,260.00	7,306.83		
AD ED	(984.35)	13.25	1,679.00	1,020.00	448.62	(760.72)	(760.72)	-
COMPA	0.02	-	-	-	-	0.02	0.02	-
IMPACT	(3,927.72)	3.63	1,076.00	1,076.00	3,691.87	(7,615.96)	(7,615.96)	-
TECH	1,085.42	0.03	10.00	1,094.00	226.38	(224.93)	(224.93)	-
FLEX	149.76		-	149.00	76,836.63	(76,835.87)	(76,835.87)	-
PR	1,568.50	329,385.11	-		328,540.73	2,412.88	2,412.88	0.00
CL	117,840.95	236,113.89	-		325,454.00	28,500.84	28,500.84	-
ELEM	57,054.31	732,147.49	222,258.00	159,986.00	1,011,169.13	(159,695.33)	(159,695.33)	0.00
GENERAL	(6,551.92)	60,531.54	33,937.00	26,873.00	106,634.19	(45,590.57)	(45,590.57)	-
TRANSFER	36,753.70	14,478.39	569.00	10,022.00	20,842.13	20,936.96	20,936.96	-
LUNCH	(3,218.48)	2,185.50	1.00	-	18,421.06	(19,453.04)	(19,453.04)	-
RETIREMENT	(4,989.80)	33,925.29	80,346.00	75,147.00	14,208.30	19,926.19	19,926.19	-
MISC	34,051.00	15.60	-	-	-	34,066.60	34,066.60	-
Misc	34,051.00	15.60				34,066.60		
AG	-					-		
BUS	-					-		
FCS	-					-		
JMG	-					-		
Perkins	-					-		
AD ED	(776.30)	9.42	1,680.00	888.00	448.62	(423.50)	(423.50)	(0.00)
DR ED	2,330.28	1,088.84	-	-		3,419.12	3,419.12	-
COMPA	0.01		-	-		0.01	0.01	-
IMPACT	(8,764.09)		-	-	4,576.70	(13,340.79)	(13,340.79)	-
TECH	866.52		-	-	200.00	666.52	666.52	-
FLEX	(2,058.26)		-	-	2,062.24	(4,120.50)	(4,120.50)	-
ENDOW	703.02	46,092.79	253,498.00	229,805.00	-	70,488.81	70,488.81	-
HS	48,345.68	158,327.37	370,031.00	342,735.00	167,393.24	66,575.81	66,575.81	(0.00)
TOTAL	105,399.99	890,474.86	592,289.00	502,721.00	1,178,562.37	(93,119.52)	(93,119.52)	0.00

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
201 General	4,080.00	47,448.00	-	-								
110 Transport	70,379.00	70,379.00	92,157.00	81,358.00								
114 Retirement	101,666.00	101,666.00	64,490.00	12,116.00								
117 Adult Ed	1,679.00	1,679.00	1,020.00	259.00								
121 Comp Abs	-	-	-	-								
126 Impact Aid	-	1,076.00	1,076.00	-								
128 Technology	10.00	10.00	1,094.00	869.00								
129 Flex	-	-	149.00	-								
201 General	-	33,937.00	26,873.00	-								
210 Transport	27,030.00	569.00	10,022.00	30,958.00								
212 Hot Lunch	9,933.00	1.00	-	-								
214 Retirement	81,346.00	80,346.00	75,147.00	95,073.00								
217 Adult Ed	2,012.00	1,680.00	888.00	464.00								
218 Drivers Ed	-	-		3,419.00								
221 Comp Abs	-	-		-								
226 Impact Aid	-	-		-								
228 Technology	4.00	-		666.00								
229 Flex	3.00	-		-								
281 Endow	194,143.00	253,498.00	229,805.00	268,354.00								
TOTAL	492,285.00	592,289.00	502,721.00	493,536.00	-	-	-	-	-	-	-	-
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
201 General		199,165.00	211,434.00	229,898.00			144,732.00	104,828.00	46,125.00	-	-	
110 Transport		85,714.00	102,969.00	75,842.00	40,326.00	13,227.00	149,850.00	134,304.00	108,016.00	16,174.00	56,425.00	6,637.00
114 Retirement		123,934.00	111,475.00	86,292.00	60,820.00	50,709.00	178,132.00	172,017.00	147,940.00	-	99,886.00	2,298.00
117 Adult Ed		5,453.00	3,932.00	2,653.00	996.00	349.00	6,422.00	5,968.00	5,476.00	-	4,781.00	
121 Comp Abs		3,897.00	3,897.00	3,897.00	3,897.00	3,897.00	3,961.00	3,977.00	3,988.00	-	2,156.00	
126 Impact Aid							4,573.00	-	-	-	8,223.00	
128 Technology		11.00	1,253.00	1,253.00			10.00	10.00	10.00	-	10.00	
129 Flex							-	-	-	-	-	
201 General		128,569.00	125,075.00	60,931.00			99,554.00	100,530.00	35,774.00	-	-	
210 Transport		38,079.00	47,257.00	29,950.00	9,617.00	-	85,300.00	75,429.00	58,957.00	41,933.00	25,357.00	5,044.00
212 Hot Lunch		2,602.00				4,023.00	9,152.00	11,204.00	16,351.00	20,129.00	27,744.00	
214 Retirement		95,888.00	90,900.00	77,260.00	70,017.00	54,318.00	131,782.00	127,981.00	105,836.00	90,063.00	78,053.00	1,756.00
217 Adult Ed		5,509.00	13,801.00	12,518.00	1,034.00	378.00	3,589.00	6,297.00	5,796.00	6,282.00	5,093.00	
218 Drivers Ed		1,475.00	1,475.00	5,300.00	5,300.00	5,300.00	4,719.00	4,060.00	2,953.00	2,623.00	2,528.00	
221 Comp Abs		3,785.00	3,782.00	3,782.00	3,793.00	3,793.00	3,572.00	3,572.00	3,582.00	3,582.00	3,609.00	
226 Impact Aid							-	-	-	-	-	
228 Technology		12.00	886.00				4.00	4.00	4.00	4.00	4.00	
229 Flex		3.00	3.00	3.00	3.00	3.00	41,990.00	31,814.00	6,213.00	4,150.00	-	
281 Endow		232,905.00	56,528.00	100,304.00	40,358.00	35,358.00	201,839.00	114,425.00	62,526.00	45,957.00	29,354.00	3,571.00
TOTAL	-	927,001.00	774,667.00	689,833.00	236,161.00	171,355.00	1,069,181.00	896,420.00	609,547.00	230,897.00	343,223.00	19,306.00
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
201 General	116,622.00	147,007.00	119,072.00	-	-	10,456.00	18,027.00	-	-	-	4,800.00	122,944.00
110 Transport	52,089.00	90,486.00	119,075.00	117,350.00	90,669.00	133,725.00	153,959.00	129,045.00	105,732.00	91,862.00	67,297.00	43,497.00
114 Retirement	-	54,866.00	54,694.00	77,558.00	71,693.00	91,624.00	104,884.00	138,827.00	117,850.00	105,841.00	82,332.00	7,332.00
117 Adult Ed	13,194.00	11,439.00	11,734.00	10,655.00	10,160.00	10,177.00	10,565.00	9,099.00	9,111.00	8,800.00	8,618.00	7,618.00
121 Comp Abs	-	4,285.00	4,451.00	4,474.00	4,474.00	4,489.00	4,165.00	4,162.00	4,181.00	4,198.00	4,216.00	156.00
126 Impact Aid	86,264.00	-	15,062.00	11,541.00	65,317.00	64,207.00	61,028.00	57,731.00	12,580.00	9,300.00	75,324.00	3,324.00
128 Technology	11.00	9.00	807.00	301.00	301.00	304.00	306.00	179.00	12.00	11.00	11.00	11.00
129 Flex	-	-	-	-	-	19,016.00	19,016.00	19,097.00	183.00	106,898.00	106,898.00	-
201 General	71,010.00	16,912.00	11,762.00	-	-	45,125.00	94,628.00	86,144.00	31,484.00	-	10,680.00	-
210 Transport	18,916.00	22,414.00	41,014.00	39,077.00	19,550.00	74,797.00	67,261.00	65,865.00	48,543.00	38,414.00	20,278.00	17,978.00
212 Hot Lunch	3,083.00	4,299.00	5,207.00	-	-	180.00	1,538.00	23,536.00	16,871.00	17,233.00	18,264.00	-
214 Retirement	39,445.00	84,647.00	84,815.00	115,152.00	-	100,765.00	104,239.00	119,355.00	102,731.00	106,489.00	93,710.00	44,710.00
217 Adult Ed	13,500.00	11,425.00	11,750.00	10,672.00	9,476.00	10,077.00	9,909.00	8,478.00	7,783.00	7,471.00	7,281.00	7,656.00
218 Drivers Ed	4,569.00	4,044.00	7,229.00	7,251.00	7,251.00	7,275.00	6,425.00	4,438.00	4,370.00	4,297.00	4,246.00	6,946.00
221 Comp Abs	153.00	2,537.00	2,586.00	2,600.00	2,600.00	2,609.00	2,268.00	2,256.00	1,565.00	1,574.00	1,571.00	71.00
226 Impact Aid	107,848.00	-	16,895.00	13,511.00	32,727.00	46,995.00	24,605.00	40,591.00	44,940.00	41,361.00	91,332.00	21,332.00
228 Technology	12.00	10.00	925.00	602.00	510.00	321.00	418.00	179.00	11.00	12.00	12.00	12.00
229 Flex	2.00	2.00	2.00	2.00	2.00	2.00	2.00	3.00	3.00	3.00	3.00	3.00
281 Endow	142,211.00	-	249,360.00	209,517.00	182,289.00	292,067.00	94,123.00	185,716.00	134,842.00	6,302.00	102,121.00	97,121.00
TOTAL	668,929.00	454,382.00	756,440.00	620,263.00	497,019.00	914,211.00	777,366.00	894,701.00	642,792.00	550,066.00	698,994.00	380,711.00
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN

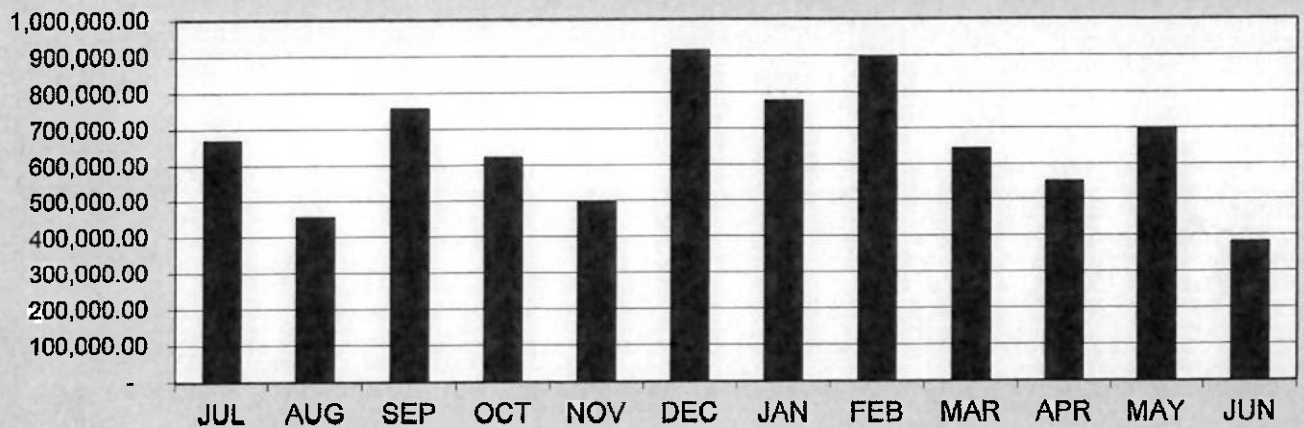
2025-26 INVESTMENTS



2024-25 INVESTMENTS



2023-24 INVESTMENTS



Culbertson Public School

Totals Report for September 2025
2025-2026

10/08/2025
10:53:49 AM

Checking
Savings
Investments

Account	Beginning +	Receipts -	Expenditures +	Transfers =	Ending
1 - ANNUAL	-1,094.50	2,350.00	134.98	0.00	1,120.52
2 - ATHLETICS	141.72	13,221.10	6,236.90	-6.00	7,119.92
3 - FRESHMAN CLASS 2029	3,012.71	1,620.00	130.94	0.00	4,501.77
4 - 6TH GRADE CLASS 2032	0.00	0.00	0.00	0.00	0.00
5 - GRADUATED SENIOR CLASS 2025	0.00	0.00	0.00	0.00	0.00
6 - SENIOR CLASS 2026	4,702.63	0.00	0.00	0.00	4,702.63
7 - SOPHOMORE CLASS 2028	3,182.36	637.00	54.30	0.00	3,765.06
8 - CHEERLEADER	472.50	0.00	0.00	0.00	472.50
9 - FFA	15,580.24	7,556.37	5,104.33	0.00	18,032.28
10 - BAND/CHOIR	5,059.81	1,596.00	0.00	0.00	6,655.81
11 - STUDENT COUNCIL	6,163.74	0.00	171.96	0.00	5,991.78
12 - SPEECH AND DRAMA	1,392.45	0.00	0.00	0.00	1,392.45
13 - VO-AG REVOLVING	1,895.49	0.00	0.00	0.00	1,895.49
14 - JUNIOR CLASS 2027	3,354.04	3,672.00	689.92	6.00	6,342.12
15 - PLAY	3,766.76	0.00	0.00	0.00	3,766.76
17 - BPA	2,867.08	0.00	119.41	0.00	2,747.67
18 - EXPLORE AMERICA	22,398.37	3,389.00	581.37	0.00	25,206.00
19 - MUSIC PARENTS	2,430.02	0.00	0.00	0.00	2,430.02
20 - ART	2,119.68	0.00	0.00	0.00	2,119.68
21 - LIBRARY	1,326.26	0.00	0.00	0.00	1,326.26
22 - 7TH GRADE CLASS 2031	0.00	0.00	0.00	0.00	0.00
23 - 8TH GRADE CLASS 2030	1,096.51	0.00	51.76	0.00	1,044.75
24 - SCIENCE OLYMPIAD	5,487.56	0.00	0.00	0.00	5,487.56
-----	85,355.43 +	34,041.47 -	13,275.87 +	0.00 =	106,121.03



Dear Culbertson Board of Trustees,

Last year during the FFA Banquet the following people were elected officers:

President- Kaden Featherston

Vice President- Ivy Colvin

Secretary- Ayden Ator

Treasurer- Calvin Stepler

Reporter- Payton Labatte

Sentinel- Josie Somonsen

Historian- Catherine Donaldson

Concession Manager- Kalia Featherston

This year, our FFA chapter has 40 members!

Competitions:

On Tuesday, October 7th, the Livestock Judging and Vet Science teams went to Plentywood to compete. They started the competition off with Livestock Judging, The varsity team consisted of Kalia Featherston, Kaden Featherston, Cal Stepler, and Felixe Becker. Ally Simonsen, Lauren Rumsey, Anna Stepler, and Serenity Rogalla were the livestock Jv team. The JV team took 10th and Varsity 6th. The Varsity team will advance to State. After Livestock, the Vet Science competition started. The JV team consisted of Ally Simonsen, Lauren Rumsey, Anna Stepler. Varsity has Payton Labatte, Bella Petersen, Kalia Featherston, and Catherine Donaldson. Varsity took 10th and JV took 8th.

Upcoming Competitions:

10/26-11/2- FFA National Convention

11/13-15- Montana Ag Expo

12/8- Sales and Floriculture

1/19- Mechanics and Agronomy

2/9- LDE and Farm and Ag Management

FFA Report Submitted by,

Reporter, Payton Labatte

A handwritten signature in black ink that reads "Payton Labatte". The signature is written in a cursive, flowing style with a long horizontal line extending from the end of the name.

October 2025 AD report

Culbertson Board of Trustees,

Junior high football and volleyball have ended. Junior high basketball practice began on Oct 6. JH boys has 12 participants, JH girls has 11 participants. There are 24 participants out for speech and drama. District volleyball will be held in Culbertson Oct 30-31. State cross country will be held Oct 25 in Missoula.

Sincerely,

David Solem

Mr. Olson
Technology Report
School Board Meeting
Oct 20, 2025

We got the scan to email problem fixed.

The school will be moving to a Google SSO and away from our current domain-based logins. This will continue throughout the year. We have already moved all student devices to Google SSO.

Schoolhouse IT will be here Oct 21. They will assist me with Google SSO and Senso training. They will also help with tech list I will have provided for them.

Mrs. Forbregd and Mrs. Olson figured out how to use Canva for QR codes for our activity programs so I will not renew the QR code generator subscription.

We have been working with ATS to get the heating software to work correctly on our system.

Mr. Olson
 6-12 Principal Report
 School Board Meeting
 October 20, 2024

We had a 6-12 assembly on Sept 29th. Shawna Heiser presented to the student on technology addiction. It was a very informative presentation

Schoolhouse IT was here on Sept 23. They worked on Science laptops and Senso issues. We will keep working on moving more staff to Google SSO. They will be here on Oct 21st.

MAPS testing is complete for grades 6-12. Mrs. G did a great job helping the teachers in getting the students finished up. We will now look at the data to see where students need help.

Parent/teacher conferences were held on Oct 9th and were well attended. FFA served a spaghetti dinner for families. Explore America provided meals for the teachers.

5-12 Fall Concert was held on Oct 13.

Picture Day was Oct 13. Lifetouch Photography took pictures.

Culbertson will be hosting the District Volleyball Tournament on Oct 30-31

	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
Aug	17	20	21	19	20	27	26	22	24	25	14	16	27	278
Sept	22	19	20	19	20	26	24	21	23	26	11	16	26	273
Oct	22	19	20	19	20	26	24	21	23	26	11	16	27	274
Nov														0
Dec														0
Jan														0
Feb														0
March														0
April														0
May														0

Enrolled	3	2	0	3	1	1	1	0	1	2	1	1	1	17
Transferred	0	0	1	1	1	0	3	2	0	0	6	0	2	16
Total In/Out	3	2	1	4	2	1	4	2	1	2	7	1	3	33

Ended the 2024-2025 year with 271
 126 Elem
 68 JH
 80 HS

October 2025 Elementary Principal Report

Child Find was held Oct. 1, 2025. Child Find is an early childhood screening for area students. Hearing, speech, and developmental milestones are measured.

Beginning annual curriculum reviews within the next month. More information will follow in my next report.

MAPS testing completed for the fall. We will be diving into the data to monitor summer slide and the recovery of the slide.

Title 1 interventions are up and running. Progress is monitored every two weeks to check if what is being done for interventions is working.

I will be at the Capturing Hearts October 20-21. Information regarding our training will be provided at our next board meeting.

Some of you may know, I am also the Rose-Valley Special Education Director for the area. We have our OPI five year audit coming up at the beginning of December. I am running a training at the beginning of November for the schools involved in this process. This process includes OPI reviewing caseload files from all nine school districts.

Culbertson School Board Meeting

Superintendent's Report

October 20, 2025

Staff shoutouts this month go to the following:

***Student Custodial Team:** Chris Chilson, Peyton Jahns, and Jaxon Flinn have been vital in keeping our school clean and the lawns mowed this fall. We are grateful for their willingness to work!

***Andy, Dave, Mike:** Thank you to Andy, Dave, and Mike for keeping the football field lined for the season! It is quite a job and the 3 of them make it seem easy. Also, thanks to Andy and Mike for blowing out all the sprinklers around the school and at the C-C Complex!

A. Events that I plan to attend for October and November:

October 15-17	MCEL in Helena
October 20	Culbertson School Board of Trustees' Regular Meeting
October 21	Early Literacy Meeting Virtual 10-12
October 22	OPI School Nutrition Audit
October 23	VB vs. Bainville
October 24	Virtual Threat Assessment Training 9AM
October 30-31	District VB in Culbertson
November 5	NEMASS in Sidney
November 18	Culbertson School Board of Trustees' Regular Meeting

B. Other updates and items for your review:

1. **Impact Aid Funding**—The current government shutdown has our Impact Aid funding on hold. Our first payment typically comes through at the end of October. The best-case scenario is that things get figured out in DC, the government reopens, and then we can receive our payment on schedule. If not, then we will pivot.
2. **Board Training**—We should still work to schedule board training. Please communicate to Chris or myself about the ideal time for training.
3. **Elementary Bathrooms**—Andy is finishing up the installation of fixtures this week (October 9/10). The construction crew only has to return for the door frame in the boys' bathroom. We hope to get the bathrooms cleaned and open for Monday, October 13th, but certainly by Monday, October 20th.
4. **Kee Concepts**—Kee Dunning and Stacy Stelflug have been doing small group work sessions with staff. We will continue to utilize the 3-4pm hour to pull these groups together and meet with Kee and Stacy who will be present virtually. Our Kee Concept for the month of October is Listen and Validate. Our huge bulletin board outside the office is highlighting this concept and we share shout-outs on announcements each day for students that are demonstrating the Kee Concept. After the shout-outs are read, they are stapled on our shout

out board! November's Kee Concept will be "What Don't I Know".

5. Custodial Need—We are still in need of 1 full time custodian. We are grateful for our current staff piecing things together and we will continue to look for the right person for this job.
6. OPI Food Service Audit—We will have an employee from OPI in our building on Wednesday, October 22nd for our food service audit. This has already been very time intensive for Ken to submit menus, measurements, serving sizes, food labels etc. before they even arrive. When they are onsite
7. Staff Book Studies—This year our staff is doing 2 optional book studies: "Teach Like a Pirate" and "Energy Bus for Schools". We had 15 staff show up for "Teach Like a Pirate" and 14 for "Energy Bus for Schools". They were both fabulous books that sparked great discussion!
8. Decennial Study—The Decennial Study is not off to the start that many school administrators thought it would be. Rather than discussing school funding formulas, it appears to be more of the beginning stages of a school trying to do strategic planning. The brainstorming session to describe what we want public education to look like in Montana feels a little frustrating because many things being shared are already happening across the state in public schools. I will update you more when they finally get into the nuts and bolts of school funding.
9. Here are a few items that will be part of the next regular Board meeting agenda:
 - Potentially another batch of Policy from MTSBA

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 simonsenn@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.

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

MEETING DATE: 10-20-2025

AGENDA ITEM #: 15

AGENDA TITLE: Curriculum Committee Report on Weighted GPA Considerations

SUMMARY: The curriculum committee has not met since our September board meeting. Action can be taken but does not have to be taken if further discussion is needed.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Stepler					
Fox					
V. Stepler					

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: 10-20-2025

AGENDA ITEM #: 16

AGENDA TITLE: 2025-2026 Board Goals

SUMMARY: This is placed on the agenda for further discussion. The 2024-2025 goals will be displayed to help guide discussion. No action has to be taken if further discussion is needed, but action can indeed be taken if the board is ready.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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

MEETING DATE: 10-20-2025

AGENDA ITEM #: 17

AGENDA TITLE: Review Student Usage of Weight Room

SUMMARY: Our weight room supervisors have been tracking student usage numbers for the 6-8 a.m. slot (Mrs. Nielsen's numbers attached starting in August) and the 6-8 p.m. slot (Mr. and Mrs. Manning's numbers attached).

Weight room supervision hours were established since students are not able to use the weight room unsupervised (even if they are 18 years of age). The initial agenda item to review usage numbers was brought forth to review if there is still the demand for supervision hours.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
		1	1	3	2	
24	25	26	27	28	29	30
	3	2	3	3	2	
31						

NOTES

AUG

6-8 AM

SEPTEMBER

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

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

NOTES

DES

6-8AM

OCTOBER

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1
3

2
4

3
1

4

5

6
2

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3

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18

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22

23

24

25

26

27

28

29

30

31

NOTES

to

6-8AM

Summer 2025 Weight Room Attendance Log

6-8 PM

June

- 6/2- Brooks Solem, Bridger Salvevold, Glenn Sager, Plenny Williams, Reese Moon
- 6/3- Brooks Solem, Bridger Salvevold, Emma Berwick, Glenn Sager, Noah Fox, Plenny Williams, Reese Moon
- 6/4- Brooks Solem, Bridger Salvevold, Plenny Williams, Reese Moon
- 6/5- Brooks Solem, Glenn Sager, Plenny Williams, Emma Berwick
- 6/6- Bridger Salvevold, Emma Berwick, Glenn Sager, Reese Moon
- 6/9- Brooks Solem, Bridger Salvevold, Glenn Sager, Reese Moon
- 6/10- Aden Drake & Emma Berwick
- 6/11- Aden Drake, Bridger Salvevold, Reese Moon
- 6/12- Aden Drake
- No weight room 6/13 (rodeo)
- 6/16- Aden Drake, Brooks Solem, Reese Moon
- 6/17- Aden Drake & Reese Moon
- 6/18- Cal Steppler, Parker Steppler & Reese Moon
- 6/19- Brooks Solem, Emma Berwick, Glenn Sager and Reese Moon
- 6/20- Reese Moon
- 6/23- Aden Drake, Brooks Solem, Bridger Salvevold, Reese Moon
- 6/24- Bridger Salvevold, Emma Berwick, Reese Moon
- 6/25- Aden Drake, Brooks Solem, Cal Steppler, Glenn Sager, Parker Steppler
- 6/26- Aden Drake, Brooks Solem, Reese Moon
- 6/27- Bridger Salvevold, Emma Berwick, Noah Fox, Reese Moon

6/30- Aden Drake, Bridger Salvevold, Brooks Solem, Cal Steppler, Glenn Sager, Nick Sheperd, Noah Fox, Parker Steppler, Reese Moon

July

7/1- Brooks Solem, Emma Berwick, Glenn Sager, Nick Sheperd

7/2- Bridger Salvevold, Brooks Solem, Nick Sheperd & Reese Moon

7/3- Aden Drake

7/7- Nick Sheperd and Emma Berwick

7/8- Aden Drake, Brooks Solem, Glenn Sager, Nick Sheperd,

7/9- Bridger Salvevold, Cal Steppler, Parker Steppler, Anna Steppler

7/10- Brooks Solem

7/11- Aden Drake, Connor Moon & Reese Moon

7/14- Aden Drake, Bridger Salvevold and Flint Solem

7/15- Aden Drake

7/16- Aden Drake

7/17- Aden Drake, Bridger Salvevold

7/18- Bridger Salvevold

7/21- Bridger Salvevold, Cal Steppler, Emma Berwick, Parker Steppler

I spoke with Nicole—we failed to record keep for a couple of weeks and it was agreed we'd resume from the beginning of school

August

8/20- Nick Sheperd, Brooks Solem, Aden Drake, Reese Moon

8/21- Nick Sheperd, Brooks Solem, Aden Drake, Reese Moon

8/22- Brooks Solem, Reese Moon

8/25- Brooks Solem, Aden Drake, Noah Fox, Reese Moon

8/26- Brooks Solem, Aden Drake, Nick Sheperd, Reese Moon, Gerald Happ, Bennie Sullivan

8/27- Brooks Solem, Aden Drake, Nick Sheperd, Reese Moon, Bennie Sullivan

8/28- Brooks Solem, Aden Drake, Nick Sheperd, Reese Moon

8/29- Brooks Solem

9/1- Aden Drake, Brooks Solem

9/2- Brooks Solem, Harrison Green, Gerald Happ, Bennie Sullivan

9/3- Brooks Solem, Aden Drake, Harrison Green, Gerald Happ, Bennie Sullivan

9/4- Brooks Solem

9/8- Brooks Solem, Aden Drake, Harrison Green, Gerald Happ, Bennie Sullivan

9/9- Brooks Solem

9/10- Brooks Solem, Aden Drake, Harrison Green, Gerald Happ, Bennie, Jayden Jones

9/11- Brooks Solem

9/15- Brooks Solem, Aden Drake, Bennie Sullivan

9/16- Brooks Solem, Aden Drake, Harrison Green, Bennie Sullivan

9/17- Brooks Solem, Aden Drake

9/22- Brooks Solem, Aden Drake, Harrison Green, Gerald Happ, Jayden Jones, Bennie Sullivan, Hunter Lee, Tyler Schmidt, Trust Magwaba

9/23- Brooks Solem, Aden Drake, Harrison Green, Gerald Happ, Bennie Sullivan, Jayden Jones

9/25- Brooks Solem, Aden Drake, Harrison Green, Gerald Happ, Jayden Jones, Bennie Sullivan, Hunter Lee, Tyler Schmidt, Emma Berwick, Bella Petersen

No Weight Room 9/26 (football)

9/29- Brooks Solem, Aden Drake, Gerald Happ, Jayden Jones, Bennie Sullivan

9/30- Brooks Solem, Aden Drake, Gerald Happ, Jayden Jones, Bennie Sullivan

10/1- Brooks Solem, Aden Drake, Gerald Happ, Jayden Jones, Bennie Sullivan

10/2- Brooks Solem, Aden Drake, Gerald Happ, Jayden Jones, Bennie Sullivan, Emma Berwick

No Weight Room 10/3 (football)

10/6- Brooks Solem, Gerald Happ, Jayden Jones, Bennie Sullivan

10/7- Brooks Solem, Gerald Happ, Jayden Jones, Bennie Sullivan, Noah Fox

10/8- Brooks Solem, Gerald Happ, Jayden Jones, Bennie Sullivan, Noah Fox

10/9- Brooks Solem, Gerald Happ, Jayden Jones, Bennie Sullivan, Noah Fox

No Weight Room 10/10

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

MEETING DATE: 10-20-2025

AGENDA ITEM #: 18

AGENDA TITLE: Addition to the Guest Teacher List

SUMMARY: I recommend the addition of Anne Waldo and Shirley Marchwick to the guest teacher list pending the background check.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

Mission

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

MEETING DATE: 10-20-2025

AGENDA ITEM #: 19

AGENDA TITLE: 2026 Graduation Date and Time

SUMMARY: The CHS Class of 2026 is seeking approval for graduation on Saturday, May 16, 2026, at 2:00 p.m.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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

MEETING DATE: 10-20-2025

AGENDA ITEM #: 20

AGENDA TITLE: Extra-Curricular Contract

SUMMARY: I hope to have a recommendation for HS BBB assistant coach for the 2025-2026 season.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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

MEETING DATE: 10-20-2025

AGENDA ITEM #: 21

AGENDA TITLE: Request from Bainville for Speech & Drama Co-op

SUMMARY: Please see the attached request from the Bainville AD for a speech and drama co-op. This has previously existed, but they have not had any participants since I arrived in 2023. They currently have 4 students interested. MHSA has informed us that our co-op with Bainville for XC and Speech and Drama is grandfathered in, so board action is all that is needed. We do not have to re-do the co-op paperwork every 3 years with Bainville unless we choose to do so.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

Mission

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Speech and Drama Co-op

messages

Tanya Wilson <twilson@bainvilleschool.k12.mt.us>

Wed, Oct 1, 2025 at 2:58 PM

cc: David Solem <solemd@culbertson.k12.mt.us>, Darin Hannum <dhannum@bainvilleschool.k12.mt.us>, Nicole Simonsen <simonsenn@culbertson.k12.mt.us>, Rhiannon Beery <rbeery@bainvilleschool.k12.mt.us>, Amy Bartels <abartels@mhsa.org>, Greta Buehler <gbuehler@mhsa.org>

Hello all,

I am requesting Culbertson to review and resubmit their co-op paperwork with Froid and Medicine Lake for Speech and Drama to include Bainville as an already established member of the co-op.

While Bainville has not sent a participant to Culbertson to participate in either of these programs since 2020, we have been paying our membership dues to MHSa and were never notified by Culbertson that we would be removed from the co-op. We also understand how it could be overlooked without completing the co-op forms every 3 years as we had in the past. We never thought to re-evaluate though as our cross country co-op has also had some fluctuation with the number of participants we send each year.

We value Culbertson as the host school of the co-op and acknowledge our participation has been irregular. However, we have greatly appreciated the opportunity this established co-op has provided our approximately 12-15 students since 2000-01.

Thank you,

--

Tanya Wilson

Bainville School

406.769.2321

406.769.7552 cell

Nicole Simonsen <simonsenn@culbertson.k12.mt.us>

Wed, Oct 1, 2025 at 4:30 PM

cc: Tanya Wilson <twilson@bainvilleschool.k12.mt.us>

cc: David Solem <solemd@culbertson.k12.mt.us>, Darin Hannum <dhannum@bainvilleschool.k12.mt.us>, Rhiannon Beery <rbeery@bainvilleschool.k12.mt.us>, Amy Bartels <abartels@mhsa.org>, Greta Buehler <gbuehler@mhsa.org>

This needs to go before our board of trustees. Their next meeting is October 20th.

[Quoted text hidden]

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

MEETING DATE: 10-20-2025

AGENDA ITEM #: 22

AGENDA TITLE: Indemnity Bonds

SUMMARY: We need board approval to void and replace 2 lost payroll warrants:
#3368 - \$23.09
#3394 - \$161.70

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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

MEETING DATE: 10-20-2025

AGENDA ITEM #: 23

AGENDA TITLE: Bus Route #6 Additional Miles

SUMMARY: We have new students that moved into the house directly south of Nortana. This will add about 3 miles per day to route #6—I will have the exact number of miles from Cristian Hekkel for the meeting. We need board approval for this addition of miles.

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

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

MEETING DATE: 10-20-2025

AGENDA ITEM #: 24

AGENDA TITLE: 1st Reading of Policies

SUMMARY: The following are required policy changes from the 2025 legislative session, which are recommended by MTSBA. There will be a second reading at the November meeting.

-1014FE AND 1014FE-F(1)Intent to Increase Non-Voted Levy: The additions here are simply adding \$300,000 and \$600,000 home values in section 'a.' as required by HB22.

-1111 Election: The adjustment in 1111 is to the timeline for filing to be a candidate for school board per HB406.

-1210 Qualifications, Terms, Duties of Board Officers: New language under the bullet points now allows the chairperson to make and second motions, which MTSBA feels is more consistent with Montana law.

-1310 District Policy and Procedures: Montana law does not require multiple readings of policies prior to adoption, so this policy can be amended if you choose to do so. I recommend Option 2.

-1700 Uniform Complaint Procedure: The recommended updated 1700 are to clarify and address issues that have arisen in the processing of Policy 1700 complaints.

-2132 Student and Family Privacy Rights: This policy must be adopted in consultation with parents—it has been emailed to all parents in the Infinite Campus system (10/2/25). This is a result of HB599.

-3141 Nonresident Student Enrollment: This added language explains the process for when students that live in the Culbertson School District move into a different district mid-year but still wish to attend Culbertson School.

-3410 Student Health: The updates within this policy are a result of HB599.

-3612 School-Provided Access to Electronic Information, Services, Equipment, and Networks: This update is adding section 'E' underneath #2, to address the use of district networks to engage in academic dishonesty (as discussed and defined in model policy 3310-P(2)).

Mission

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-2162-P(1) 504 Procedures: We currently have this policy as well as 2162-P(2). 2162-P(2) is the preferred policy because it was developed in consultation with the U.S. Dept. of Education and the Office for Civil Rights. **We need to delete 2162-P(1).**

BOARD ACTION

	Motion	Second	Aye	Nay	Abstain
Petersen					
Becker					
L. Steppler					
Fox					
V. Steppler					

Mission

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Policy 1014FE: Intent to Increase Non-Voted Levy

Status: ADOPTED

Original Adopted Date: 09/09/2022 | Last Revised Date: 08/19/2025 | Last Reviewed Date: 08/19/2025

The trustees shall adopt a resolution no later than March 31 whenever the trustees intend to impose an increase in a non-voted levy in the ensuing school fiscal year for the purposes of funding any of the funds listed below:

- a. Tuition fund under 20-5-324;
- b. Adult education fund under 20-7/705;
- c. Building reserve fund under 20-9-502 and 20-9-503;
- d. Transportation fund under 20-10-143 and 20-10-144;
- e. Bus depreciation reserve fund under 20-10-147; and
- f. Flexibility fund for purposes of transformational learning.

The trustees shall provide notice of intent to impose an increase in a non-voted levy for the ensuing school fiscal year by:

- a. Adopting a resolution of intent to impose an increase in a non-voted levy that includes, at a minimum, the estimated number of increased or decreased mills to be imposed and the estimated increased or decreased revenue to be raised compared to non-voted levies under a-e imposed in the current school fiscal year and, based on the district's taxable valuation most recently certified by the department of revenue under 15-10-202, the estimated impacts of the increase or decrease on a home valued at \$100,000, a home valued at \$300,000, a home valued at \$600,00; and
- b. Publish a copy of the resolution in a newspaper that will give notice to the largest number of people of the district as determined by the trustees and posting a copy of the resolution to the school district's website.

additions →

The resolution and publication of same must take place no later than March 31.

The Superintendent shall keep the trustees informed of any changes that may have occurred, which may have an effect on the estimated change in the mills and revenue, between the adoption of the resolution and the final adoption of the budget.

THE BOARD OF TRUSTEES

Flexibility and Efficiency

Notice of Intent to Impose an Increase in Levies Form

1014FE-F1

As an essential part of its budgeting process, the Board of Trustees of _____
_____ School District is authorized by law to impose levies to support its budget. The Board of
Trustees estimates the following increases/decreases in revenues and mills for the funds noted below
for the next school fiscal year beginning July 1, 20__ using certified taxable valuations from the
current school fiscal year as provided to the district:

Fund Supported	Estimated Change in Revenues*	Estimated Change in Mills*	Estimated Impact, Home of \$100,000*	Estimated Impact, Home of \$300,000*	Estimated Impact, Home of \$600,000*
Adult Education	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease
Bus Depreciation	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease
Transportation	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease
Tuition	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease
Building Reserve	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease
Flexibility	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease
Total	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease	\$__ increase/ decrease

***Impacts above are based on** current certified taxable valuations from the current school fiscal
year

Regarding the increase in the building reserve levy referenced above, the following are school
facility maintenance projects anticipated to be completed at this time:

1. _____
2. _____
3. _____

Policy 1111: Election

Status: ADOPTED

Original Adopted Date: 09/09/2022 | Last Revised Date: 08/19/2025 | Last Reviewed Date: 08/19/2025

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

Board elections shall take place on the first (1st) Tuesday after the first (1st) Monday in May of each year. Any person who is a qualified voter of the District is legally qualified to become a trustee.

A declaration of intent to be a candidate must be submitted to the District Clerk no sooner than 145 days and no later than 85 days before the regular school election day. If different terms are to be filled, the term for the position for which the candidate is filing must also be indicated. Any person seeking to become a write-in candidate for a trustee position shall file a declaration of intent no later than 5:00 p.m. on the day before the ballot certification deadline in 20-20-401.

If the number of candidates filing for vacant positions or filing a declaration of intent to be a write-in candidate is equal to or less than the number of positions to be elected, the trustees may give notice no later than thirty (30) days before the election that a trustee election will not take place. If a trustee election is not held, the trustees shall declare the candidates elected by acclamation and shall issue a "certificate of election" to each candidate.

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

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

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

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Policy 1210: Qualifications, Terms, Duties of Board Officers

Status: ADOPTED

Original Adopted Date: 09/09/2022 | **Last Revised Date:** 08/19/2025 | **Last Reviewed Date:** 08/19/2025

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

Chairperson

The Chairperson may be any trustee of the board, including an additional trustee as provided for in 20-3-352(2). If an additional trustee is chosen to serve as the Chairperson of an elementary district described in 20-3-351(1)(a), the additional trustee may not vote on issues pertaining only to the elementary district. The duties of the Chairperson include the following:

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



The Chairperson has the right to participate in all Board meetings in a manner equal to all other Trustees, including the right to make and second motions, participate in debate, and vote on all motions before the Board.

Vice Chairperson

The Vice Chairperson shall preside at all Board meetings in the absence of the Chairperson and shall perform all the duties of the Chairperson during the Chairperson's absence or unavailability. The Vice Chairperson shall work closely with the Chairperson and shall assume whatever duties the Chairperson may delegate.

Policy 1310: District Policy and Procedures

Status: ADOPTED

Original Adopted Date: 09/09/2022 | **Last Revised Date:** 08/19/2025 | **Last Reviewed Date:** 08/19/2025

District Policy and Procedures

The policies contained in this manual are adopted, implemented, and enforced in accordance with the supervisory authority vested with the Board of Trustees in accordance with Article X, section 8 of the Montana Constitution and related statutes, regulations and court decisions.

Adoption and Amendment of Policies

Proposed new policies and proposed changes to existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Interested parties may submit views, present data or arguments, orally or in writing, in support of or in opposition to a proposed policy.

— [OPTION ONE] The final vote for adoption shall take place not earlier than the third reading of the particular policy. New or revised policies that include required language changes based on State or Federal law or are required changes by administrative rule may be adopted after the first reading if sufficient notice has been given through the board agenda.

— [OPTION TWO] The final vote for adoption shall take place not earlier than the second reading of the particular policy. New or revised policies that include required language changes based on State or Federal law or are required changes by administrative rule may be adopted after the first reading if sufficient notice has been given through the board agenda.

— [OPTION THREE] The final vote for adoption may take place immediately following a single reading and discussion of the particular policy.

All new or amended policies shall become effective on adoption, unless a specific effective date is stated in the motion for adoption.

Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and also shall be included in the District's policy manual. Policies of the District shall be reviewed on a regular basis.

Policy Manuals

The Superintendent shall develop and maintain a current policy manual which includes all policies of the District. Every administrator, as well as staff, students, and other residents, shall have ready access to District policies.

Suspension of Policies

Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of the trustees present. To suspend a policy, however, all trustees must have received written notice of the meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such proposed suspension.

Administrative Procedures

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

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

Pick 1

Policy 1700: Uniform Complaint Procedure

Status: ADOPTED

Original Adopted Date: 09/09/2022 | Last Revised Date: 08/19/2025 | Last Reviewed Date: 08/19/2025

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a specific process in state or federal law that supersedes this process or governed by a collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

This uniform complaint procedure shall be made available on the District's website at a location which shall be included in all handbooks issued by the District.

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

A complaint is appropriate under this policy when an individual believes the District, its Board of Trustees, or an employee of the District, has violated the individual's rights or the rights of their child under state or federal law or Board policy. A complaint is not appropriate and therefore subject to dismissal when the basis for the complaint is disagreement with an action or omission of the District under circumstances where there has been no violation of the individual's rights or the rights of their child. Complaints against a building administrator shall be filed with the Superintendent. Complaints against the Superintendent or District administrator shall be filed with the Board. Attempts to bypass this Uniform Complaint Procedure at any of its Levels shall be redirected by District officials at the appropriate Level.

Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.

Level 1: Informal

An individual with a complaint is strongly encouraged to first attempt to resolve the complaint by discussing it with the appropriate employee or building administrator with the objective of resolving the matter promptly and informally in accordance with Policy 2158. If such resolution is not possible, the individual may choose to file a formal written complaint in accordance with specifications at Level 2. If, however, the complaint involves allegations of sexual harassment, informal resolution with the alleged harasser is not encouraged, and a sexual harassment complaint should instead be submitted to the District's Title IX Coordinator in accordance with District Policy 3225 or 5012.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) a description of the event(s) or incident(s) giving rise to the complaint, including the approximate date, time, and location of the incident(s) or event(s), as well as the identities of any witnesses to the incident(s) or event(s); (2) an explanation of the rights the complaining party believes to have been violated; and (3) the remedy or resolution requested. The written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident. The applicability of the deadline is subject to review by the Superintendent to ensure the intent of this uniform complaint procedure is honored.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint within thirty (30) calendar days of the administrator's receipt of the complaint.

If the complainant has reason to believe the building administrator's decision was made in error, the complainant may request, in writing, that the Superintendent review the building administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the Administrator shall turn the complaint over to the applicable District nondiscrimination coordinator. The coordinator shall ensure an investigation is completed in accordance with the applicable procedure. In the case of a sexual harassment complaint, the applicable investigation and appeal procedure is Policy 3225P or 5012P. In the case of a Section 504 complaint, the coordinator shall complete an investigation and file a report and recommendation with the Building Administrator for decision. Appeal of a decision in a disability complaint will be handled in accordance with this policy.

Level 3: Superintendent

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

If the complainant has reason to believe the Superintendent's decision was made in error, the complainant may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon written appeal of a complaint alleging a violation of the individual's rights under state or federal law or Board policy which the Board of Trustees has authority to remedy, the Board may consider the Superintendent's decision. It is the role of the Board to review the decision of the Superintendent for compliance with applicable District policies. It is not the role of the Board to reinvestigate the matter, and the Board is entitled to rely upon the facts determined during an investigation conducted at Level 2 or 3.

Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting, (2) appoint an appeals panel of not less than three trustees to hear the appeal and make a recommendation to the Board, or (3) respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy.

If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. If the matter is heard by the Board or by an appeals panel, the Board shall have the authority to uphold the decision of the Superintendent; to reverse the decision of the Superintendent; to remand the case back to the Superintendent for further investigation or other action deemed necessary by the Board; or any combination of the above.

Policy 2132: Student and Family Privacy Rights

Status: ADOPTED

Original Adopted Date: 09/09/2022 | Last Revised Date: 08/19/2025 | Last Reviewed Date: 08/19/2025

Student and Family Privacy Rights

All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity as consistently recognized in state and federal courts and as required by state and federal law and District policy.

Surveys - General

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Parental Rights Regarding Surveys

Except for information that is necessary and essential for establishing a student's education record or for a demographic survey to validate an achievement test used to gain admission to a post-secondary institution, parents shall have the right to:

- (a) opt their child out of any personal analysis, evaluation, survey, or data collection by the District that does not require personally identifiable information; and
- (b) opt their child in to any personal analysis, evaluation, survey, or data collection by a school district that requires personally identifiable information.

Surveys Created by a Third Party

Before the District administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes ANY survey containing one (1) or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Behavior or attitudes about sex;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey within a reasonable time of the request; and/or
2. Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent(s)/guardian(s) exercise this option.

No student in the District shall be required, as part of any applicable program, to submit to any survey, analysis, or

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evaluation that requests or requires the disclosure of the above-noted personal information in this section without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. This provision specifically documents the arrangements taken to protect student privacy in accordance with 20 USC § 1232h(c)(1)(a)(b).

Instructional Material

A student's parent(s)/guardian(s) may, within a reasonable time of the request, inspect any instructional material used as part of their child's educational curriculum.

The term "instructional material," for purposes of this policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Collection of Personal Information From Students for Marketing Prohibited

The term "personal information," for purposes of this section only, means individually identifiable information including: (1) a student's or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) telephone number, or (4) a Social Security identification number.

The District will not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

The District, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other post-secondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education-related activities;
6. Student recognition programs.

Notification of Rights and Procedures

This policy shall be posted on the District's website and provided in a manner specified in accordance with law and policy. The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability from the administration office upon request;
2. How to opt their child out of participation in activities as provided in this policy;
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled;
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student, when the student turns eighteen (18) years of age or is an emancipated minor.

NOTE: This policy must be adopted in consultation with parents. 20 U.S.C. § 1232h(c)(1). Therefore, MTSBA recommends that, at a minimum, Boards specifically note this on their meeting agendas and request public comment prior to adoption.

Policy 3141: Nonresident Student Enrollment

Status: ADOPTED

Original Adopted Date: 02/01/2021 | Last Revised Date: 06/23/2025 | Last Reviewed Date: 06/23/2025

Nonresident Student Enrollment

For the purposes of this policy, except as provided in Section 20-9-707, MCA, a student's district of residence must be determined on the basis of the provisions of Section 1-1-215, MCA.

Mandatory Nonresident Enrollment for Extenuating Circumstances

The District shall enroll a student who resides outside of the District whenever the extenuating circumstances listed in Section 20-5-321, MCA, exist.

Applying for Nonresident Enrollment with No Extenuating Circumstances

Whenever the extenuating circumstances listed in Section 20-5-321, MCA do not exist and mandatory enrollment of a student who resides outside the District is not required, the District may enroll the nonresident student at the request of the student's parent or guardian as specified in this policy. The District shall serve children who are residents of the district and nonresident children seeking mandatory enrollment for extenuating circumstances prior to enrolling nonresidents students seeking to apply when extenuating circumstances do not exist.

Every nonresident student who seeks to enroll in the District shall apply for admission for the succeeding school year by June 1st. All applications shall be submitted using the form found at Policy 3141F as developed by the Superintendent of Public Instruction. For planning purposes, late applications shall not be considered. Nonresident students shall reapply for admission each school year. Admission in one school year does not infer or guarantee admission in subsequent years. Each application shall be assigned a unique number distinct from a student identification number that does not disclose a student's personally identifiable information consistent with Policy 3600. Within 10 days of the initial application for an attendance, the District shall notify the parent or guardian of the child and district of residence involved in the out-of-district attendance agreement of application the anticipated date for approval or disapproval of the agreement application by the Board of Trustees.

The Board of Trustees authorizes the District Administrator to review the applications for nonresident enrollment consistent with this policy and Section 20-5-320, MCA. Not more than 30 days following the application deadline or the receipt of an application, the District Administrator shall submit to the Board of Trustees a list of students who are recommended for enrollment and a list of students who are not recommended for enrollment based on the factors established in this policy and the District's integrated strategic action plan. The Board of Trustees shall make the decision to approve or deny requests for nonresident enrollment during a properly noticed meeting of the Board. Each application requiring discussion of confidential student information shall be considered during a closed session consistent with Policy 1400 after giving prior notice to the parents that their application will be considered by the Board of Trustees in a closed session of the Board. Any motion on an application must be made in open session and shall be made referring to the distinct application number.

In reviewing and determining whether to approve an application for attendance by a nonresident child, the District Administrator shall recommend for approval and Board of Trustees shall approve the application unless the Board of Trustees find that the impact of approval of the application will negatively impact the quality of education for resident pupils by grade level, by school, or in the District in the aggregate in one or more of the following ways:

1. The approval would result in exceeding limits of:
 - A. building construction standards pursuant to Title 50, chapter 60, MCA;
 - B. capacity and ingress and egress elements, either by individual room or by school building, of any fire code authorized by Title 50, chapter 3;
 - C. . maximum student contact hours for a teacher of the class or maximum class sizes under accreditation standards of the board of public education; or
 - D. evacuation elements of the district's adopted school safety plan.

The Board authorizes the District Administrator to coordinate with the local fire marshal, law enforcement, health department, and first responders when developing standards under this Subsection 1. Findings shall be adopted by the Board in the District's strategic action plan or plan for continuous improvement specified in Policy 1610.

2. The approval would impede meeting goals, standards, or objectives of quality education adopted by the Board in the District's strategic action plan or plan for continuous improvement specified in Policy 1610. The Board finds that

outside the District is established as defined in Section 1-1-215, MCA

Resident students who become nonresident during the school year may apply for enrollment in a manner specified in this policy at any time during the school year when a residence

expulsion or suspension from this District would impede in meeting goals standards, or objectives of quality education stated in the plan.

3. The approval would risk jeopardizing the educational quality adopted by the Board in the District's strategic action plan or plan for continuous improvement specified in Policy 1610 because the nonresident child who is applying was:

A. truant as defined in Section 20-5-106, MCA, in the last school district attended;

B. expelled by another school district at any time; or

C. suspended in school or out of school in any school district in which the nonresident child was enrolled in any of the 3 school fiscal years preceding the school fiscal year for which attendance is requested. This Subsection C does not apply to a student who is eligible for special education or related services.

Review and consideration of applications and the records of applicants as well as decisions regarding admission shall be consistent with District policies regarding nondiscrimination.

In the event the District receives more applications than the District can accommodate, the District shall prioritize applications on the basis of the quality of education for students who are residents of the district of attendance and the obligations of resident taxpayers. This priority may include applications from children of District employees, applications from previously enrolled students with demonstrated good behavior, and children with siblings who have previously enrolled in the District as nonresident students. This priority is specifically established and shall be implemented on a rational basis to provide a quality education to students enrolled in the District.

Within 10 days of approval or disapproval of an application for non-resident enrollment, District shall provide copies of the approved or disapproved attendance agreement application to the parent or guardian and to the district of residence. In the case of a disapproval, the District shall provide the specific allowable reason for the disapproval consistent with this policy and supporting documentation.

For an approved application and out-of-district attendance agreement application the District shall provide a copy of the completed agreement to the county superintendent of schools of the county of residence, county superintendent of schools of the county of attendance, and the Superintendent of Public Instruction. Whenever a student enrolls in and attends a school outside of the student's district of residence under the provisions of this policy, by July 15 following the year of attendance, the district of attendance shall notify the district of residence of an obligation under Section 20-5-323, MCA.

If an out-of-district attendance agreement application is disapproved or no action is taken, the parent or guardian may appeal the disapproval or lack of action in accordance with Montana law.

Transportation

(a) An attendance agreement established under 20-5-320 or 20-5-321 must set forth the financial obligations, if any, for costs incurred for transportation as provided in § 20-5-323 (6), MCA and Title 20, chapter 10, MCA.

(b) If the attendance agreement is for a child with a disability who has transportation included in the child's individualized education program, transportation or the costs of transportation must be paid by the child's district of residence.

(c) Unless the attendance agreement is for a child with a disability who has transportation included in the child's individualized education program and unless otherwise agreed to in the out-of-district attendance agreement:

(i) when a child has approval to attend a school outside the child's district of residence because of a parent's or guardian's request under the provisions of §§ 20-5-320 or 20-5-321(1)(c), MCA, the parent or guardian of the child is responsible for transportation and the child is not an eligible transportee as defined in § 20-10-101, MCA. The district of attendance may discretionarily provide transportation for a child who is not an eligible transportee pursuant to § 20-10-122, MCA.

(ii) when a child attends a school outside the child's district of residence under the provisions of § 20-5-321(1)(a) or (1)(b), MCA, the district of residence is responsible for transportation; and

(iii) when a child attends a school outside the child's district of residence under the provisions of § 20-5-321(1)(d) or (1)(e), MCA, the district of attendance is responsible for transportation consistent with and subject to the provisions of 20 U.S.C. 6312(c)(5).

(d) The amount, if any, charged for transportation may not exceed the lesser of the average transportation cost for each student in the child's district of residence or 35 cents a mile. The average expenditures for the district transportation fund for the preceding school fiscal year must be calculated by dividing the transportation fund expenditures by the October 1 enrollment count for the preceding fiscal year.

Policy 3410: Student Health

Status: ADOPTED

Original Adopted Date: 09/09/2022 | **Last Revised Date:** 08/20/2025 | **Last Reviewed Date:** 08/20/2025

Student Health/Physical Screenings/Examinations

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

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

Parents will be notified in writing prior to any vision and hearing screening, scoliosis screening, and/or other similar physical screening. The notification will include notification to the parent of their right to opt their student out of such screenings.

Parents will be notified in writing prior to any group mental health screening applicable to all students or a specific group of students. The notification will include notification to the parent of their right to opt their student out of such screenings.

Parents will be notified in writing prior to any scheduled immunization of students. The notification will inform the parent that their child will not be immunized without the prior written consent of the parent.

Parents will be notified in writing of any issues or concerns resulting from any physical or mental health screenings of their child.

Under circumstances where the health or safety of a student or others is in question during an emergency situation, District personnel may conduct a physical or mental evaluation of the student or otherwise provide health services necessary to protect the health and welfare of the student or others consistent with Policy 3431. The parent(s) of the student receiving a physical or mental evaluation or other health services will be informed of the details of the emergency and the services provided as circumstances permit.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Montana High School Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations.

Policy 3612: School-Provided Access to Electronic Information, Services, Equipment, and Networks

Status: ADOPTED

Original Adopted Date: 09/09/2022 | Last Revised Date: 08/19/2025 | Last Reviewed Date: 08/19/2025

District-Provided Access to Electronic Information, Services, Equipment, and Networks

General

The District makes Internet access and interconnected computer systems and equipment available to District students and faculty. The District provides equipment and electronic networks, including access to the Internet, as part its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior online. The District may withdraw student access to its equipment, network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of equipment, network, and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

Curriculum

Use of District equipment and electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students, and will comply with selection criteria for instructional materials and library materials. Staff members may use the Internet throughout the curriculum, consistent with the District's educational goals.

Acceptable Uses

1. Educational Purposes Only. All use of the District's equipment and electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the equipment and computer network, and Internet access and any and all information transmitted or received in connection with such usage.
2. Unacceptable Uses of Equipment and Network. The following are considered unacceptable uses and constitute a violation of this policy:
 - A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
 - B. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
 - C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
 - D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
 - E. Uses that violate the academic honesty requirements of Policy 3310-P(2), including, but not limited to,

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use of District networks or equipment to access artificial intelligence or other online resources without prior authorization of the classroom teacher for the purpose of engaging in academic dishonesty.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its equipment, computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the equipment, network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its equipment, computer network, and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its equipment, computer network, and the Internet.

Violations

Violation of this policy will result in a loss of access and may result in other disciplinary or legal action. The principal will make all decisions regarding whether a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

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Procedure 2162-P(1): Section 504 - Section 504 Procedures

Status: ADOPTED

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

Section 504 of the Rehabilitation Act of 1973 ("Section 504")

- (1) Impartial Due Process Hearing. If the parent or legal guardian of a student who qualifies under Section 504 for special instruction or related services disagrees with a decision of the District with respect to: (1) the identification of the child as qualifying for Section 504; (2) the District's evaluation of the child; and/or (3) the educational placement of the child, the parents of the student are entitled to certain procedural safeguards. The student shall remain in his/her current placement until the matter has been resolved through the process set forth herein.
 - A. The District shall provide written notice to the parent or legal guardian of a Section 504 student, prior to initiating an evaluation of the child and/or determining the appropriate educational placement of the child, including special instruction and/or related services;
 - B. Upon request, the parent or legal guardian of the student shall be allowed to examine all relevant records relating to the child's education and the District's identification, evaluation, and/or placement decision;
 - C. The parent or legal guardian of the student may make a request in writing for an impartial due process hearing. The written request for an impartial due process hearing shall identify with specificity the areas in which the parent or legal guardian is in disagreement with the District;
 - D. Upon receipt of a written request for an impartial due process hearing, a copy of the written request shall be forwarded to all interested parties within three (3) business days;
 - E. Within ten (10) days of receipt of a written request for an impartial due process hearing, the District shall select and appoint an impartial hearing officer who has no professional or personal interest in the matter. In that regard, the District may select a hearing officer from the list of special education hearing examiners available at the Office of Public Instruction, the county superintendent, or any other person who would conduct the hearing in an impartial and fair manner;
 - F. Once the District has selected an impartial hearing officer, the District shall provide the parent or legal guardian and all other interested parties with notice of the person selected;
 - G. Within five (5) days of the District's selection of a hearing officer, a prehearing conference shall be scheduled to set a date and time for a hearing, identify the issues to be heard, and stipulate to undisputed facts to narrow the contested
factual issues;
 - H. The hearing officer shall, in writing, notify all parties of the date, time, and location of the due process hearing;
 - I. Anytime prior to the hearing, the parties may mutually agree to submit the matter to mediation. A mediator may be selected from the Office of Public Instruction's list of trained mediators;
 - J. At the hearing, the District and the parent or legal guardian may be represented by counsel;
 - K. The hearing shall be conducted in an informal but orderly manner. Either party may request that the hearing be recorded. Should either party request that the hearing be recorded, it shall be recorded using either appropriate equipment or a court reporter. The District shall be allowed to present its case first. Thereafter the parent or legal guardian shall be allowed to present its case. Witnesses may be called to testify, and documentary evidence may be admitted; however, witnesses will not be subject to cross-examination, and the Montana Rules of Evidence will not apply. The hearing officer shall make all decisions relating to the relevancy of all evidence intended to be presented by the parties. Once all evidence has been received, the hearing officer shall close the hearing. The hearing officer may request that both parties submit proposed findings of fact, conclusions, and decision;
 - L. Within twenty (20) days of the hearing, the hearing examiner should issue a written report of his/her decision to the parties;
 - M. Appeals may be taken as provided by law. The parent or legal guardian may contact the Office of Civil Rights,

912 2nd Avenue, Seattle, WA 98714-1099; (206) 220-7900.

- (2) Uniform Complaint Procedure. If a parent or legal guardian of the student alleges that the District and/or any employee of the District has engaged in discrimination or harassment of the student, the parent or legal guardian will be required to proceed through the District's Uniform Complaint Procedure.
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