

**AGENDA**  
**Board of Trustees Meeting**  
**Shelby School District No. 14**  
**Tuesday, August 10, 2010, 7:00 pm**  
**Board Room District Administration Office**  
**1010 Oilfield Avenue, Shelby, MT**

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|--------------|--|--|
| <b>I.</b>    | <b>Call to Order</b>   | <b>Mrs. Nichols</b>  |
| <b>II.</b>   | <b>Pledge of Allegiance</b>  | <b>Mrs. Nichols</b>  |
| <b>III.</b>  | <b>Public Hearing on FY 2010 – 2011 Budget(s)</b>  | <b>Mr. Genger</b>  |
| <b>IV.</b>   | <b>Public Comment</b><br>1. Comment on any Public matter<br>2. Positive Comment on District Operations   | <b>Mrs. Nichols</b>  |
| <b>V.</b>    | <b>Approval of Minutes – 6/8/10 &amp; 6/29/10</b>  | <b>Mrs. Nichols</b>  |
| <b>VI.</b>   | <b>Superintendent’s Report</b>   | <b>Mr. Genger</b>  |
| <b>VII.</b>  | <b>Personnel Action Items</b><br>1. Recommendations for Music/Choir Instructor and Aides.<br>2. District Clerk and Payroll Clerk/Office Manager  | <b>Mr. Genger</b>  |
| <b>VIII.</b> | <b>Action Items</b><br>1. Clerk’s report<br>A) Approval of Bills and Student Accounts<br>B) Warrants and Activity Checks to be voided<br>C) Student Attendance Agreements<br>D) Individual Transportation Contracts<br>E) Trustee’s Report<br>F) Adoption of FY 2010 – 2011 Budget(s)<br>2. Maintenance/Grounds Up-Keep policy<br>3. Final Approval of Board of Investments Loan | <b>Melit Flynn</b><br><br><br><br><br><br><br><br><br><br><b>Mr. Matteson</b><br><b>Mrs. Nichols</b> |
| <b>IX.</b>   | <b>Correspondence</b>  |  |
| <b>X.</b>    | <b>Next Meeting of the Board</b><br><b>Regular Board Meeting, Tuesday September 14, 2010 at 7:00 pm.</b><br><b>Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, MT</b>  |  |

**MINUTES**  
**June 8, 2010**

**CALL TO ORDER**

A regular meeting of the Board of Trustees, School District #14, Toole County, Montana, was held in the Board Room of the Administrative Offices at 1010 Oilfield Avenue. The meeting was called to order at 7:07 p.m. by Chairperson Elda Nichols.

Members present were: Elda Nichols, Greg Matteson, Joe Sisk, Tom Carter, and Brian Aklestad. Member(s) absent: Michelle Edwards and Mark Grotbo. The superintendent and clerk were present throughout the entire proceedings. Visitors present were Joe Rapkoch, Shawn Clark, Sanna Clark, Carla McNamara, Eve Jacobsen, Sharol O'Brien, and John Hough.

The **Pledge of Allegiance** was recited.

**APPROVAL OF MINUTES**

A motion was made to approve the amended minutes of the April 27, 2010, special meeting. Chairperson Elda Nichols declared that the minutes will stand approved as read.

A motion was made to approve the amended minutes of the May 10, 2010, regular meeting.

Motion: Tom Carter

Second: Brian Aklestad - passed unanimously.

**PUBLIC COMMENT**

Comment

Trustee Greg Matteson commented that the board minutes should be kept fact based and he didn't like to see it come to the kind of detail demanded by one of the board members.

Comment on any Public Matter

None

Community Positive Comment on District Operations

Carla McNamara commented that the speaker at graduation (Flint Rasmussen) was very good and she liked that you could hear the speech clearly from the floor.

Brian also commented that Flint Rasmussen was the best speaker they've had at graduation in some time.

Elda said that both graduations went well and were well attended. She really enjoyed both ceremonies.

Mr. Clark thanked Elda, Brian, and Mark for attending graduation. He also thanked Mark for handing out diplomas. Mr. Clark thanked Greg Matteson for all the research and work he has put into the new Sports Complex. His information has been very valuable.

Mr. Rapkoch said that he had received a few positive comments from parents attending camps at the elementary. They liked the accessibility of the campus and how nice the facilities are. He thanked elementary secretary Janet Flesch for making the public feel welcome.

Elda commented that the pop concert went well but she was disappointed in the attendance.

**REPORTS**

Elementary Principal's Report

Mr. Rapkoch reported that he had received a grant from CSPD for RTI's materials and assessment for the next school year. He also received a grant from Dept. of Health and Human Services for \$275 towards a defibrillator. CSPD funding is sending Peggy Taylor to Albuquerque for DIBELS training. The city will dig a trench for a waterline to the greenhouse as soon as the ground is dry

enough to dig. The Accelerated Reader tally showed that the elementary students read seventy nine million words. Mr. Clark and Mr. Rapkoch got together and created a spreadsheet that shows math and reading levels of the elementary and high school students compared with other students in the state. Mr. Rapkoch said that the elementary students are very strong in Reading and have improved in Math. He feels the improvement in Math is due to the new Saxon Math Program. Mr. Clark said that he only had three students that weren't proficient. Mr. Rapkoch said he will know in September if the Annual Yearly Progress has been met. Mr. Rapkoch said the students have had a very good attitude about testing. Mr. Genger commented that he was proud of the statistics and the teachers efforts.

### High School Principal's Report

Mr. Clark said that the juniors participated in the statewide writing assessment. The students averaged a 4.1 on a 6 point scale. The state average was 3.8. Mr. Clark said the English teachers have done a great job. Mr. Clark has attended numerous chamber meetings and encouraged the board members to attend. He said it was a good way to inform business members in our community about the importance of the high school building reserve. The Class C Basketball Tournament will be held in Conrad. Mr. Clark would like to see it come back to Shelby.

### Superintendent's Report

Mr. Genger said that there will be an increase of 7% on our current health plan. It is the first increase in four years. Ray Wanty has resigned from his teaching position and will be the assistant men's basketball coach for Western Montana College. Mr. Genger said that the district pays the city \$2,500 a year to use the softball fields and bathroom facilities at Sheloole. Greg Matteson said he would like to see some improvements made at the Sheloole fields. He said the infield grass needs to be removed and replaced with six inches of sand/gravel and top soil. Mr. Genger met with Alice Burchak and Kristi Aklestad about offering healthier choices in the lunchroom. WTR will be back in the Fall/Winter to start the renovation of the high school boiler control. Tom Root is only \$2,500 short of his goal of \$50,000 in his efforts to raise money for the Sports Complex. As soon as he reaches his goal he will turn the donations in to the district. The Shelby Promoter will interview Mr. Genger on the Sports Complex and the High School Building Reserve. Mr. Genger will also have a radio spot to inform the public about the High School Building Reserve.

### **INFORMATION ITEMS**

#### Summer Food Program

Sanna Clark said that a letter went home with all students the last day of school with information about the Summer Food Program. There will be an article in the paper and the program is open to everyone ages 3-18.

### **PERSONNEL ACTION ITEMS**

A motion was made to hire Kayla Moylan as MS/HS Social Studies/History Teacher. Mr. Genger and Mr. Clark said Kayla's interview went very well. She will attend a 4 day AP History Institute if hired.

Motion: Joe Sisk

Second: Greg Matteson - passed unanimously.

A motion was made to hire Darcy White and Jessica buck as Cheerleading Advisors.

Motion: Joe Sisk

Second: Brian Aklestad - passed unanimously.

### **ACTION ITEMS**

#### Approval of Bills and Student Activity Accounts

A motion was made to approve the claims approval list and the monthly listing of Student Activities accounts as presented and added. The approved warrants were numbered 61742 through 61836. The student activity checks for this month were numbered 10275-10320. The claims approval list may be referenced in the claims approval file in the administration office and the Student Activities accounts may be referenced in the Student Activities file in the administration office.

Motion: Tom Carter

Second: Joe Sisk - passed unanimously.

Clerk's Report

A motion was made to cancel the following warrant:

Warrant 61706

Student Account Warrant 10230

Motion: Brian Aklestad

Second: Tom Carter – passed unanimously.

Student Attendance Agreements were presented for:

2 for Melissa Aklestad

2 for Melody Taylor

2 for Marie Hoffman

2 for Ron & Kari Kinyon

Individual Transportation Contracts were presented for:

1 for Melissa Aklestad

1 for Penny Underdahl

1 for Melody Taylor

1 for Ed & Shirley Gardipee

1 for Marie Hoffman

1 for Joe & Anna Fretheim

1 for Ron & Kari Kinyon

A motion was made to accept the agreements and contracts.

Motion: Brian Aklestad

Second: Joe Sisk – passed unanimously.

A break was taken at 8:24 p.m. The meeting reconvened at 8:54 p.m.

Action on Football Field Irrigation System

The board approved the bid from Dew Drop Sprinkler Systems for \$25,000. Trustee Greg Matteson said that Brian Midboe should be done grading the football field by June 9<sup>th</sup> and then the sprinkler system could be installed.

A motion was made to accept the bid from Dew Drop Sprinkler Systems.

Motion: Greg Matteson

Second: Joe Sisk – passed unanimously.

EMC Insurance

Gordon Smedsrud of Northern Montana Insurance Services presented the insurance bid for the 2010-2011 school year. The board approved the bid for \$25,461 and asked Gordon to reassess all property and equipment values.

A motion was made to accept the bid from Northern Montana Insurance Services.

Motion: Tom Carter

Second: Brian Aklestad – passed unanimously.

**CORRESPONDENCE**

None

**NEXT MEETING OF THE BOARD**

Regular Meeting, Tuesday, June 29, 2010, at 6:00 p.m.

Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana

There will not be a July Board Meeting.

**ADJOURNMENT**

A motion was made to adjourn the meeting at 9:14 p.m.

Motion: Joe Sisk

Second: Brian Aklestad – passed unanimously.

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**BUSINESS MANAGER/CLERK**

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**CHAIRMAN OF THE BOARD**





Motion: Joe Sisk

Second: Greg Matteson – passed unanimously

Greg stated that he feels the community should be involved in the process and that the policy should be published in the paper to obtain public comment. Mr. Clark related that this could be handled in August before school starts. It was the concensus of the board to postpone the first reading of Policy 3630 until the September board meeting.

Mr. Clark recommended that the Board look at the new polices regarding the Digital Academy and medical marijuana issues.

**NEXT MEETING OF THE BOARD**

Regular meeting, Tuesday, August 10, 2010 at 7:00 p.m.

Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana

**ADJOURNMENT**

Elda Nichols moved to adjourn the meeting. Michelle Edwards seconded the motion and the meeting was adjourned.

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ACTING CLERK

VICE-CHAIRMAN OF THE BOARD

August 10, 2010 Board Report

2010 – 2011 Budget(s)

Preliminary 2010 – 2011 Budget

Elementary General Fund (101)	\$2,471,881.30	\$2,492,623
Transportation (110)	\$195,000	\$198,900 (2%)
Bus Depreciation (111)	\$224,614.54	\$224,614
Retirement (114)	\$455,720	\$524,078
Technology (128)	\$52,514.30	\$55,003
Flex Fund (129)	\$6,893.54	\$4,508.06
Debt Service (150)	\$321,367	\$322,500

No levy for Bus Depreciation this year \$224,614 is what has accumulated. Flex fund is State Combined Fund School Block Grant that needs to be deposited in a Budgeted Fund. Taxable Valuation for the Elementary District (\$10,171,675) From \$9,529,642

High School General Fund (201)	\$1,563,218.57	\$1,573,760
Transportation (210)	\$124,000	\$126,480 (2%)
Bus Depreciation (211)	\$247,469	\$247,469.09
Retirement (214)	\$225,996	\$225,996
Adult Education (217)	\$65,000	\$65,000
Technology (228)	\$51,439.54	\$53,022
Flex Fund (229)	\$13,002.92	\$7,388.37
Debt Service (250)	\$157,497.26	\$159,000
Building Reserve (261)		\$50,000

No Levy for Bus Depreciation this year \$247,469.09 is what has accumulated. Flex fund is State Combined Fund School Block Grant that needs to be deposited to a budgeted fund. Taxable Valuation for the High School District (\$13,042,477) from \$12,502,774

Positive Comment on District Operations: Football Field/track renovations: Sod laying = Brian Midboe and crew, Robert Delacey family and friends, Stan McCarter, Tyson Byers, Eric Tokerud, Mike White, Dan Leary, Marias River Electric's crew (underground wiring issues), Mark Grotbo, Shawn Clark, Dallas Sterling and family, Dave Madison, numerous High School and Junior High School Football players, and community members who donated refreshments/snacks etc. All deserve thanks for the work they have completed and time donated to this project.

Superintendent's Report:

- 1) School renovations: removed existing sink in shop area and replaced with a double "tub" type sink on the west wall.
- 2) Tyson Byers is painting the Bus Barn/Administration Office/SLA/Adult Ed building.



- 3) Tremco (Roofing and building Maintenance) Is planning to Fix the leaks in all District Buildings (except for The Elementary ) \$27,310.61 This includes \$5,580.00 for a yearly roof maintenance plan throughout the District. They did not see any immediate replacement. – Hopefully this will allow the District to build the High School Building reserve fund.
- 4) I received a ball-park figure from Century paving of \$110,000 to pave the track. This does not include the “rubberized” top-coating.
- 5) Mrs. O’Brien and students have completed the school calendar- it will be out shortly.
- 6) Codakaba repainted the parking lot between the Gym and Vo-tech building and the parking lot south of the auditorium. {New Handicapped parking signs will be up soon.}

Personnel Action items: Recommendations: Amy Daiss K – 12 Music & Choir

Melit Flynn - District Clerk

Denise Flesch - Payroll Clerk/Student Accounts/  
District Office Manager

Interviews for elementary and high school aides are scheduled for Wednesday (11) and Thursday (12).

Final approval for Board of Investment Loan – Board Action and signatures to be able to close on the 20<sup>th</sup> of August.

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Welcome to Shelby High School. Our goal is to provide you with educational opportunities and experiences that will enhance your development as a decision maker and increase your knowledge, skills and abilities to be an active participant in society. Please take full advantage of these offerings to assist your growth and development as a young adult. We encourage each of you to participate in our co-curricular and extra-curricular activities. Get involved in your school and community and make this year one of the most enjoyable, productive, and rewarding years of your life! Be proud of your school, of your community, and the fact that you are a Shelby Coyote. Students and parents should take time to become familiar with the contents of this handbook. It contains the rules and regulations by which a student will abide while attending this school. Following the rules will help all students have a successful and pleasant career at Shelby High School.

Shawn Clark, Principal

### **School Hours:**

- A. The doors of the school open at 8:00 a.m. and close at 4:00 p.m. Monday through Friday unless there is a school sponsored activity. Students are asked to leave the building at the end of the last period unless participating in a supervised activity.
- B. Students who want to work in a classroom or use the gym and/or weight room after school must obtain permission and be supervised by a District employee.

### **Student/Parent Due Process:**

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

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

### **Students Rights and Responsibilities:**

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

### **Equal Education and Nondiscrimination:**

Shelby Public Schools, District #14 is committed to nondiscrimination in the provision of all educational services. An equal educational opportunity is a fundamental right under both the Montana and United States Constitutions; it is the policy of this District to provide a learning environment free of discrimination. All students 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 services, extracurricular and other school-related activities. Discrimination in education because of sex, race, color, creed, religion, national origin, age, and physical or mental handicap, and political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The district is committed to taking the appropriate and feasible remedial action necessary to eliminate existing discrimination and its effects. Inquiries regarding discrimination or intimidation should be directed to the Shelby Public Schools Title IX/504 Coordinator. In compliance with federal regulations, the district will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator and will be carried in all handbooks and published in community newspapers.

### **Students Records:**

Shelby High School  
2010-2011 Student Handbook

The district shall maintain those student records necessary for the educational guidance and/or welfare of the students, for orderly and efficient operation of the schools and as required by law. All information related to individual students shall be treated in a confidential and professional manner. Student's records are the property of the district but shall be available in an orderly and timely manner to eligible students and parents at a reasonable copying cost. The superintendent will annually notify parents of students currently in attendance and eligible students (those over 18 years of age) of the family Educational and Rights and Privacy Act of 1974, as amended 11/21/96. Such notification will be placed in all student handbooks and must include the following.

1. The right to inspect and review student's educational records within 45 days of the day the district receives a request for access.
2. The right to request an amendment of the students educational records that the parent or eligible student believes are inaccurate or misleading
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records except to the extent that FERPA Sec. 99.3 authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education under Sec. 99.63 & 99.64 concerning alleged failures of the Shelby Public Schools to comply with the requirements of the act.
5. The procedures for exercising the rights to inspect and review educational records.
6. The procedure for requesting amendment of records under FERPA Sec. 99.20.
7. The criteria for who constitutes a school official and what constitutes a legitimate educational interest.
8. The types of personally identifiable information that the district has designed as directory information.

## **I) Academic Issues:**

### **A. Grades**

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows:

1. All grades are updated weekly on the school management program.
2. All grading systems are to include points for daily assignments, testing, and attendance. Grades are accumulative over the semester.
3. The mid-term exam is designed to evaluate student competence for the first term, and the final semester exam is designed to evaluate student competence for the second term of the semester as well as knowledge of the major concepts taught during the first term. Mid-term grades will be available for students each quarter. Extra-credit may not account for more than 5% of the students total score in a class.
4. If a point system of grading is used, the maximum number of points possible for the term (first or second) must be made known to the students in the course syllabus distributed at the beginning of the term in the course syllabus.
5. An incomplete grade is given only in those cases of illness, emergency, or situations pre-arranged between the teacher and student and has prior approval from the Principal. All parties must enter into a specific contract. Work must be completed by the date set in the contract.

### **B. Report Cards:**

Report cards will be issued to the students at the end of each quarter by advisors.

A copy will be provided to the parent/guardian from the office. Parents will be kept informed during the quarter on the progress of their student. Parents are encouraged to contact the school if they have any questions or concerns about their students performance in any class. Credits will be earned at the end of each semester. Grades may only be changed with the written permission of the Principal.

### **C. Honor Roll:**

The Shelby High School honor roll is published at the end of each quarter. In order to be on the Honor Roll, a student must earn at least a 3.25 grade point average ( GPA).

A = 4 points                      B = 3 points

C = 2 points                      D = 1 points

F = 0 points

- **Classes may be retaken for the purpose of achieving a higher grade in the class but no additional credit will be awarded. Please see the course description book for those classes which may be repeated for additional credit.**
- **Students that enroll in Advance Placement classes will be awarded credit according to the following grading scale:**

**A = 5 points, B = 4 points, C = 3 points, D = 2 points, F = 0 points**

**Shelby High School Grading Scale: All classes will have the following grading scale unless modified through an IEP or 504 with the Principals approval:**

**A      94 – 100**

**C+    80 - 81**

**A-    92 – 93**

**C      74 – 79**

**B+    90 – 91**

**C-    72 – 73**

**B      84 – 89**

**D+    70 – 71**

**B-    82 – 83**

**D      64 – 69**

**D-    62 – 63**

**F      Below 62%**

#### **D. Cumulative GPA**

Cumulative grade point average is computed by averaging all semester grades beginning with the freshman year. Drivers Education and Teacher Aide grades are not included. Cumulative GPA is used to determine class rank and the top five (5) academic trophies. Valedictorian honors are based on cumulative GPA and number of courses of instruction taken through eight (8) semesters. Rank of students with a G.P.A. over a 4.0 is determined through an inverse analysis process.

#### **E. National Honor Society:**

Students may earn the right to apply for membership in the Shelby High School Chapter of the National Honor Society by earning a cumulative 3.25 grade point average at the conclusion of their sophomore year.

#### **F. Homework:**

Homework assignments are meaningful extensions of classroom activities designed to help the student master skills and subject matter as well as develop responsibility and independent study skills. Homework assignments should be assigned at all grade levels, with the frequency and duration of assignments being flexible for teachers and students depending on the developmental appropriateness of the children in question. Homework assignments shall be returned to students upon completion of grading. Homework should not be assigned as a form of classroom discipline.

#### **G. Make Up Work:**

It is the responsibility of the student to request make up work either in advance or on the day of returning to class. Teachers will provide make up work within 24 hours of the request. Work may be made up for all excused absences. Students will be allowed twice the amount of time absent to complete any assignments or tests missed due to an excused absence.

#### **H. Cheating and Plagiarism:**

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

#### **I. Parent-Teacher Conferences:**

Parent-teacher conferences are scheduled twice yearly for the purpose of improving communication between the school and home. During these four days parents are highly encouraged to visit with the teachers of their child to discuss the child's progress in the various subject areas. Conferences at other times are available upon request.

#### **J. Disclosure Statement:**

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

#### **K. Semester Exams:**

All students take semester exams as scheduled by high school administration. No semester or final exams are to be completed on dates other than the dates scheduled by the administration.

#### **L. Guidance and Counseling:**

Counseling services are provided for each student at Shelby High School. The counselor will assist students with scheduling, testing services, college applications, financial aid forms and scholarships, as well as any personal counseling.

#### **M. Graduation Requirements:**

1. Requirements:
  - a. 4 credits - English
  - b. 2 credits - Math
  - c. 2 credits - Science
  - f. 1 credit - U. S. History
  - g. 1/2 credit - U. S. Government
  - f. 1/2 credit- Senior Social Studies
  - h. 2 credits – Health Enhancement
  - i. 1 credit - Fine Arts
  - j. 1 credit - Vocational/Practical Arts
  - k. 1 credit of World History or a third year of math or science
2. 22 credits are required in order to graduate. Students are also required to complete 20 hours of community service to be documented by school staff.
3. Students receive 1/2 credit for all courses with the exception of being an aide.
4. If the student enters after the third week of any semester without previous enrollment in another high school, he/she may earn semester credit by entering into an academic contract with each teacher. The final decision rests with the Principal.
5. All students must be enrolled in 7 periods per day and may not be enrolled as an aide and in study hall.
6. Class Standing: Students must have the following earned credits to obtain the grade level:

Freshman=0-4.75 credits	Sophomore=5-9.75 credits
Junior=10-14.75	Senior=15 credits
7. Students will complete graduation plans with their advisor each year. Documentation of credit earned from an agency other than Shelby High School must be provided to the Principal at least 3 school days prior to the scheduled graduation date for the student to participate in the graduation ceremony. Documentation of completion of all graduation requirements must be provided to the High School Principal three days prior to the scheduled graduation date in order for the student to participate in the graduation ceremony.
8. Maintaining tradition and pride in our school is very important. One way this can be accomplished is by using our school colors in our ceremonies. Therefore, graduating seniors will be given gowns to use for the ceremony. Caps shall be maroon. There are to be no alteration to any of the graduation attire such as decorating the mortarboard.

#### **N. College Prep Requirements (Public Universities in Montana)**

1. 4 credits - English
2. 3 credits - Math (Algebra, Geometry, and Algebra II)
3. 3 credits - Social Studies including World History
4. 2 credits - Laboratory Sciences

5. 2 credits chosen from the following: - foreign language (preferably 2 years) computer technology, fine arts, or vocational education units which meet OPI guidelines
6. A qualifying ACT score.

### **O. Work Release Program Policy:**

1. The administration and staff at Shelby High School have a strong commitment for our students to remain in school for the entire four years. However, we understand there are circumstances where a student may need to work.  
Because of these above exceptions a student work release program has been adopted.
2. **CRITERIA FOR THE PROGRAM:**
  1. Students must have at least fifteen (15) credits to be eligible for this program.
  2. Students must be enrolled or have successfully completed two semesters of Applied Economics.
  3. Students and employers must complete the weekly evaluation form and turn it into the Applied Economics Teacher. Students will be required to keep a weekly journal to be reviewed by the Applied Economics teacher.
  4. The Principal will approve or disapprove of the student's acceptance into the program.
  5. Failure to adhere to these requirements may result in the student's termination from program.
  6. When the student is out of school, on work release, he/she will not be allowed to be on the school grounds during his/her work release period.

### **P. Independent Study Program:**

Shelby High School provides alternative independent study resources to allow senior students the opportunities to earn extra credit outside the regular class/curriculum schedule to meet minimum graduation requirements. Shelby High School teachers may elect to work with a student independently on a course of study within that teacher's certification and that is being offered by the high school during the current semester. All independent courses must be pre-approved by the High School Principal. An independent study contract will be formulated by the supervising teacher and the student and approved by the High School Principal. Only senior students may enter into independent study contracts.

#### **Conditions of Independent Study:**

1. The High School Counselor will assist students in determining need for any independent study courses needed to supplement their regular curriculum to meet graduation requirements and set up the program plan for extra credit work. This plan will need approval of counselor, parent, student, and principal with a copy sent to the parents/guardians.
2. Any costs incurred by independent study courses will be the responsibility of the student.
3. The student is responsible for successfully completing requirements of the independent study program and submitting documentation of completion at least 3 school days prior to graduation, or will not be allowed to participate in the graduation ceremony.
4. After successfully completing the independent study courses, grades will be entered on the student's transcript at SHS.
5. Before the principal will approve a course of independent study, a Shelby High School cooperating teacher must sign the application to confirm the course meets curriculum goals and objectives. The before mentioned contract must be completed before the independent course begins.

### **Q. Scheduling:**

Students shall be pre-registered for classes each year. All students are expected to be enrolled in seven(7) classes. Seniors who qualify may participate in the work release program. No schedule changes will occur until a conference has been held between the high school administration and the parents or guardians of the student requesting the schedule change. All schedule changes must be made by appointment only.



## **R. Enrollment, Placement and Transfer:**

School District No. 14 requires that a child's parents, guardian, or legal custodian present to the school, within forty days of enrollment, proof of identity of the child. A birth certificate and an immunization record are required for admission to all Shelby Public Schools. In the event a child's parent, guardian, or legal custodian does not present required proof of identity within forty days of enrollment or if the school district does not receive the school records from the sending school within sixty days of enrollment, the school shall notify the Montana missing children information program as described in 44-2-503, MCA.

## **S. Placement:**

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

## **T. Transfer to SHS:**

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

Secondary Grades (9-12), Credit Transfer. Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation
2. Length of course, school day and school year.
3. Content of applicable courses.
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction).
5. An appropriate evaluation of student performance leading toward credit issuance.
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and Board of Trustees.

Montana Accreditation Rules and Standard, in accordance with local alternate procedures for earning credit, shall be applied to all credit transfer review.

## **U. Transfer or Withdrawal from SHS**

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

## **V. Fieldtrips**

Students are required to be passing all classes in order to miss regular classes for a fieldtrip. Students with excessive tardies or absences shall not be permitted to attend. Fieldtrip attendance is determined by the High School Principal.

## **II) Drug and Alcohol Policy:**

### **A. Guidelines:**

1) Substances covered under these rules include any alcoholic beverage, narcotic drug, hallucinogenic drug, inhalant, anabolic steroid, methamphetamine, barbiturate, amphetamine, marijuana, nicotine, any other stimulant such as phenylpropanolomine, depressant, intoxicant of any kind, substance purported to be one of the above, any dangerous drug as defined in Section 50-32-101 MCA or any imitation dangerous drug as defined in Section 45-9-111 MCA. The proper use of medication prescribed by a medical doctor for a student does not violate this

rule. The following are prohibited in school buildings, on school grounds, in school vehicles, or at any school-sponsored activities at any location at any time:

- a. Possessing, using or purchasing tobacco, alcohol, other drugs and drug paraphernalia or being under the influence.
- b. Selling, providing, distributing or manufacturing tobacco, alcohol, other drugs, or drug paraphernalia.

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

## **B. Disciplinary Procedures:**

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

### **1. First violation:**

- The parents or legal guardian will be notified.
- An immediate conference between student and principal or his or her designee will take place prior to any recommendation for suspension or expulsion.
- If the student is using or in possession on school grounds, there will be an immediate request to law enforcement. The student may be detained by the local authorities.
- The student will be required to complete at least five (5) full days of Out of School Suspension.
- An interview assessment by a certified drug treatment expert may be required.
- A conference with the student, parent or legal guardian, principal, and counselor will take place prior to school reinstatement after suspension. An individualized re-entry plan will be formulated at this time. The plan must be signed by the principal, parent/guardian, student and counselor before the student is remitted to school.

Follow-up activities for the student's re-entry plan options may include, but are not limited to the following:

- Attending in-school support groups.
- Following school policies, assessment recommendations, and individualized plan.
- Attend District sponsored Insight program. **(required)**
- Attending academic classes consistently, while maintaining the best grade possible.
- A report will be made with local law enforcement officials by the school administration. A written report will be filed with the Superintendent of Schools.

### **2. Second and subsequent violations:**

- a. The parents or legal guardians will be notified.
- b. An immediate conference between student and principal or his or her designee will take place prior to any recommendation for suspension or expulsion.
- c. A report will be made to local law enforcement officials, by the school administration.
- d. **Disciplinary action shall be:**
  1. The student will be suspended from school for the rest of the day and held by local law enforcement authorities.
  2. The student shall be required to serve (5) five days O.S.S and (3) three days I.S.S.
  3. The principal may recommend expulsion of the student.
  4. If student remains in school, he/she must contract to complete at least 30 hours of classes and/or programs on drug education. Failure to complete this requirement will result in further disciplinary consequences which may include expulsion.
- e. The student may be expelled by the Board or Trustees. An individualized plan will be

formulated for each re-entering student during the same academic year.

A written report will be filed with the Superintendent

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

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

A written report will be filed with the Superintendent.

**B. Possessing or using tobacco products will result in the following:**

1. **First Violation:**

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

2. **Second Violation:**

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

3. **Continued Violations:**

- a. The parent/guardian will be notified.
- b. Disciplinary due process will result in:
  1. The student will be suspended from school not to exceed 10 (ten) school days. In or Out of School Suspension.
  2. The student may be recommended for expulsion.

4. The student may be expelled by the Board of Trustees.

**C. Search and Seizure:**

School authorities may conduct a search of a student's person or property that is based on a reasonable suspicion that the student has in his/her possession any item of an illicit nature or other such contraband that he/she is forbidden to possess. Student's backpacks, coats and personal items may be searched. The District may employ the services of a canine detection agency to assist in the promotion of a safe and drug-free environment.

Searches of the person or a student shall be conducted by a building administrator or his or her designee, or school security personnel in a private room by a person of the same sex as the student being searched. A witness of the same sex shall be present during the search. Lockers, desks and tote trays are considered school property. The school has authority over all such items and reserves the right to conduct an appropriate search for the purpose of preserving discipline, health, and safety. Unauthorized locks may be removed and destroyed without notice. Any contraband or controlled substance discovered as a result of a search shall be seized and turned over to local law enforcement officials. A written report will be made to the appropriate officials of any incident involving controlled substances or contraband. This report shall include the names of persons involved, the date, time and location of the incident, a description of the item(s) seized and the exact location.

Vehicles parked in and around the school are subject to the above search and seizure procedures.

Any action by a student who fails to cooperate with or hinders an appropriate search shall be construed as grounds for disciplinary action and may include suspension and/or recommendation for expulsion.

#### **D. Law Enforcement:**

When law enforcement officers or other law authorities wish to question or interview a student at school:

- \*The Principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- \*The Principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be valid objections.
- \*The Principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- \*The Principal ordinarily will be present unless the interview raises what the principal considers to be a valid objection.
- \*The Principal will cooperate fully regarding the conditions of the questioning or interview is part of a child abuse investigation.

#### **E. Students Taken into Custody:**

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

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

#### **Attendance Philosophy/Policy and Procedures:**

The entire process of education requires a continuity of instruction, classroom participation, learning experiences, and individual study in order to reach the goal of maximum educational benefits for each student. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital for this purpose. This is an established principle of education which underlies and gives purpose to the requirement of compulsory education in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continuing emphasis of fully implementing No Child Left Behind legislation, and being responsible for academic outcomes associated with that legislation it is deemed mandatory that attendance guidelines are established. Attendance reflects a student's dependability and is a significant factor on a student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record.

All students shall attend school regularly. Parents and students will be notified of every absence. Regular attendance is a requirement for receiving credit in any class. Teachers may have an attendance requirement as part of the student's grades. A student may lose credit in any class as a result of continued absenteeism.

#### **A. Classification of Absences:**

Shelby High School recognizes the following types of absences:

**Excused Absence:** Caused by illness, family emergency, medical, and/or weather. All other absences will be considered unexcused. Students have two days per day missed to make-up assignments to a maximum of five (5) days.

**Unexcused Parent Permission:** Absences requested by parents, that are not considered excused absences will be considered in this category. Student's whose absence falls into this category shall only be permitted to complete make-up work prior to the absence.

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

**School Related:** This is an absence involving participation in school sponsored activities. Students under school sponsorship are automatically excused and have full make-up privileges. Students away from school in this category are considered present. However, individual teachers, with prior notice may require students to complete work before they are permitted to participate in the activity.

**B) Excessive Absences:**

Any student in grades 9 – 12 who accumulates more than ten (10) absences, either excused or unexcused, per semester in any class may not earn credit for that semester. School related absences are not considered in this total. Extenuating circumstances will be considered by an attendance committee composed of teachers who will make a recommendation to the principal. The principal will forward the recommendation of the committee to the Board of Trustees.

An appeal for extenuating circumstances must be submitted through an attendance appeal form available in the High School office. The form shall be completed by a parent/guardian or the student and should be supported by any pertinent information such as documentation from a medical expert or any other information to substantiate that the absences were beyond the student's control. The appeal shall be filed within five (5) days of the eleventh (11) absence. Failure to complete an appeal will result in an automatic recommendation for denial of credit to the Board of Trustees. Students being denied credit will remain in the class.

**C. Re-Admittance:**

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

**D. Leaving School Campus:**

After a student arrives at school, permission in writing must be obtained by the office, (before the student leaves the school grounds) in order for the student to leave the campus for any reason except during lunch. Failure to follow this procedure will result in the student being considered truant. A phone call from a parent before the student leaves the school grounds is acceptable.

**E. Tardy Policy:**

Students are expected to arrive at their assigned class before the bell rings. A student who enters the classroom after the bell has rung during 1<sup>st</sup> and/or 5<sup>th</sup> period(s) will be required to obtain a tardy slip from the office. Students will receive detention from the school office for class tardiness. Students who arrive at class 15 minutes after the bell has rung are considered absent and must obtain a class admittance slip from the office.

1. Students who enter class late due to an excused absence will be allowed to make up work.
2. Teachers will assign a half hour detention for any tardy to their class except for first and/or fifth periods. If students are tardy for first or fifth periods they must go to the office in order to report for school. Students will receive one warning per semester and will be assigned detention for each additional tardy following the warning.

#### **IV) Discipline Policy:**

##### **SCHOOL PROCESS: A STUDENT SHALL NOT:**

Disrupt school or display any behavior which is disruptive to the orderly process of classroom instruction. (Disrupt school shall mean use of profanity, force, noise, coercion, intimidation or other disorderly conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction and/or supervision of the school.)

- Leave the classroom and/or school without permission.
- Initiate or participate in any unacceptable verbal and/or physical conduct.
- Violate school policies.

##### **Disciplinary Action:**

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

Maximum Corrective Action: Expulsion

#### **A. Person and Property:**

##### **A Student Shall not:**

- Exhibit hostile, physical or verbal action against another individual.
- Engage in any behavior that would be considered sexual harassment.
- Fight.
- Operate a motor vehicle in an unsafe manner, including parking around the school.  
All vehicles must be registered with the high school office by a licensed driver.
- Use profane, obscene, indecent, immoral or offensive language and/or gestures.
- Exhibit any display of public affection in, or around the school campus.
- Damage, destroy or steal property belonging to the school or others.
- Be in possession of dangerous chemicals, ie; mace, pepper spray.(see also school weapons policy)

##### **Disciplinary Action:**

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

Maximum Corrective Action: Expulsion

## **B. Use and Care of School Property:**

### **1. Definition:**

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

### **2. Fines:**

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

### **3. Cafeteria:**

Shelby High School will furnish lunch to all students for a fee. Students are expected to conduct themselves as ladies and gentlemen when eating.

### **4. Doorways, Hallways, Stairways:**

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

### **5. Dress/Attire:**

Dress and attire shall not present health or safety problems or cause a disruption to the educational process. Shelby Schools is adopting the philosophy of Covering the 4B's: Backs, Breasts, Bellies, and Bottoms. The teacher and/or Principal has full discretion to determine if student clothing is a disruption to the educational process. No student is to wear any article of clothing that graphically displays or leads an individual to believe that they are promoting gang activity, alcohol, tobacco, drugs, or sexual content. Students wearing or displaying offensive messages will be required to change or cover the disputed message. Shoes must be worn at all times.

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

### **6. Family Night:**

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

### **7. Gym Floor:**

Street shoes are not allowed on the gym floor. Students must wear clean gym shoes used only for P.E. or athletics or play in their stocking feet. Food or drink is not permitted in the gym except during after school, school sponsored activities.

### **8. Food and Drink:**

Students are permitted, with teacher permission, to have water in a clear container. Food and other types of liquid are not permitted in classrooms or in the hallways with the exception being in the student lounge area.

### **9. Telephones:**

Students may use the phone in the office for emergencies only. The phone may only be used before, after school and/or during lunch. Students are not to use the telephone in teacher's rooms.

### **10. Cell phones/Electronic Devices:**

Student possession and use of cellular phones, and other electronic signaling devices on school grounds and while under the supervision and control of the school district employees is a privilege which will be permitted only under the circumstances described. The term "cell phone" includes all electronic devices used for communication.

Possession of cell phones during the pupil instruction day beginning with the tardy bell

and ending with the last bell of the day is prohibited. High School students may operate their cell phones during the lunch hour outside of physical school buildings. At no time will any student operate a cell phone in a locker room, bathroom or other location where such operation may violate the privacy right of another student. If this does happen, the student may be suspended up to 10 (ten) days and may be recommended for expulsion. Cell phones may not be in a student's possession on co-curricular activity trips unless approved by the Head supervising adult.

Penalties: First offense – Phone is confiscated and may only be retrieved by a parent/guardian who must sign for its release.

Second offense – In addition to the consequences of a first offense, the student shall serve one hour detention.

Third offense – In addition to the consequences of the first offense, the student shall serve one hour detention for one week, or five (5) hours.

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

Fifth and any additional offenses – Disciplinary action shall be at the discretion on the Administration and/or Board of Trustees.

**11. Driving and Parking :**

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

**12. Inappropriate Display of Affection:**

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

**13. Theft**

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

**14. Harassment**

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

**15. Qualifying Activity Preference**

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

**C. Progressive Discipline: (see progressive discipline chart)**

Students will be expected to follow the laws of the State of Montana and the rules of the Shelby School District. Students at school and/or at school sponsored activities shall be governed by school district rules and regulations and are subject to the authority of school district officials. The progressive discipline plan is included in the back of this manual page 21.



#### **D. Types of Disciplinary Action:**

- **Conference** - The student and/or parent will meet with the teacher, counselor, and/or Principal.
- **Detention** - Students are required to sit quietly in a designated area for an assigned period of time and complete school work. Students failing to complete detention in the required time will have it doubled and/or will be required to serve Saturday School or ISS.
- **Saturday School** – Students will report to the Saturday School supervisor by 8:00 am. Students will not be permitted to serve Saturday School if they are late and will then have ISS.
- **In School Suspension** – Students will report to the office and will remain in the ISS for the entire day. ISS Students shall complete all assignments given and behave in an orderly manner. Students will remain in ISS until they successfully complete their assigned time.
- **Out of School Suspension** - Students are removed from all school property. Students are not allowed on school grounds while they are on OSS. Students will be permitted to complete school work which must be presented to the teacher upon return of OSS. Students may be required to attend the Shelby Alternative School during the O.S.S consequence as directed by the school administration.
- **Restitution** - Students will be required to restore the building or grounds to the proper condition including paying for any damages.
- **Expulsion** - Students are removed from SHS for at least the duration of semester. Expulsions may be permanent. This action requires a vote of the Board of Trustees. Recommendations for expulsion may be brought by the Principal in cases of severe disruption of the school process.

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

#### **E. School Weapons Policy:**

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

#### **A. Acceptable Use of Electronic Network:**

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

District Acceptable Use Policy is available for review from the Shelby School District Central Office. Students and/or employees failing to adhere to the AUP will forfeit their network privileges and/or computer use.

### **B. Student Expression and Opinion:**

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

- 1) Verbal, symbolic, or written opinion shall not be expressed or disseminated in such a way to interfere with the normal conduct of classes or the movement to or from classes.
- 2) Students requesting to disseminate their opinion by distributing pamphlets, leaflets, or other written material on school property must first submit the materials to the principal for approval at least 48 hours in advance. Materials may not:
  - be libelous, vulgar, profane, or obscene;
  - be soliciting funds or advertising a commercial enterprise;
  - be campaign literature of candidates for public office;
  - contain language or ideas of such a provocation nature that it is reasonably probable that its distribution will cause a disruption in the ordinary operation of the school.
- 3) The school newspaper and annual are subject to review before publication.

### **C. Distribution and Posting of Materials:**

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

1. Maintain a centrally located bulletin board for the posting of bulletins.
2. Maintain a display table where flyers and other information can be made available to students.
3. Include announcements for student related activities in newsletters that go home to students. The announcements must be submitted one month prior to the newsletter in which the announcement is to go home, must advertise a youth-oriented activity, and must be of non-religious or political nature. It is the intent to post all notices and place flyers on the distribution table except those that are viewed by the building principal as likely to be disruptive, libelous or obscene.

### **D. Accidents:**

There is a possibility that a student may be injured on the campus during the school day. Report all accidents to the teacher, coach, or supervisor of the classroom or activity or the office as soon as possible.

### **E. Administration of Medication**

Montana State Law and the Administrative Rules of the Board of Nursing (effective May 27, 1994) allow licensed nurses to delegate specific nursing tasks to unlicensed persons. In the school setting, this allows the school to delegate administration of student medication to specific school personnel. At the beginning of each school year, the school nurse, in consultation with the building administrator, will delegate to a school personnel the administration of student medication.

Shelby Public Schools requires all medications to be given at home whenever possible. However, under certain circumstances, it may be necessary for medication to be administered to a student during the school day. These circumstances may include, but are not limited to, treatment of chronic disabilities and/or illness. When a student requires medication to be administered at school, a parent may make arrangements to come to school to give the medication or the following procedures must be complied with regarding the administration of medication during the regular school day:

School personnel may not accept or supervise the administration of medication unless it is accompanied by a completed "Physician Order-Permission for Medication To Be Given At School" form. This form will specify:

- a. demographic information regarding the student
- b. diagnosis
- c. type of medication
- d. dosage prescribed
- e. time indication for administration
- f. potential side affects
- g. starting and ending date of administration of medication
- h. additional instruction for administering
- i. signature of physician/dentist or other health care professional authorized by statute(s) of the State of Montana to prescribe medication and provide treatment services.
- j. signature of parent/guardian

Note: Parent signature is required for school administration of *both* prescription and non prescription medication. Physician's signature is a requirement for school administration of prescription medication only.

1. Students taking medication prescribed by a physician/dentist, or any over-the-counter medication, must present the medication in its original container to the school nurse or delegate, with the required form signed by physician/dentist and parent/guardian. This may require the issuance of duplicate bottles of medication authorized by the physician, one for home and one for school. The original container must be provided to the school with a label indicating the name and telephone number of the pharmacy, the student's name, the physician's name, the name of the drug, the time/indication for administration, the dosage to be given and the date.
2. It is recommended that the initial dose be administered at home, in the physician's office or hospital to avoid adverse reactions from occurring at school.
3. Students must take medication in the presence of designated school personnel, and all administrations will be recorded and initialed.
4. At parent/guardian request, the student may carry an inhaler with them, but must comply with procedure as outlined above.
5. All medication must be stored in a designated area that is to remain locked when not in use.
6. Shelby Public Schools assumes no responsibility for the supply of any medications.
7. Permission to administer medication must be reauthorized at the start of the new school year by consent of parent/guardian and accompanying physician's order.

### **F. Bike Riders/Walkers/Skateboarders:**

Students are to abide by all school rules whether they are walking or riding their bikes to and/or from school. Upon arrival at school students are encouraged to lock their bikes in the appropriate assigned areas. Skateboards may not be used on School District property.

### **G. Bus Safety/Transportation:**

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

### **H. Fire Drills:**

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

### **I. Bomb Threats:**

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

### **J. Guest Passes:**

Students wishing to bring a guest to school or school events must obtain a guest pass, issued in the office, prior to the event. The pass must be requested at least two school days in advance. The student who obtained the pass must accompany the guest to classes or the event. The guest is subject to all the school rules and the SHS student is responsible for the guest's behavior. No Middle School students are allowed to attend dances at SHS.

### **K. Hall Passes:**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a pass from their Premier Agenda.

### **L. Library:**

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

### **M. Lockers:**

Each student will be assigned a locker. Combinations will be distributed. Students should keep their lockers locked at all times. Only school locks may be used. Any other locks will be removed. The school is not liable for any items lost from a locker. Any money or other valuables should be kept in your personal possession while at school. Shelby High School personnel and the Board of Trustees reserve the right to search any locker at any time, without the student's knowledge and/or presence. Students may not move to another locker without permission from the office.

### **N. Lost and Found:**

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

### **O. Open/Closed Campus:**

Shelby High School operates as a closed campus at all times except during lunch periods. Students who must leave the campus during the day shall first receive permission from the office. Failure to properly check-out may result in the student being considered truant.

### **P. Communicable Diseases/Conditions:**

To protect children from contagious illness, students infected with certain diseases are not allowed to come to school when contagious.

### **Q. School Pictures:**

All students are required to have their picture taken for the school annual.

### **R. Student Government:**

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

### **S. Students Insurance:**

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

### **T. School Closure:**

All emergency school closure information will be communicated through KSEN as directed by the Superintendent.

### **U. Student Conduct Outside of School Hours or Away from School**

Any conduct by a student outside of school hours or away from school grounds which has a direct effect on the discipline or general safety and welfare of the school and its students will subject the student to corrective action or punishment by the School District. This includes, but is not limited to, conduct which endangers the health, safety, property or welfare of other students, teachers, administrators, trustees, or employees of the school system, or their families. Corrective action or punishment may include but not limited to immediate, short-term

(not to exceed 10 days) suspension to a recommendation for expulsion. A separate civil and/or criminal action may also be initiated against the offending party.

### **Progressive Discipline**

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

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

- Expunging referrals: Students may expunge one step (general disruption only) each semester with thirty (30) school days of referral free behavior.
- Nothing in this progressive discipline procedure inhibits the District from removing students or increasing consequences for extreme behaviors as determined by the principal.
- To achieve the best possible learning environment for all students, Shelby High School rules and discipline will apply:
  1. On, or within sight of the school grounds before, during and after school hours or at any other time when the school is being used by a school group.
  2. Off school grounds at a school sponsored activity or event, or any other event that bears a reasonable relationship to school.
  3. Traveling to and from school or a school activity, function or event.
  4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted threat of a staff member, or an interference with school purposes of an educational function.

**SHELBY HIGH SCHOOL ACTIVITIES HANDBOOK**  
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## FOREWORD

Dear Coyote Participant:

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

You are responsible to abide by the expectations of this Student Activities Handbook. You have a responsibility to the younger students in our community. You are a role model for the students following and are expected to provide positive leadership. Just as you looked up to the High School students when you were younger, the younger students are now looking to you for positive guidance and leadership.

Read the poem. It explains our expectations for you as Coyote.

***Little Eyes Upon You!***

**Author Unknown**

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

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

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



**ACTIVITIES CODE FOR  
SHELBY HIGH SCHOOL**

**GOALS**

**TO DEVELOP PHYSICAL & MENTAL EXCELLENCE AND UNDERSTANDING OF THE  
VALUE OF COMPETITION IN OUR SOCIETY**

- through recognition of outstanding performance
- by emphasizing the educational value of trying to win and learning to compete

**TO PROMOTE THE DEVELOPMENT OF GOOD CITIZENSHIP**

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

**TO SUPPORT AND CONTRIBUTE TO THE GOALS OF THE TOTAL EDUCATION PROGRAM**

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

**TO PROMOTE COMMUNITY INTEREST AND INVOLVEMENT IN SCHOOL ATHLETICS**

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

**RATIONALE**

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

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

#### **MONTANA HIGH SCHOOL ASSOCIATION RULES & REGULATIONS**

**“All member school districts of the Montana High School Association must comply with the rules stipulated... These rules shall not be waived by agreement of otherwise...” As a condition of membership, the SCHOOL must comply with the rules and may not waive them. The responsibility for or control and liability of summer and/or out-of season activities are those of the local school district or sponsoring individual(s) or organizations.**

#### **STUDENT STANDARDS FOR INTERSCHOLASTIC ACTIVITY ELIGIBILITY**

- 1.1 STUDENT ELIGIBILITY CRITERIA - All participants must be eligible under the rules of the Montana High School Association to participate in an MHSAA sponsored activity.
  - 1.11 This regulation does not restrict participation in practice or inter-squad scrimmage.
- 1.2 AGE LIMITS - No student is eligible to participate in a MHSAA activity who has become nineteen (19) years old on or before midnight, August 31, of a given year.
- 1.3 ENROLLMENT/ATTENDANCE - An individual must be a regular member of a school he/she represents in order to participate in an MHSAA sponsored activity. An individual is a “regular member” of a school he/she is enrolled in full time.
- 1.4 SCHOLARSHIP - In order to maintain eligibility during the current semester, the student shall have passed a minimum of five (5) full-time (1/2 credit) subjects from the preceding semester. Additionally, eligibility will be determined on a weekly basis from 12:00pm Tuesday, to 12:00pm Tuesday. A student with a failing grade in any subject shall be placed on a probationary list for one week. If a student remains on the probationary list in the same class for two (2) consecutive weeks the student becomes ineligible for the entire Tuesday to Tuesday eligibility period and until the grade has been raised to a passing level as determined through the school adopted grading scale.
  - 1.41 A student who has been in regular attendance at least twenty (20) days of the previous semester, but who failed to pass five (5) full-time classes in the succeeding semester, shall

have the right to petition for probationary status. If the student selects probationary status, he/she will be placed on probation during the first five (5) weeks of the succeeding semester and shall be ineligible during this time. The probationary status begins with the first day of school for first semester and the first day of the second semester for second semester eligibility. If at the end of the probation period, the student is passing in all subjects, he/she may then be reinstated for MHSAsponsored participation as long as the student has satisfied all MHSAs academic requirements. Students intending to pursue this option must receive prior approval from the principal

1.42 MHSAsponsored activities include all of the activities listed in the MHSAs rules and regulations guide such as Athletics, Speech and Drama, Cheer, Dance, Music groups such as All State Music, All-Northwest Music, Honor Choir/Band, District Music Solo & Ensembles, All-State Music Solo and Ensembles, Dorian, Meister Singers, FFA, FCCLA, BPOA, and any other activity requiring eligibility status for participation. Additionally, this handbook governs all activities sponsored by Shelby High School.

1.5 RESIDENCE - If a family moves to a new location, a student should attend the school within the attendance area. If however, the new home is geographically more convenient to an out of district school, attendance may be allowed, with MHSAs approval, without reference to school district or county boundaries. Under these conditions a student would become eligible as soon as his/her principal properly certifies in writing to the MHSAs office that he/she is eligible. Should he/she later decide to return to his/her home school after an attendance of 20 days or more in the school away from home, he/she would be considered the same as any other transfer student and would lose one semester of eligibility.

1.51 TRANSFER RULE - Any student who transfers from one high school to another is ineligible to participate in a varsity MHSAs contest for 90 P.I. days from the date of enrollment in the school to which he/she transfers. This rule applies to a student who transfers after twenty (20) days of attendance or after he/she participates in an athlete contest while enrolled in grades 9-12.

1.51.1 A student who moves into a new district or school attendance area upon a corresponding change of residence by the parent(s) or legal guardian(s) with whom the student was living during his/her previous school enrollment.

1.51.2 A student who is a ward of the court or state and is placed in a district or school attendance area by court order.

1.51.3 A student transferring from one high school to another under any bona fide foreign exchange program will be eligible for two (2) consecutive semesters only, after the principal properly certifies that they meet all eligibility requirements.

1.51.4 - A student who marries and establishes a new residence in a new district or school

attendance area.

1.51.5 A student who transfers to another school because his/her school ceases to operate.

1.51.6 A student in attendance at a school designated by the governing body of that school as a result of reorganization, consolidation or annexation or a student ordered transferred within a school system, for other than interscholastic competition purposed by a board of education or the governing body of a private parochial school system.

1.51.7 A student who completes the last grade available in the school system previously attended.

1.51.8 A student who moves from parent to parent or legal guardian to legal guardian the first time in his/her school career will be eligible upon verification to the MHSA office that this is the first move and certified by the administrators involved that the move was neither athletically motivated nor was the move because of recruitment.

1.6 PREVIOUS SEMESTER - The student shall have been in regular attendance in middle school or high school during the semester immediately preceding the semester in which the contest is held.

1.7 REGULAR ATTENDANCE - No student shall be eligible to participate in a MHSA contest during the first semester if he/she has enrolled later than October 15, or during the spring semester if he/she has enrolled later than the eleventh (11) day of that semester. This rule shall not apply to a student who has transferred from another high school if his/her enrollment in that previous school meets with above requirements.

1.8 PHYSICAL EXAMINATION - A physical examination is required for each student in order to be considered eligible for participation in any MHSA contest. Physical examinations must be completed prior to the first practice. This examination must be certified by a physician, a physical assistant (PA), or a nurse practitioner (NP). This certification is valid for a period of one school year.

1.81 The school must have on file a statement (or prepared form) from a medical authority licensed to give a physical examination, certifying the student athlete's physical condition is adequate for the activity or activities in which he/she participates.

1.82 To resume participation following an illness and/or an injury serious enough to require medical care, a participating student must present to the school officials a physician's written release.

1.9 SEASON LIMITATIONS - A student will be eligible to participate in MHSA contests for four (4) consecutive years [eight (8) consecutive semesters] after entering the ninth grade or after qualifying for participation under Article 11, Section (6).

1.91 Students who do not attend school or fail to exercise their right to participation forfeit their eligibility during that period and shall not be provided any additional period of eligibility except as may be provided by the appeal process in Article VII.

1.92 Repeating any grade, nine through twelve, whether a student participates or not will count toward a student's four (4) consecutive years of high school interscholastic eligibility.

2.0 GRADUATING SENIORS - Graduating seniors, still regularly enrolled, are eligible until the official close of the school year and may complete their spring sports program.

2.1 NON-SCHOOL PARTICIPATION - During any sport season after joining a school squad, students may participate in non-school athletic activities, provided they do not miss a team practice or scheduled contest. Exception may be allowed if such activity does not adversely affect the performance of the athlete in practice and/or competition, in the judgment of the coach and/or school principal.

2.11 A student shall not be given special treatment or privileges on a regular basis to enable him/her to participate in non-school athletic activities, such as reduced practice times, special workouts, late arrivals or early dismissals.

2.12 Students shall not be permitted to participate on any college, junior college or university athletic team.

2.13 Students shall not compete in the uniform of their school at non-school unsanctioned events. Students shall use school issued uniforms for all contests.

2.2 AMATEUR RULE - All contestants in the MHSA events must be amateurs. An amateur student athlete is one who engages in athletics for the physical, mental, social, and educational benefits he/she derives there, from, and to whom athletics is nothing more than an avocation and not a source of financial reward. In order to maintain his/her amateur standing, he/she may not:

2.21 Accept awards of more than \$20 in value.

2.22 Accept cash awards.

2.23 Enter competition under a false name.

2.24 Accept payment of expense allowances over the actual and necessary expenses for the athletic trip.

2.25 Sign or have signed a contract to play professional athletics (whether for a money consideration or not); play or have ever played on any professional team in any sport; receive or ever received, directly or indirectly, a salary or any other form of financial assistance (including scholarships or educational grants in-aid) from a professional sports organization or any of his/her expenses for reporting to or visiting a professional team.

2.26 Bet on a contest in which he/she is to participate.

2.27 Sell a prize won in competition.

2.3 STUDENT AS AN INSTRUCTOR, SUPERVISOR OR OFFICIAL - Instructing, supervising or officiating in any organized youth sports program, recreation, playground, or camp activities will not jeopardize amateur standing.

2.4 WARNING ON PROFESSIONALISM - No student shall be eligible to participate in a MHSA contest who has been out of school one or more semesters, if during said non enrollment he/she has been a member of a professional team. If during such non enrollment he/she takes part in semi-professional athletics, he/she shall not become eligible again until he/she has been in attendance two full semesters.

2.41 The student athlete may play summer baseball as an amateur on any team not under the jurisdiction of professional baseball.

2.5 STUDENT APPEALS - DUE PROCESS - "Due-Process" is a procedure which the courts of law recognize as a necessary part of any code of rules and regulations. "Due-Process" furthermore, and of primary importance, recognizes the rights of the individual since it outlines his/her recourse in the event that he/she feels a wrong decision has been made. The procedure for appeals, protests and due process outlined hereafter is to be followed in cases involving decisions under the rules and regulations of the MHSA including those relating to eligibility. It should be understood that participants and their parents will be expected to follow the "due-process" steps in the event that legal action should be initiated at some later date.

2.6 HARDSHIP CASES - The MHSA eligibility committee and the Executive Board are given the opportunity to make specific exception to the student eligibility regulations provided such exceptions are based upon hardship conditions which are deemed to have contributed in a significant way to non-compliance with specific regulation(s) which may be appealed.

2.61 Any waiver of student eligibility regulations shall be based upon extenuating circumstances, beyond the control of the student, which are deemed to have significantly influenced or

contributed to the cause of the student's noncompliance to the eligibility regulation(s) involved. The following criteria shall be used to determine if a hardship exists:

2.61.1 A hardship exists only when some unique circumstances concerning the student's educational, physical or emotional status exist and only when such circumstances are beyond the student's or, where applicable, his/her parent(s) or legal guardian(s) control.

2.61.2 The circumstances must be totally different from those which exist for the majority or even a small minority of students (e.g., usual maturation problems, family situations which do not cause severe and abnormal emotional problems, academic or athletic deficiencies in a school's curriculum or extracurricular activities do not constitute a hardship.)

2.61.3 There must be no reason to believe that the decision and/or the execution of the decision concerning the student's academic status are for athletic purposes.

2.61.4 The burden of providing evidence that a hardship exists shall be on the student.

2.62 Exception to student eligibility regulations shall not be granted if, in the judgment of the Eligibility Committee, or Executive Board there is sufficient evidence to make it reasonable to believe that the noncompliance to the eligibility rule in question was motivated by the student's or school's efforts to gain a desired athletic outcome or to intentionally circumvent a rule.

2.63 The burden of providing evidence of hardship shall be on the student.

2.64 Loss of eligibility in itself is not to be considered a hardship.

### **3.0 SEXUAL HARASSMENT POLICY:**

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

### **4.0 Residence Rule - Definition and Regulations**

4.1 The student's bona fide residence or principle abode, for student placement purposes, is defined as the residence of the parent, legal guardian or court appointed custodian.

4.2 If a student is determined by the Shelby School District Eligibility Committee to have obtained a legal guardianship for the purpose of participating in athletics or co-curricular activities the student will be ineligible to participate for one year.

4.21 All MHSA residence rules will be in effect in the Shelby School District.

4.22 The District Eligibility Committee will be comprised of the Superintendent, Principal, and Athletic Director.

### **5.0 General Activities Regulations:**

5.1 PRACTICE REGULATIONS - Shelby School Districts shall adhere to the sports seasons as provided in each activity.

5.11 Practice is defined as three or more potential players reporting to the practice field or court, with or without uniforms, under the supervision of a coach, and receiving coaching in game skills and techniques.

5.12 Saturdays may be used for practice, but no Sunday practices are allowed

5.13 All student athletes must be off school premises by 6: 00 p.m. each Wednesday evening. This is Shelby's commitment to "Family Night".

5.14 Practice shall be limited to each sports season as defined under each sport.

5.15 One day is equal to one practice for purpose of meeting the minimum practice requirements.

5.16 Practice on a game day shall not count as a required practice.

5.17 A member school may organize and supervise a year round conditioning program to include weight training, running and exercising, provided it is open to all students and does not include instruction in specific skills.

5.18 A coach of a school team (contracted or volunteer) may conduct practice only during the MHSA sport season.

5.19 A school coach may not sponsor, promote, coach or direct activities which resemble out of season practices of contests in the sport they coach to two (2) or more of their squad members except between June 1 & July 31.

5.19.1 The coaching and team participation rules do not apply to the coaches of individual sports (individual sports being cross country, wrestling, track/field, swimming, golf, and tennis).



However schools should remember that they may not sponsor inter school contests or competitions out of season in team or individual sports.

5.2 Coaches may conduct activities during the summer on their own, as individuals or with approval of their school district, during the following times: June 1 - July 31. Use of school facilities/equipment is contingent upon the local school Board of Trustees policy. Supervision can be by any individual approved by the school district.

5.21 Schools may conduct open athletic facilities (gyms, field, track) in the off season if the following conditions are met: it is part of the school district organized recreational or activity program. Activities are open and advertised to all members of the student body. No coaching or drilling of two (2) or more athletes attending.

5.22 Individual practice requirements shall be met during regular team practice(s).

### 5.3 Rules and Regulations for Interscholastic Contests

5.4 SUMMER CAMPS & SUMMER CLINICS Any student enrolled in a school holding membership in the MHSA shall be allowed to participate in specialized camps in all sports so long as the program and the student's participation meet the following requirements:

5.41 An MHSA member school may not sponsor or have any part in any way in financing a specialized camp.

5.42 The fee (tuition) must be provided by the student or the student's parents/legal guardians.

5.43 No student shall participate in a specialized sports camp in which any of his/her coaches or high school faculty members are involved except from June 1 through July 31 of each calendar year. (This rule does not apply to individual sports).

5.44 The MHSA Award Rule must be followed.

### **INTERPRETATIONS:**

Since local school districts are responsible for control and liability of summer and out of-season, a liability problem is placed upon those making decisions. The school and its agents are identified as those responsible for any and all programs not under MHSA jurisdiction. CATASTROPHIC INSURANCE, made available via-endorsement to MHSA's master policy, IS IN EFFECT ONLY DURING THE DESIGNATED MHSA SEASON AND ONLY WHEN IN COMPLIANCE WITH ASSOCIATION ADOPTED RULES AND REGULATIONS. IT IS GENERALLY UNDERSTOOD SCHOOL DISTRICT LIABILITY INSURANCE POLICIES COVER ONLY SCHOOL SPONSORED AND SCHOOL BOARD OF TRUSTEES APPROVED

ACTIVITIES AND EVENTS WHILE SUPERVISED BY SCHOOL AUTHORITIES. A SCHOOL MAY SPONSOR CAMPS, CLINICS, WORKSHOPS, ETC. PROVIDED THE ACTIVITY COMPLIES WITH SCHOOL DISTRICT POLICY, HAS SCHOOL DISTRICT APPROVAL, IS OPEN TO ALL, IS NOT A SCHOOL "PRACTICE" AND COMPLIES WITH MHSA RULES. FAILURE TO FOLLOW THE GUIDELINES FOR SPECIALIZED CAMPS, CLINICS, WORKSHOPS, ETC, COULD RESULT IN VIOLATION.

**6.0 EJECTION POLICY:** Any student athlete or coach ejected from any MHSA/Shelby School District sponsored activity shall not be permitted to participate in the next activity, event or contest.

6.1 A student/coach may appeal only if he/she can demonstrate on video tape that the decision to eject was clearly a mistake in the judgment of the official. If the incident is not on tape, no appeal will be allowed.

6.2 This policy does not include disqualification as a result of the rules of the event. i.e. 5 fouls, false start, illegal substitution, illegal rotation, etc.

#### **7.0 ATTENDANCE REGULATIONS:**

7.1 ATTENDANCE - Pupils who are absent, or arrive at school after the beginning of their 4th class period are not eligible to compete or practice on that day, unless permission is granted by the principal.

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

#### **8.0 CUT POLICY**

Recognizing that some activities require additional supervision, have additional safety considerations, impact quality practice time, and that some activities are limited by available

facilities, Shelby High School will adhere to performance based tryouts for the following squads; Girls Basketball, Boys Basketball, Golf, Volleyball.

## **9.0 DRESSING ROOM PROCEDURES**

9.1 Keep assigned lockers locked and clean.

9.2 Be sure to turn-off all showers before leaving; dry in the drying areas and not in the dressing room.

9.3 'Rough-housing' or 'horse-play" of any sort is dangerous and will not be permitted at any time.

9.4 TOWELS - Shelby High School will not provide towel service during each sport season.

9.5 SHOWERS – Coaches are to instruct athletes that they should shower after each game/practice as a health and training practice.

## **10.0 EQUIPMENT:**

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

## **11.0 TRAVEL RULES FOR ACTIVITIES:**

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

11.2 Students who participate in out-of-town school sponsored activities must ride in the transportation provided by the school and must return by this manner unless:

11.21 The parent or guardian of the student contacts, in person, the coach or advisor prior to the event and requests to take the student.

11.22 The parent or guardian of the student contacts, in person or in writing, the coach or advisor and identifies an adult with whom the student will be leaving. The adult must meet with the coach or advisor after the event.

11.23 The coach or advisor will be responsible for keeping record of those students who will not be traveling with the team.

11.24 Misconduct of any sort while traveling to and from an away event will be dealt with according to the Student Activities Handbook.

11.25 Any student who transports himself/herself or rides with an unauthorized driver to a school sponsored event, will not be allowed to participate in that event.

11.3 Under certain circumstances coaches may require students to travel to and from events. Coaches/Advisors have the authority to make this determination. A discussion of this requirement shall take place at preseason parent meetings.

11.4 Meals will be provided by the school when travel, is to District, Divisional, State or overnight on this basis:

Breakfast \$5.00, Lunch \$6.00 and Dinner \$8.00.

11.5 All overnight activities shall have a chaperone for every 10 students, gender specific as needed.

## **12.0 CONDUCT AND CONTROL FOR ACTIVITIES:**

All students who participate in the activities program of Shelby High School will comply with the rules and regulations and will submit to the reasonable discipline of school authorities. Any participant who willfully performs any act which materially interferes with or is detrimental to the orderly operation of a school's activities program shall be subject to activities discipline, suspension, or expulsion. Such acts shall include, but not be limited to, those enumerated below.

12.1 The following acts by an activities participant on school premises (or in reasonable proximity thereto), or off school premises at any school-sponsored activity shall constitute sufficient cause for activities and school discipline, suspension or expulsion: disruptive conduct, disobedience of reasonable instructions of school authorities; refusal to identify oneself; unauthorized absence from practice or game; assault; cheating; immoral conduct; vulgarity or profanity; destruction or defacing of property; extortion or intimidation of another student or a staff member; stealing; lack of performance consistent with the student's ability; possession or use of any dangerous weapons or objects; and the commission of any criminal act as defined by law.

12.11 The following acts by an activities participant on or off school premises during the time the student is participating in an activities program, shall constitute sufficient cause for activities suspension, or expulsion: Use or possession of tobacco; use or possession of alcoholic beverages; and use, sale or possession of drugs and/or related paraphernalia.

12.12 If the act is not related to activities, students suspended or expelled from school must be reinstated to activities participation when reinstated to school. Also, if a student is suspended from school, he/she is also suspended from activities and may be subject to activities discipline.

12.13 A student who has been assigned In-school Suspension shall not be eligible to practice or perform the day of their assignment. If In-school suspension is assigned on a Friday, the student will not be allowed to participate on a Friday or Saturday.

12.2 A sport season is defined as the first day of practice through the State championship for that sporting event.

### **13.0 DEFINITION OF ACTIVITIES DISCIPLINE, SUSPENSION, EXPULSION.**

#### **13.1 Activities Discipline**

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

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

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

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

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

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

13.24 Participants injured, removed or having quit an activity will remain under the activities handbook rules and regulations until the completion of the entire season or for the year as outlined in 13.23

## **14.0 APPLICATION OF SANCTIONS**

**14. 1** Discipline set forth by this handbook will be inclusive for grades 6 through 8 and for 9 through 12.

**14. 2** Use or possession of alcohol, drugs or tobacco, of any kind, is a violation of Montana State Law. For on or off campus violations in regard to use of alcohol, drugs and tobacco (including smokeless) for in-season athletes/performers, Shelby High School will apply the following sanctions:

**FIRST OFFENSE:** Student is placed on Activities Long-Term Suspension of 45 days. If a student self-reports their violation to their coach, supervisor, principal or activities director by 9:00am of the next regular school day, the number of contact days of suspension will be reduced to 25. A contact day is defined as a day when a practice or event is held or a day when school is in session. The student remains ineligible until Insight training is complete or the student is working towards completion. If the student is caught by a staff member or a chaperone at a school related activity for MIP they will not be allowed to self report their alleged violation.

**SECOND OFFENSE:** Student is placed on Activities Long-Term Suspension of 90 days. If a student self-reports their violation to their coach, supervisor, principal or activities director 9:00am of the next regular school day, the number of contact days of suspension will be reduced to 60. A contact day is defined as a day when a practice or event is held or a day when school is in session. The student remains ineligible until Insight training is complete or the student is working towards completion. If the student is caught by a staff member or a chaperone at a school related activity for MIP they will not be allowed to self report their alleged violation.

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

## **14.3 ALCOHOL, TOBACCO, AND/OR SUBSTANCE ABUSE VIOLATIONS ARE DEFINED AS:**

14.31 Possession, use or sale of alcohol, tobacco, or controlled substances or possession of paraphernalia on or off campus as determined by the police or the school.

14.32 Any student present at off-campus events, where drugs, alcohol or controlled substances are evident are in violation of this policy.

14.33 Abuse of "Uncontrolled/Over-the-counter" drugs will carry the same sanctions as abuse of controlled substances. (Abuse is defined as exceeding the recommended dosage)

**14.4 LEGEND DRUGS/ANABOLIC STEROIDS-** Penalties for Violation of possession, sale and/or use of Legend Drugs including anabolic steroids shall be considered a violation of the eligibility code and standards, and shall subject the student to disciplinary actions. The following penalties will be administered:

**FIRST VIOLATION** - The student shall be immediately ineligible for MHSA sanctioned competition/performances in the current activities program for the remainder of the activities season. Ineligibility shall continue until the next activities season in which the student wishes to participate. In order to be eligible to participate in the next season, the student shall meet with the school eligibility board, consisting of coaches/advisors and administrators selected by the principal to request approval to participate. The school eligibility board will recommend to the principal appropriate action to be taken in the student's case. The principal shall have final authority as to the student's participation in the school interscholastic activities program.

**SECOND VIOLATION** - A student who again violates shall be ineligible and prohibited from participating in any Shelby High School interscholastic activities program for a period of one calendar year from the date of the second violation.

**THIRD VIOLATION** - A student who violates for a third time shall be permanently prohibited from participation in any Shelby High School interscholastic activities program.

## **15.0 PROCEDURES FOR IMPLEMENTING ACTIVITIES DISCIPLINE, SUSPENSION AND EXPULSION**

15.11 Coaches/Advisors may send students home for the remainder of a contest or practice/rehearsal if the students conduct is disruptive.

15.12 1 In the event probation is imposed, the coach/advisor will: inform the Activities Director of the proposed discipline and secure approval; inform the student of the deficiencies, how the student is to correct them and the number of days of probation; and send an activities discipline letter to the parent/guardian with copies to the principal and Activities Director.

15.13 Upon completion of the probationary period, and if the deficiency is:

- corrected, the student is removed from probation.
- not corrected, the probationary period is extended or the student is recommended for suspension.

### **15.2 Activities Suspension and Activities Expulsion**

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

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- the Coach/Advisor, through the Activities Director will present to the student an oral and/or written notice of the alleged misconduct and violation(s) of school activities rules; the evidence of school rules; the evidence in support of the allegations; and the corrective action or consequences to be recommended.
- the student shall be provided the opportunity to present an explanation.

15.22 Following the conference with the student, the coach/advisor (through the Activities Director), may recommend activities suspension or activities expulsion to the principal.

15.23 If the principal imposes activities suspension or activities expulsion, the student shall be verbally notified of the action taken. Promptly thereafter, written notice shall be sent by mail to the student's parent/guardian containing the following information:

- the action taken
- the reason for such disciplinary action

15.24 A copy of the suspension or expulsion notice shall be sent to the Principal, and the Activities Director by the Coach/Advisor.

## **16.0 GRIEVANCE PROCEDURE — INFORMAL CONFERENCE**

16.1 Any student parent or guardian who is aggrieved by any activities suspension or activities expulsion has the right to an informal conference with the Superintendent or his/her designee and any other staff member involved.

16.12 Any request for such informal conference shall be made within five (5) school days of the receipt of the written notice of the action taken.

16.2 At such informal conference, the student, parent/guardian shall be subject to questioning by the Superintendent or his/her designee and shall be entitled to question school personnel involved in the matter being grieved.

16.3 Any student, parent/guardian who may be aggrieved following the informal conference may, upon three (3) days prior notice, present a written grievance to the Board of Trustees or to his/her designees.

16.4 The Board of Trustees shall notify the student and the student's parent/guardian in writing of its decision within ten (10) school days following the meeting.

16.5 The activities suspension or activities expulsion shall continue notwithstanding the implementation of the grievance procedure unless the Board elects to postpone such action.

## **17.0 COLLEGE RECRUITMENT**



17.1 In the event you should be contacted personally by a college recruiter, you have an obligation to work through your coach/advisor and Activities Department. Inform your coach/advisor of such contact as soon as possible. This is especially important if it occurs during the time when you are actually involved in active participation. Check with your coach/advisor regarding NCAA rules.

## **19.0 PROGRAM DESCRIPTION - SHELBY HIGH SCHOOL ACTIVITIES**

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

### **19.1**

TIME SCHEDULE: Daily practice after school, evenings, or mornings.

Sr. High - - Fall, Winter, & Spring as determined by MHS

Clubs and Small Music Groups as determined by Advisors.

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

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

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

TRANSPORTATION: Provided for performances. Parents are responsible for the practice/rehearsal transportation.

## **20.0 ACTIVITIES REGISTRATION PROCEDURE**

20.1 ACTIVITIES REGISTRATION FORM: Students will obtain a Shelby High School Activities Registration Form and make certain that all items are completed before participation is certified.

### **20.2 PHYSICAL EXAM PROCEDURES FOR STUDENTS**

20.21 Athletes/Cheer are responsible for their physical exam at their own expense. These physical examinations must be after the close of the previous school year and must certify that the student's physical condition is adequate to participate in MHS sponsored Activities. (see item 23.18 of Student Standards for Activities Eligibility.)

20.22 SCHOOL CHECK LIST: Should be used by student to make certain all items are taken care of before giving Registration Form to coach/advisor.

20.23 Coach/Advisor and/or Activities Director examines Registration Form to see that it is accurate and complete.

20.24 Coach/Advisor turns Registration Form & Eligibility List over to Activities Director who check it and makes copies for Principal.

## **21.0 LETTER AWARDS**

### **21.1 PROCEDURES:**

21.11 Varsity award winners may purchase letter-person jackets at the end of the sports season after receiving their award certificate.

21.12. Award winners will receive their certificate at an Awards gathering as determined by the head coach as determined by the school.

21.13. Athletic Awards. may be given as follows:

1st Year Varsity Bar, Pin, Chenille Letter & Year

2nd Year Varsity Bar

3rd Year Varsity Bar

4th Year Varsity Bar

### **21.2 STANDARDS**

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

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

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

21.23. Must have followed the Activities Code.

21.24. Must have been in regular attendance at practice/rehearsal.

21.25. Must be a student in good standing.

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

### **21.3 SCHOLASTIC ACHIEVEMENT AWARDS**

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

## **SHELBY SENIOR HIGH SCHOOL**

### **CODE OF ETHICS**

#### ***It Is The Duty of All Concerned with School Activities***

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.

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

## **STUDENT ACTIVITIES HANDBOOK**

Dear Parents:

We are delighted that your child has chosen to be a part of the Activities program at Shelby High School and Shelby Middle School. We hope your student enjoys a profitable experience. In order

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to insure this, we recommend that you review this handbook and spend time discussing it with your student. In order to increase the probability that parents are aware of the information contained within this handbook, we ask that you sign below and send this page back with your son/daughter to their coach/advisor.

This handbook contains the procedure for discipline of students under specified conditions. Under this procedure, a coach/advisor has the authority to discipline a student as outlined. You the parent, are made aware of the procedures. You can appeal any decisions that you believe are not appropriate. Please be aware that individual coaches may have additional guidelines and are permitted to discipline students in accordance with regulations outlined by the coach or advisor.

You should also be aware that coaches/advisors are authorized to decide which students will perform. Although we have developed an extensive program to provide the most participation possible, it is an interscholastic program. There is no guarantee that all students will be involved in every performance.

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

We hope you will be able to see your student perform often and share in their activities experience.

Sincerely,

Tyson Byers, Activities Director  
Shelby High School

### **Shelby High School Student and Parent Handbook Receipt Form**

I acknowledge that I have received a copy of the Shelby High School Activities and the Student Handbook. I understand that the policies and practices contain in this handbook govern student participation in all activities sponsored by Shelby High School and Shelby School District #14. I have read and am aware of the new policy concerning cell phones and usage during the school year.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_ Physical Date \_\_\_\_\_

Parent's and/or Guardian permission and release

I hereby give my consent for the above student to engage in approved athletic activities as a representative of his/her school, except those listed by the licensed professional on the student's physical form. I also give my permission for the team physician, athletic trainer or other trained qualified personnel to give first aid treatment to this student at an athletic event in case of injury. If emergency service involving medical action or treatment is required and the parent(s)/guardian(s) cannot be contacted. I hereby consent for the above student to be given medical care by the doctor or hospital selected by the school.

I acknowledge that I have received a copy of the Shelby High School Activities and the Student Handbook. I understand that the policies and practices contained in this handbook govern student behavior for students enrolled at Shelby High School. I have read and am aware of the new policy concerning cell phones and usage during the school year.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

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

This form must be signed and returned to the school.

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## PREFACE

### To Students and Parents:

The Shelby Middle School Student Handbook contains information that students and parents are likely to need during the school year. Throughout the handbook, the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. A copy of the District's Policy Manual is available in the school office. In case of conflict between Board policies or any provisions of student handbooks, the provision of Board policy is to be followed.

Shelby School District #14 does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. The board has designated the high school principal as the district compliance officer. All complaints regarding alleged discriminatory practices by School District #14 should be addressed to: **Mr. Shawn Clark, Shelby High School Principal, 1001 Valley Street, Shelby, MT 59474. Telephone 424-8910**

## ATTENDANCE

### School Hours:

School hours are from 8:00 a.m. to 4:00 p.m. All students should leave the grounds by 3:40 p.m. unless they are requested to stay by a teacher or are participating in a supervised activity. SMS has a closed campus policy. This means students are not to leave school grounds after their arrival each morning until dismissed in the afternoon, unless with a parent. Regular school attendance is essential for the student to make the most of his or her education - to benefit from teacher led activities, to build each day's learning on that of the previous day, and to grow as an individual.

### State Law requires:

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

### Philosophy, Policy and Procedures:

The entire process of education requires a continuity of instruction, classroom participation, learning experiences, and individual study in order to reach the goal of maximum educational benefits for each student. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital for this purpose. This is an established principle of education which underlies and gives purpose to the requirement of compulsory education in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continuing emphasis of fully implementing No Child Left Behind legislation, and being responsible for academic outcomes associated with that legislation it is deemed mandatory that attendance guidelines are established. Attendance reflects a student's dependability and is a significant factor on a student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record.

All students shall attend school regularly. Parents and students will be notified of every absence. Regular attendance is a requirement for receiving credit in any class. Teachers may have an attendance requirement as part of the student's grades. A student may lose credit in any class as a result of continued absenteeism.

### Classification of Absences:

Shelby High School recognizes the following types of absences:

**-Excused Absence:** Caused by illness, family emergency, medical, and/or weather. All other absences will be considered unexcused. Students have two days per day missed to make-up assignments to a maximum of five (5) days.

**-Unexcused Parent Permission:** Absences requested by parents, which are not considered excused absences will be considered in this category. Student's whose absence falls into this category shall only be permitted to complete make-up work prior to the absence.

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

**-School Related:** This is an absence involving participation in school sponsored activities. Students under school sponsorship are automatically excused and have full make-up privileges. Students away from school in this category are considered present. However, individual teachers, with prior notice may require students to complete work before they are permitted to participate in the activity.

**Excessive Absences:**

Any student in grades 7 & 8 who accumulates more than ten (10) absences, either excused or unexcused, per semester in any class may not earn credit for that semester. School related absences are not considered in this total. Extenuating circumstances will be considered by an attendance committee composed of teachers who will make a recommendation to the principal. The principal will forward the recommendation of the committee to the Board of Trustees.

An appeal for extenuating circumstances must be submitted through an attendance appeal form available in the High School office. The form shall be completed by a parent/guardian or the student and should be supported by any pertinent information such as documentation from a medical expert or any other information to substantiate that the absences were beyond the student's control. The appeal shall be filed within five (5) days of the eleventh (11) absence. Failure to complete an appeal will result in an automatic recommendation for denial of credit to the Board of Trustees. Students being denied credit will remain in the class.

**Re-Admittance:**

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

**Leaving School Campus:**

If a student needs to be taken out of school during the school day, the parent can stop at the school office. To ensure the safety of our students and your children, we will not release a student to anyone other than a parent. Please pick your student up at the office and do not ask them to meet you in front of the building. They will check in at the office when they return to school.

**At Shelby Middle School:**

-Students may be out of class if the teacher issues a hall pass, which is in the student planner.

-Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

**AWARDS AND HONORS**

Students with a GPA of 3.25 or higher will receive Honor Roll recognition.

President's Award for Academic Excellence is awarded at Eighth Grade Graduation to students who meet the following requirements: Excellence Awards are given to students who achieve a 3.5 or higher GPA throughout middle school and score in the 85th percentile or higher on the reading or math sub tests of the Iowa Test of Basic Skills.

**Comet Pride Cards:**

The mission of **COMET PRIDE** is to promote and celebrate our students' behavior and academic excellence. As part of this mission we hope to create a school environment where academic achievement, continuous improvement and citizenship are promoted and recognized. The objective of **COMET PRIDE** is to motivate all students to improve academically and to develop "academic attitude" with our students. To recognize the academic achievement of our students, they have the opportunity to be rewarded in one of the following levels:

**COMET CARD** (4.0 GPA for each quarter of the semester & NO REFERRALS)

**MAROON CARD** (3.99 - 3.33 for each quarter of the semester & NO REFERRALS)

**SILVER CARD** (3.32 – 3.25 for each quarter of the semester & NO REFERRALS)

**CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information about a students' participation is confidential.

See the school secretary to apply. All students are required to remain on school grounds during lunch. Students may purchase lunch tickets for 1.75 per day, before school in the office. Students not eating hot lunch will bring a cold lunch.

Students may leave campus if a parent picks them up. Any student who leaves without a parent will receive an office referral.

While in the cafeteria, students will use courtesy, respect and good manners. No food or drink may leave the cafeteria area.

Students will be responsible for cleaning their table and taking trays to the garbage cans.

A breakfast program is also available in the Cafeteria. Free and reduced price breakfast is available based on financial need.

Tickets may be purchased at the office for \$ 1.00 per day. The cafeteria is open for breakfast from 7:30 to 8:15 a.m. every school day.

## **CELL PHONES**

Student possession and use of cellular phones, and other electronic signaling devices on school grounds and while under the supervision and control of the school district employees is a privilege which will be permitted only under the circumstances described. The term "cell phone" includes all electronic devices used for communication.

Possession of cell phones during the pupil instruction day beginning with the tardy bell and ending with the last bell of the day is prohibited. High School students may operate their cell phones during the lunch hour outside of physical school buildings.

At no time will any student operate a cell phone in a locker room, bathroom or other location where such operation may violate the privacy right of another student. If this does happen, the student may be suspended up to 10 (ten) days and may be recommended for expulsion. Cell phones may not be in a student's possession on co-curricular activity trips unless approved by the Head supervising adult.

Penalties: First offense – Phone is confiscated and may only be retrieved by a parent/guardian who must sign for its release.

Second offense – In addition to the consequences of a first offense, the student shall serve one hour detention.

Third offense – In addition to the consequences of the first offense, the student shall serve one hour detention for one week, or five (5) hour s.

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

Fifth and any additional offenses – Disciplinary action shall be at the discretion on the Administration and/or Board of Trustees.

## **COMPLAINTS BY STUDENTS/PARENTS**

Usually student or parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher.

For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy #3215 in the District's policy manual. Shelby is a "chain of command" district. If a complaint remains unresolved after discussing the situation with the individual involved, a written complaint and a request for a conference should be sent to the Principal. If still unresolved, the matter may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level. Some complaints require different procedures. The school office or the Superintendent's office can provide information regarding specific processes for filing complaints.

## **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

## **CONDUCT**

In order for students to take advantage of available learning opportunities and to be productive members of our school community, each student is expected to:

- Demonstrate courtesy, when others do not
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District and building standards of grooming and dress.
- Obey all building and classroom rules.
- To allow safe and orderly movement in school, students are expected to walk on the right side of halls and stairways.
- The school elevator is to be used only with permission of school administration.
- Respect the rights and privileges of other students, teachers and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

### **Student Conduct Outside of School Hours or Away from School**

Any conduct by a student outside of school hours or away from school grounds which has a direct effect on the discipline or general safety and welfare of the school and its students will subject the student to corrective action or punishment by the School District. This includes, but is not limited to, conduct which endangers the health, safety, property or welfare of other students, teachers, administrators, trustees, or employees of the school system, or their families.

Corrective action or punishment may include but not limited to immediate, short-term (not to exceed 10 days) suspension to a recommendation for expulsion. A separate civil and/or criminal action may also be initiated against the offending party.

#### **Applicability of School Rules and Discipline**

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

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

#### **GENERAL MISCONDUCT IN COMMON AREA:**

1. All staff will submit to the office the names of students who demonstrate inappropriate behavior or language in the halls, school grounds, cafeteria and assemblies.
2. Students will serve 15 minutes of detention for each offense on Monday, Tuesday, Thursday, Friday of that week.
3. Students serving detention will stay in their seventh period class and be supervised by their teacher.
4. Detention begins at 3:36 p.m. and runs in 15 minute increments concluding at 3:51 p.m. Students receiving more than three (3) checks in a week will receive a disciplinary referral.
5. Students are responsible for notifying their parents when they have after school detention.

#### **The following list of offenses will result in school detention:**

1. Bringing articles which are hazardous to the safety of others or interfere in some way with school procedures are prohibited. The article will be confiscated, and a check issued for items such as: rubber bands, sling shots, squirt guns, headphones, walkmans, skateboards, etc.
2. Eating, candy, sunflower seeds, drinking pop, etc.
3. Throwing snowballs.
4. Running in the school.
5. Profane language.
6. Public displays of affection.
7. Pushing and Shoving
8. Being out of class without a hall pass.
9. Loitering with high school students.
10. Any action which would disrupt the educational process.
11. Not reporting to and staying in the multi-purpose room in the morning until the second bell.

This list of offenses is not all-inclusive and cause for disciplinary action may exist in other violations of school discipline, law, and general welfare, not mentioned above.

A student who chooses to walk out of assigned detention will receive an office referral

The best discipline is self-discipline. Students have many opportunities and activities to show that they can make responsible choices. Students are expected to follow the SMS traditions of courtesy, cooperation, friendliness, and respect. In the event that students need help with self-discipline, appropriate consequences will be given. Any student who willfully performs any act which materially interferes with or is detrimental to the orderly operation of a school, a school sponsored activity or any other aspect of the educational process within the Shelby School District shall be subject to discipline, suspension or expulsion. Shelby Middle School uses a "step" approach to school discipline and the consequences become more severe with each additional behavior. The following steps are administered when a student receives a disciplinary referral to the office:

#### **General Disruption (in/out of class):**

- |   |   |
|---|---|
| First Referral - 1 hour detention           | Second Referral - 2 hours detention           |
| Third Referral - 1 day In School Suspension | Fourth Referral - 2 days In School suspension |
| Fifth Referral - 3 day ISS                  | Sixth Referral - 4 days ISS                   |

Seventh Referral - 5 days ISS  
Ninth Referral - 3 days OSS

Eighth Referral - 1 day OSS  
Tenth Referral - Recommendation to the Board for Expulsion.

**Truancy (left class/campus without permission or checking out properly. Unexcused absence):**

1st	hour for hour detention
2nd	1/2 day or less --- 1 day ISS full day or more -- 2 days ISS
3rd	1/2 day or less-- 3 days ISS
4th	1 day ISS
5th	3 days ISS
6th	5 days ISS
7th	1 day OSS
8th	Recommendation to Board for expulsion

**Fighting:**

1st	1 day ISS
2nd	3 days ISS
3rd	5 days ISS
4th	1 day OSS
5th	Recommendation to Board for expulsion

**Tardies: For First and Fourth period**

1st	Warning
2nd	1/2 hr. detention in office
3rd	1 hr. detention served in office
4th and subsequent	2 hr. detention in the office

Teachers will handle the first three tardies for all other class periods. Fourth and all subsequent tardies are referred to the office for detention.

An attempt to contact parents will be made prior to any administrative action. Administration has the prerogative to place a student at an advanced referral level when considering responses to severe or extreme behavior.

Referrals to the office will accumulate over a one year period that a student attends SMS, and will start over for every student at the beginning of the year. Failure to complete consequences will result in doubling the consequence or moving to the next step.

**Detention:**

Students who are given classroom or office detention will report to the teacher or office five (5) minutes after dismissal. Non-compliance will result in doubling the time. A second non-compliance will result in an office referral.

**In School Suspension: (ISS)**

Students will report to the office and will remain in the ISS room for the entire school day. ISS students will be required to behave in an orderly manner, complete all assigned work, and turn in completed work before dismissed.

**Out of School Suspension: (OSS)**

Students are not allowed on school grounds while serving OSS. Parents may come to school to get assignments for OSS students. Any work not made up in the required time will result in a "zero". Students assigned O.S.S may be required to attend the Shelby Alternative School as determined by the administration.

**Restitution:**

Students will be required to restore the building or grounds to their proper condition. Students may be required to wash walls, floors, or pick up trash under adult supervision.

**Expulsion:**

Students are removed from SMS for up to a year or permanently. This action requires a vote of the Board of Trustees. Recommendations for expulsion may be brought to the Board by the Principal in cases of severe disruption of the school process. Students assigned ISS or OSS may not participate, practice or perform in any school sponsored activity on the day of their suspension. Students assigned OSS are not permitted to participate in any school sponsored activity until they have successfully completed one full day of their regular schedule.

**Corporal Punishment:**

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

## **COUNSELING**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact the school office or the counseling office.

**Intervention Assistance:** The counselor and staff will meet with students and parents to develop solutions for academic, social or behavioral problems.

## **DISTRIBUTION OF NON SCHOOL MATERIALS**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed. Students may not solicit on school grounds for a non school organization without prior approval of the principal.

## **DRESS AND GROOMING**

Dress and Attire shall not present health or safety problems or cause disruption to the educational process. Shelby Schools is adopting the philosophy of covering the 4B's: Backs, Breasts, Bellies, and Bottoms. Teachers and/or Principals have full discretion to determine if student clothing is a disruption to the educational process.

- Students may not wear clothing that displays drugs, alcohol, tobacco, obscenities or sexual innuendoes.
- Students may not wear head coverings or sunglasses in the building. First time is a warning, second and subsequent instances will result in confiscating the item.
- Coats are left in lockers unless a student has teacher approval to wear a coat in class due to the temperature of the room.
- All undergarments must be covered.
- Students will not be allowed to dress in any manner that interferes with the educational process or which the Principal determines to be unacceptable.
- Back packs in the classrooms are at the teacher's discretion.

## **GRADUATION**

### **Requirements for a Certificate**

Eighth grade students must successfully complete all core subjects by receiving passing grades second semester to participate in the graduation ceremony. All SMS students will fulfill ten (10) hours of community service over a two year period. This volunteer work must be in service to organizations/persons outside of the familiar environment of their own homes. Students must verify their service on the Certificate of Supervision Form. Completion of this requirement will be noted on the student's report card. The following community service is acceptable: Voluntary service in a non-profit organization; any service commencing after the successful completion of sixth grade; recommended completion by end of third quarter of eighth grade, any approved activity completed outside of regular school hours, unless approved by principal. This requirement may be altered for any student transferring to the district during eighth grade.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Student clubs and performing groups such as the band, choir, cheerleaders, drill team and athletic teams may establish standards of behavior - including consequences for misbehavior - that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization. All students participating in extracurricular activities will sign a contract agreeing to the requirements of the activity.

### **Eligibility:**

Students are encouraged to achieve at their highest academic levels and students involved in extra curricular activities must meet certain minimum standards to be eligible to participate. Eligibility will be determined on a weekly basis from Tuesday 12:00 p.m. to Tuesday 12:00 p.m. A student with a failing grade will be placed on a warning list for one week. If a student remains on the failing list in the same class for 2 consecutive weeks; the student is ineligible to compete from Tuesday to Tuesday until the grade has been raised to a passing grade in that class. Eligibility for academic competition is to be determined by the sponsor of the activity. Students wanting to run for student council offices must have had at least a 2.50 GPA from the previous semester. Eighth grade students receiving one or more failing grades in core subjects will not be

allowed to participate in the graduation activities. Students may be excluded from field trips and the eighth grade ski trip for disciplinary, academic eligibility reasons, attendance and tardies. Students are required to be passing all classes in order to miss regular classes for a field trip. Field trip attendance is determined by the School Principal.

Teachers will receive a list of students who are Academically At Risk after mid-terms and at the end of each quarter.

### **FAMILY NIGHT**

The District has designated Wednesday night as family night. School activities must be completed by 6:00 p.m. Wednesday nights. The district may sponsor family activities.

### **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and a \$5 uniform maintenance fee, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books and textbooks. All textbooks must be covered the first week of school

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

### **HOMEWORK**

The District believes that homework is an essential and integral part of every student's total educational program. Through homework, classroom instruction is reinforced, high expectations are supported, students are motivated toward self-direction and the relationship of school and home in the learning process is strengthened. Accordingly classroom teachers will require assigned homework based on the following objectives and guidelines:

- To serve as an extension of the learning process.
- To reinforce skills taught through practical application.
- To improve study skills and work habits.
- To develop self-discipline and a sense of responsibility.
- To enhance home-school communications by providing parents the opportunity to monitor their child's progress on a regular basis.

#### **Homework Guidelines for Teachers:**

1. Provide information to the students at the beginning of the course which will assist them in completion of independent study assignments and the importance homework will have on their understanding of the subject matter.
2. Inform students how homework will be used in the determination of their grade.
3. Make assignments clear, meaningful, relevant and without unnecessary repetition/busy work.
4. Teach students the necessary skills to accomplish the assignment independently.
5. Consider the availability and accessibility of materials necessary to complete an assignment.
6. Keep in mind that students have other subject responsibilities and outside activities; therefore, assignments should require a reasonable length of time to complete. Teachers should follow the U.S. Dept. of Education guidelines for 70 minutes of homework for seventh graders and 80 minutes for eighth graders every school night.
7. Make assignments in such a manner as to discourage copying or plagiarizing.
8. Return homework assignments to students upon completion of grading.
9. Homework should not be assigned for disciplinary purposes.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The district will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the parent stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly. If a student should not be immunized for medical reasons, the parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

## **LAW ENFORCEMENT**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer rises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **Students Taken into Custody**

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory

Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

## **MEDICINE AT SCHOOL**

A student who must take prescription or nonprescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the school office. The secretary will give the medicine at the proper times as directed.

## **PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parent, and the student. Such a partnership requires trust and communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.



-Review the information in the student handbook with his or her child and sign and return the acknowledgment form and the directory information notice located at the end of this handbook. A parent with questions is encouraged to contact the principal.

-Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement. Monitor the child's academic progress and contact teachers as needed.

-Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in person conference with a teacher, counselor, or principal, please call the school office at 424-8910 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.

-Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.

-Become a school volunteer. For further information, contact the principal.

-Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Our parent organization is PAT which meets the third Tuesday of October, January, and March.

### PROMOTION AND RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement test or other testing. Students at Shelby Middle School must achieve a grade average of 60% or above in all major courses of study to be promoted to the next grade. The major courses of study are: Math, English, Science, Social Studies, Reading and Spelling. Under these guidelines, a placement committee will be assigned by the building principal to review all potential retentions. The committee will meet four weeks prior to the end of each school year to determine placement of students who do not meet this promotion criteria. Parents will be notified in writing of the results of the committee's recommendations for placement.

### PROTECTION OF STUDENT RIGHTS

No student will be required to participate without parental consent in any survey, analysis, or evaluation - funded in whole or in part by the U. S. Department of Education - that concerns:

-Political affiliations.

-Mental and psychological problems potentially embarrassing to the student or family.

-Sexual behavior and attitudes.

-Illegal, antisocial, self-incriminating, and demeaning behavior.

-Criticism of other individuals with whom the student or the student's family has a close family relationship.

-Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

-Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

### REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Formal grade reports will be issued to parents every nine (9) weeks. In addition, parents will receive a mid-quarter Progress Report. It is important that parents contact teachers with any questions they might have about school performance. The District will provide every student with a student planner which they will be expected to use every day to keep track of assignments and activities. If a planner is lost, replacement planners may be purchased in the office.

**Parent Teacher Conferences:** Conferences are scheduled at the end of the first and third quarters of school. Additional conferences may be held at the request of the parent or teacher.

**Uniform Grading Scale:** All classes will have the following grading scale unless modified through and IEP or 504 with the Principals approval.

A	94-100	C+	80-81
A-	92-93	C	74-79
B+	90-91	C-	72-73
B	84-89	D+	70-71
B-	82-83	D	64-69
		D-	62-63

## **SAFETY**

### **Accident Prevention**

Student safety on campus and at school related events is a priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk. Verbal or written threats will result in immediate suspension or expulsion.
- Students are forbidden to knowingly and voluntarily possess, handle, transmit or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon. Any object which could be used to injure another person, and which has no school-related purpose for being in school or on school grounds will be considered a weapon for purposes of this code. The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, metal pipes, chains, chuck sticks, throwing stars, darts, metal knuckles, black-jacks, unauthorized tools, fireworks, explosives, or other chemicals.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

### **Accident Insurance**

**The District cannot pay for medical expenses associated with a student's injury.** The District does make available, however, an optional, low-cost accident insurance program for students, to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the claims office.

**Emergency Medical Treatment and Information:** If a student has a medical emergency at school or at a school related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore parents are asked each year to complete an emergency care consent form. Parents should contact the school office to update any medical information throughout the year.

### **Drills: Fire and Other Emergencies**

From time to time, students, teachers and other District employees will participate in drills of emergency procedure. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. All classroom windows and doors should be closed. Students not in the classroom at the time of the alarm are to leave the building by the way of the nearest exit, joining the nearest group of students to wait for further instructions.

### **Emergency School Closing Information**

Students and parents should listen to KSEN radio for any information on school closures. Please do not call the school. Bus cancellations or early departures from school will also be announced on the radio. Every attempt will be made to contact rural bus parents by phone when a change in schedule is necessary.

### **Use of School Phone**

Students may use the Main Office phone for telephone calls only when it is absolutely necessary and when permission is granted. Students may use the phone in the lobby before or after school hours. During the school day all phone calls must be made from the office phone. Students may receive calls at school from their parents only. Students may not use classroom phones.

### **Vehicles**

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

## **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

### **Students' Desk and Lockers**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. Desk and

Locker searches may be conducted at any time there is reasonable suspicions to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. The District may employ the use of a Canine Detection Agency. Searches may be conducted at random, in accordance with law and District policy. The parent will be notified if any prohibited items are found in the student's locker or personal belongings.

### **SEXUAL HARASSMENT/SEXUAL DISCRIMINATION**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in Shelby Middle School. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or Mr. Shawn Clark, who serves as the District Title IX coordinator. Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the principal or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The principal or Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint by the principal or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days request a conference with the Superintendent. Prior to this conference, the student and/or parent must submit the complaint in writing using the District complaint form. If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office.

### **SOCIAL EVENTS**

Evening social activities at school may not extend beyond 10:00 p.m. Chaperons will be present at all times during the event. At least one chaperon must be a staff member. These events are for SMS students only. If a student leaves an event early, they may not reenter the building. It is important that a parent/guardian pick up their students after the activity. Four (4) dances are allowed during the school year and must have prior approval of the principal.

### **SPECIAL PROGRAMS**

Shelby Middle School provides Expanded Learning Opportunities (ELO) and special programs for students with disabilities. A student or parent with questions about eligibility requirements for these programs should contact the principal.

### **STUDENT LEADERSHIP**

Every student has the ability and opportunity to participate in student leadership at SMS. Leadership groups and their focus of activity are as follows:

**Student Council:** School projects and student decision making (open to elected students)

**Builder's Club:** Affiliated with the local Kiwanis Club, this is a volunteer community service organization open to all students.

### **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights. The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all

records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records. Parents of a minor or of a student who is a dependent for tax purposes, and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests: include any employees, agents, or Trustees of the District; cooperatives of which the District is a member or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Certain officials from various governmental agencies may have limited access to the records. Shelby Middle School forwards a student's records on request to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requester has thirty (30) school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records. Copies of student records are available at a cost of \$.25 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced price meals and the parents are unable to view records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook located at the end of this handbook. Should circumstances change; the parent can contact the principal to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

#### **SUBSTANCE ABUSE POLICY**

It is illegal for middle school students to have any form of tobacco in possession on school grounds or to use tobacco on school grounds. Students may not be under the influence of, possess, use, give, sell or exchange any drugs or alcohol. The use or possession of drugs, drug paraphernalia, or alcohol on Shelby Middle School property, or while on a school sponsored trip, will result in suspension or possible expulsion from school. Law enforcement officials will be contacted upon initial investigation and verification of the violation.

#### **Guidelines:**

1) Substances covered under these rules include any alcoholic beverage, narcotic drug, hallucinogenic drug, inhalant, anabolic steroid, methamphetamine, barbiturate, amphetamine, marijuana, nicotine, any other stimulant such as phenylpropanolamine, depressant, intoxicant of any kind, substance purported to be one of the above, any dangerous drug as defined in Section 50-32-

101 MCA or any imitation dangerous drug as defined in Section 45-9-111 MCA. The proper use of medication prescribed by a medical doctor for a student does not violate this rule. The following are prohibited in school buildings, on school grounds, in school vehicles, or at any school-sponsored activities at any location at any time:

- a. Possessing, using or purchasing tobacco, alcohol, other drugs and drug paraphernalia or being under the influence.
  - b. Selling, providing, distributing or manufacturing tobacco, alcohol, other drugs, or drug paraphernalia.
- 2) Students exhibiting evidence of intoxication, incapacitation, or a drug over-dose in school or at school-sponsored events will be transported immediately to a local hospital or facility designated to provide detoxification services, along with immediate notification of parents, legal guardian and/or police. Following his/her return to school, section V. paragraph C. Disciplinary Procedures will be implemented.

## **B. Disciplinary Procedures:**

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

### **1. First violation:**

- The parents or legal guardian will be notified.
- An immediate conference between student and principal or his or her designee will take place prior to any recommendation for suspension or expulsion.
- If the student is using or in possession on school grounds, there will be an immediate request to law enforcement. The student may be detained by the local authorities.
- The student will be required to complete at least five (5) full days of Out of School Suspension. Student may be assigned to serve detention at alternative school.
- An interview assessment by a certified drug treatment expert may be required.
- A conference with the student, parent or legal guardian, principal, and counselor will take place prior to school reinstatement after suspension. An individualized re-entry plan will be formulated at this time. The plan must be signed by the principal, parent/guardian, student and counselor before the student is remitted to school.

Follow-up activities for the student's re-entry plan options may include, but are not limited to the following:

- Attending in-school support groups.
- Following school policies, assessment recommendations, and individualized plan.
- Attend District sponsored Insight program. **(required)**
- Attending academic classes consistently, while maintaining the best grade possible.
- A report will be made with local law enforcement officials by the school administration. A written report will be filed with the Superintendent of Schools.

### **2. Second and subsequent violations:**

- a. The parents or legal guardians will be notified
- b. An immediate conference between student and principal or his or her designee will take place prior to any recommendation for suspension or expulsion.
- c. A report will be made to local law enforcement officials, by the school administration.
- d. Disciplinary action shall be:
  1. The student will be suspended from school for the rest of the day and held by local law enforcement authorities.
  2. The student shall be required to serve (5) five days O.S.S and (3) three days I.S.S.
  3. The principal may recommend expulsion of the student.
  4. If student remains in school, he/she must contract to complete at least 30 hours of programs on drug education. Failure to complete this requirement will result in further disciplinary consequences which may include expulsion.
- e. The student may be expelled by the Board or Trustees. An individualized plan will be formulated for each re-entering student during the same academic year.

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

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

**B. Possessing or using tobacco products will result in the following:**

1. **First Violation:**
  - a. The parents/guardian will be notified.
  - b. The student will be assigned to 5 hours of detention and will be required to complete the district's insight program or an assignment related to tobacco.
2. **Second Violation:**
  - a. The parents/guardian will be notified.
  - b. The student will be assigned two days of ISS.
  - c. The parent/guardian will be required to come in for a conference with the principal and student.
3. **Continued Violations:**
  - a. The parent/guardian will be notified.
  - b. Disciplinary due process will result in:
    1. The student will be O.S.S from school not to exceed 10 (ten) school days.
    2. The student may be recommended for expulsion.
4. **The student may be expelled by the Board of Trustees.**

**TRANSPORTATION**

Transportation to out of town activities involves the use of school owned buses. Continued use of these buses requires that students abide by all school rules and the following rules:

1. Students remain seated while the bus is in motion.
2. Noise will be limited to quiet conversation.
3. All trash will be placed in the garbage cans on the bus.
4. Bus vandalism will not be tolerated. Any student who refuses to comply with the bus regulations will be denied the privilege of riding the bus, and may receive a disciplinary referral.
5. A parent may request to transport their child by contacting the coach or sponsor of the activity and signing the release form.

**VIDEOTAPING OF STUDENTS**

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

**VISITORS**

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

## **RESPONSIBILITIES, RIGHTS AND DUE PROCESS IN THE SHELBY SCHOOL DISTRICT**

**PREAMBLE:** It is the intent of the Board of Trustees of the Shelby School District that all students, teachers, administrators and parents have access to an understanding of the state laws and regulations governing student rights, responsibilities and due process. This notice presents these laws and regulations through a summation of District Policy.

**INTRODUCTION:** Court cases have made it clear that all students enjoy the rights ensured under the First and Fourteenth Amendments of the United States Constitution. All students enjoying the rights of participation are also expected to accept the responsibilities of citizenship. It is the responsibility of all enjoying rights of school citizenship to respect the duly considered and established laws governing that school. The community is entitled to expect good citizenship from its students. It is, therefore, our purpose not only to encourage students to learn how to properly exercise their rights, but also to encourage them to meet their responsibilities by living up to the reasonable restrictions and appropriate standards of behavior described herein.

### **STUDENT RESPONSIBILITIES:**

- Pursue their course of studies.
- Attend school daily and be on time to all classes.
- Be aware of all school rules governing student behavior and to conduct themselves accordingly.
- Express their opinions and ideas in a respectful manner as not to libel or slander others.
- Dress in a manner which is not disruptive to the educational process or threatening to the health and safety of themselves or others.
- Conduct themselves in a manner which will not disrupt or deprive others of their education.
- Respect the rights of others and to exercise the highest degree of self-discipline in observing and adhering to established rules and regulations.
- Follow established procedures in seeking changes in those policies rules or regulations which affect them and with which they disagree.
- Identify themselves, upon request to any school district personnel or authorities in the school building, on school grounds, at school sponsored events or on school buses.
- Comply with request of school employees in the performance of their duties.
- Ensure that the lockers assigned to them contain no illegal drugs, weapons, contraband, or other evidence of violations of public law or school law or school rules. Lockers are subject to search without prior notice.

### **STUDENT RIGHTS:** Students have the right to:

- Expect the maintenance of high educational standards in a safe and sanitary building.
- A relevant education consistent with the stated district goals.
- Equal educational opportunity and freedom from discrimination in all phases of the educational process.
- See their own cumulative academic folder at reasonable school hour times upon request.
- Expect fair and just treatment from school authorities and freedom from maltreatment and physical abuse.
- Be free from unlawful interference in their pursuit of an education while in the custody of the Shelby School District.
- Expression and assembly consistent with the maintenance of an orderly and efficient educational process and the limitations imposed by law governing obscenity, libel, slander, etc.
- Be instructed on rules and regulations as they relate to their rights and responsibilities.
- Use established channels to voice their opinions in the development of curriculum.
- Representation on advisory committees affecting students and student rights.
- Present petitions, complaints or grievances to school authorities and the right to prompt replies.
- Consult with teachers, counselors and administrators, and other school personnel at reasonable times.
- Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organization.
- Know the requirements of the course of study and to know on what basis the grade will be determined.
- Citizenship as delineated in the United States Constitution and its amendments.

**STUDENT DISCIPLINE:** All students who attend the schools of this district will comply with the rules and regulations and will submit to the reasonable discipline of school authorities. Any student who willfully performs any act which materially interferes with or is detrimental to the orderly operation of a school, a school sponsored activity or any other aspect of the educational process within the Shelby School District shall be subject to discipline, suspension or expulsion. The following acts by a student on school premises (or in reasonable proximity thereto), or off school premises at any school sponsored activity shall constitute sufficient cause of discipline, suspension or expulsion; disruptive conduct; disobedience of reasonable instructions of school authorities; refusal to identify oneself; truancy or unauthorized absence from class; cheating; immoral conduct; use of vulgar or profane language; use of tobacco; consumption or possession of any alcoholic beverages; possession or use of any controlled substance (including without limitation, any narcotic drug, hallucinogenic substance) not prescribed by a physician

for such possessor or use; sale or delivery of any controlled substance to another person; possession of drug paraphernalia intended or designed for use, storage or distribution of any controlled substance except to the extent authorized by a physician for such possessor; presence on school property or at a school sponsored activity following the recent consumption or use elsewhere of an alcoholic beverage or controlled substance; abuse by inhalation ingestion or otherwise of any substance for its intoxicating effect; destruction or defacing of property ; extortion; harassment, including but not limited to, the intimidation of another student or a staff member or any other malicious act intended to substantially harm the physical or mental health of the person(s) threatened; assault of another student or staff member; theft; possession or use of any dangerous weapons or objects; and the commission of any criminal act as defined by law.

**EXCEPTIONAL MISCONDUCT:** "Exceptional misconduct" is a violation of district rules of student conduct which is so serious in nature and/or is so serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate short or long-term suspension. "Exceptional misconduct" includes the following:

- Possession or use of any controlled substance not prescribed by a physician for such user
- Sale or delivery of any controlled substance to another person
- Possession of drug paraphernalia
- Profane or vulgar language directed to and in the presence of a staff member
- Commission of any criminal act classified as a felony or gross misdemeanor under the laws of the state of Montana, including, but without limitation the following: arson; assault/battery; harassment; possession of a dangerous weapon; and theft.
- Consumption, possession, sale, or delivery of alcoholic beverages
- Presence on school property or at a school sponsored activity following the recent consumption or use elsewhere of an alcoholic beverage or controlled substance.

**DEFINITIONS:**

- Discipline: All forms of corrective consequences other than suspension or expulsion. It shall include, but not be limited to, the removal of a student from a class or activity by a teacher or administrator for not longer than the balance of the immediate class or activity.
- Emergency Removal: Immediate removal of a student from class or activity because, in the opinion of the teacher/administrator, that student poses either an immediate and continuing danger to himself, other students or school personnel, or poses a threat of substantial disruption of the educational process.
- Emergency Suspension: The immediate denial of the right of school attendance because the student is either an immediate and continuing danger to himself, other students or school personnel, or poses a threat of substantial disruption of the educational process.
- Suspension: The denial of the right of attendance at any single class or any full schedule of classes, or at any other activity conducted on or by the school district for a stated period of time. That period of time may be all or any portion of a calendar day up to and not exceeding ten (10) school days.
- Expulsion: The denial of the right of attendance at any single class or any full schedule of classes, or at any other activity conducted on or by the school district for an indefinite period of time.

**DISCIPLINE AND SHORT-TERM SUSPENSION:**

All certified teachers, school administrators, school bus drivers, and any other school employees designated by the Board of Trustees shall have the authority to discipline any student for any disruptive or disorderly conduct while under his/her supervision on or off the campus. The sanctions will be the same whether the violation was on or off campus. No form of discipline shall be administered in such a manner as to prevent a student from accomplishing specific academic grade, subject, or graduation requirements or adversely affect a students academic grade or credit in a subject or course because of tardiness or absences except to the extent that the students' attendance and/or participation is related to the instructional objective of the subject or course and such attendance and/or participation has been identified pursuant to school district policy as a basis for grading.

- Detention: may be given for up to 60 minutes after regular student dismissal time, but will not extend beyond bus departure time, unless prior arrangements have been made with the student's parents or guardians.
- Emergency removal: shall continue only until the danger or threat ceases or the principal imposes discipline, suspension or expulsion. The principal shall meet with the student as soon as reasonably possible following the student's removal in order to initiate corrective action and not later than the commencement of the next school day.
- Corporal punishment: State law prohibits corporal punishment, however, district staff may use reasonable force when deemed necessary to restrain a student.
- Suspension: No student in grades 6 and above shall receive suspension for more than a total of ten (10) consecutive school days in a single semester. Any student so suspended may make up assignments and tests if they have a substantial effect



upon his/her grades or if failure to make up the work would cause him/her to fail the course. Prior to suspension, a conference with the student shall be held in which an oral or written notice of his/her alleged misconduct and violations, the evidence in support of the charges, and the corrective actions to be taken shall be provided. The student shall then be given the opportunity to present his/her explanation. The parent(s) shall be notified of the reasons and of the right to a conference to discuss the length of the suspension and to resolve any other grievance relative to the suspension.

**GRIEVANCE PROCEDURE FOR DISCIPLINE AND SHORT-TERM SUSPENSION:**

Any student or parent or guardian of a student who is aggrieved by one of the above actions has the right to an informal conference with the principal and any other staff member involved. If, after the conference, the student is still aggrieved he/she may, upon two (2) school business days prior notice present a written and/or oral grievance to the Superintendent or designee. If the grievance is still unresolved it may, upon two (2) school business days, prior notice, be presented to the School Board at its next regularly scheduled meeting. Meetings will be closed unless requested otherwise by the aggrieved party. Notification of the decision shall be delivered, in writing, within ten (10) school business days following the meeting. The disciplinary action or short-term suspension shall continue throughout the grievance unless the principal decides to postpone such action.

**LONG-TERM SUSPENSION AND EXPULSION:**

- Expulsion: No student shall be recommended for expulsion unless other forms of corrective action or punishment have failed, unless there is good reason to believe that other methods would fail if employed. Only the Board of Trustees may expel a student. The Superintendent shall be notified of the recommended expulsion in writing within 24 hours of its imposition. No long-term suspension shall be imposed until written notice has been delivered by certified mail or in person to the student and parent. The notice shall specify the violation, notify the student of his/her right to a hearing and indicate that a request for the hearing must be received by the school authority before the end of the third day after the suspension letter was received. If a reply is not received within this three (3) day period, the right to a hearing shall have been considered waived and the suspension shall take effect on the fourth (4) school day.

- Emergency Suspension: This sanction may be imposed if the expelling authority has good and sufficient reason to believe that the student poses an immediate and continuing danger to himself or others or is a threat of substantial disruption to the educational process. The expulsion shall continue until the student is reinstated by the expelling authority or until a hearing is held and a final determination reached. Notice procedure for emergency expulsion shall be the same as for long-term suspension and expulsion with the following exceptions: the written notice must be delivered within (24) hours of the expulsion and attempts to telephone the parent or guardian shall be made as soon as reasonably possible, the student or parent shall have ten (1) school business days in which to write requesting a hearing.

**HEARING PROCEDURES FOR LONG-TERM SUSPENSION AND EXPULSION:**

Suspension or expulsion hearings will begin within three (3) school business days after the school authority receives such a request and will be conducted by the Superintendent. Documentary and other physical evidence may be inspected by students, parents, and the school authorities prior to the hearing. The student shall have the following rights at his/her hearing:

1. The opportunity to be represented by counsel.
2. The opportunity to express his/her explanation.
3. The opportunity to present evidence and witnesses.
4. The opportunity to cross examine district witnesses.

**APPEAL PROCEDURES TO BOARD OF TRUSTEES:**

If a hearing decision is properly appealed the matter will be reviewed by the Board of Trustees at the next regularly scheduled board meeting. At that time the Board shall render a decision within (10) school days or schedule a second meeting to hear further arguments or hear the case anew.

**READMISSION:**

Any student who has been expelled may apply for readmission at any time after the term of their expulsion has been satisfied, by written application to the principal. The letter shall include the reasons for readmission and a statement assuring that the problems will not reoccur. The principal will reply within thirty (30) days of receipt of the application.

**CAUTION:**

The summary statements contained in this notice are for information only and are not to be construed as replacing established school district policies and procedures. Copies of official district policies and procedures are found in the administrative procedures publication available in all school offices upon request.

ACTIVITIES HANDBOOK  
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## FOREWORD

Dear Comet Participant:

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

You are responsible to abide by the expectations of this Student Activities Handbook. You have a responsibility to the younger students in our community. You are a role model for the students following and are expected to provide positive leadership. Just as you looked up to the Junior High School students when you were younger, the younger students are now looking to you for positive guidance and leadership.

Read the poem. It explains our expectations for you as Comet.

## ***Little Eyes Upon You!***

**Author Unknown**

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

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

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

**ACTIVITIES CODE FOR  
SHELBY JUNIOR HIGH SCHOOL**

**GOALS**

**TO DEVELOP PHYSICAL & MENTAL EXCELLENCE AND UNDERSTANDING OF THE VALUE OF COMPETITION IN OUR SOCIETY**

- through recognition of outstanding performance
- by emphasizing the educational value of trying to win and learning to compete

**TO PROMOTE THE DEVELOPMENT OF GOOD CITIZENSHIP**

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

**TO SUPPORT AND CONTRIBUTE TO THE GOALS OF THE TOTAL EDUCATION PROGRAM**

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

**TO PROMOTE COMMUNITY INTEREST AND INVOLVEMENT IN SCHOOL ATHLETICS**

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

**RATIONALE**

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

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

**MONTANA HIGH SCHOOL ASSOCIATION RULES & REGULATIONS**

**“All member school districts of the Montana High School Association must comply with the rules stipulated... These rules shall not be waived by agreement of otherwise...” As a condition of membership, the SCHOOL must comply with the rules and may not waive them. The responsibility for or control and liability of summer and/or out-of season activities are those of the local school district or sponsoring individual(s) or organizations.**

**STUDENT STANDARDS FOR INTERSCHOLASTIC ACTIVITY ELIGIBILITY**

1.1 STUDENT ELIGIBILITY CRITERIA - All participants must be eligible under the rules of the Montana High School Association to participate in an MHSА sponsored activity.

1.11 This regulation does not restrict participation in practice or inter-squad scrimmage.

1.3 ENROLLMENT/ATTENDANCE - An individual must be a regular member of a school he/she represents in order to participate in an MHSА sponsored activity. An individual is a "regular member" of a school he/she is enrolled in full time.

1.4 SCHOLARSHIP - In order to maintain eligibility during the current semester, the student shall have passed a minimum of five (5) full-time (1/2 credit) subjects from the preceding semester. Additionally, eligibility will be determined on a weekly basis from 12:00pm Tuesday, to 12:00pm Tuesday. A student with a failing grade in any subject shall be placed on a probationary list for one week. If a student remains on the probationary list in the same class for two (2) consecutive weeks the student becomes ineligible for the entire Tuesday to Tuesday eligibility period and until the grade has been raised to a passing level as determined through the school adopted grading scale.

1.41 A student who has been in regular attendance at least twenty (20) days of the previous semester, but who failed to pass five (5) full-time classes in the succeeding semester, shall have the right to petition for probationary status. If the student selects probationary status, he/she will be placed on probation during the first five (5) weeks of the succeeding semester and shall be ineligible during this time. The probationary status begins with the first day of school for first semester and the first day of the second semester for second semester eligibility. If at the end of the probation period, the student is passing in all subjects, he/she may then be reinstated for MHSА sponsored participation as long as the student has satisfied all MHSА academic requirements. Students intending to pursue this option must receive prior approval from the principal

1.42 MHSА sponsored activities include all of the activities listed in the MHSА rules and regulations guide. Additionally, this handbook governs all activities sponsored by Shelby Junior High School.

1.5 RESIDENCE - If a family moves to a new location, a student should attend the school within the attendance area. If however, the new home is geographically more convenient to an out of district school, attendance may be allowed, with MHSА approval, without reference to school district or county boundaries. Under these conditions a student would become eligible as soon as his/her principal properly certifies in writing to the MHSА office that he/she is eligible. Should he/she later decide to return to his/her home school after an attendance of 20 days or more in the school away from home, he/she would be considered the same as any other transfer student and would lose one semester of eligibility.

1.51 TRANSFER RULE - Any student who transfers from one junior high school to another is eligible to participate.

1.51.1 A student who moves into a new district or school attendance area upon a corresponding change of residence by the parent(s) or legal guardian(s) with whom the student was living during his/her previous school enrollment.

1.51.2 A student who is a ward of the court or state and is placed in a district or school attendance area by court order.

1.51.3 A student transferring from one junior high school to another under any bona fide foreign exchange program will be eligible for two (2) consecutive semesters only, after the principal properly certifies that they meet all eligibility requirements.

1.51.4 - A student who marries and establishes a new residence in a new district or school

attendance area.

1.51.5 A student who transfers to another school because his/her school ceases to operate.

1.51.6 A student in attendance at a school designated by the governing body of that school as a result of reorganization, consolidation or annexation or a student ordered transferred within a school system, for other than interscholastic competition purposed by a board of education or the governing body of a private parochial school system.

1.51.7 A student who completes the last grade available in the school system previously attended.

1.51.8 A student who moves from parent to parent or legal guardian to legal guardian the first time in his/her school career will be eligible upon verification to the MHSA office that this is the first move and certified by the administrators involved that the move was neither athletically motivated nor was the move because of recruitment.

1.6 PREVIOUS SEMESTER - The student shall have been in regular attendance in middle school or high school during the semester immediately preceding the semester in which the contest is held.

1.7 REGULAR ATTENDANCE - No student shall be eligible to participate in a MHSA contest during the first semester if he/she has enrolled later than October 15, or during the spring semester if he/she has enrolled later than the eleventh (11) day of that semester. This rule shall not apply to a student who has transferred from another high school if his/her enrollment in that previous school meets with above requirements.

1.8 PHYSICAL EXAMINATION - A physical examination is required for each student in order to be considered eligible for participation in any MS contest. Physical examinations must be completed prior to the first practice. This examination must be certified by a physician, a physical assistant (PA), or a nurse practitioner (NP). This certification is valid for a period of one school year.

1.81 The school must have on file a statement (or prepared form) from a medical authority licensed to give a physical examination, certifying the student athlete's physical condition is adequate for the activity or activities in which he/she participates.

1.82 To resume participation following an illness and/or an injury serious enough to require medical care, a participating student must present to the school officials a physician's written release.

1.9 SEASON LIMITATIONS - A student will be eligible to participate in MHSA contests for three (3) consecutive years [eight (8) consecutive semesters] after entering the sixth grade or after qualifying for participation under Article 11, Section (6).

1.91 Students who do not attend school or fail to exercise their right to participation forfeit their eligibility during that period and shall not be provided any additional period of eligibility except as may be provided by the appeal process in Article VII.

1.92 Repeating any grade, whether a student participates or not will count toward a student's four (4) consecutive years of junior high school interscholastic eligibility.

2.1 NON-SCHOOL PARTICIPATION - During any sport season after joining a school squad, students may participate in non-school athletic activities, provided they do not miss a team practice or scheduled contest. Exception may be allowed if such activity does not adversely affect the performance of the athlete in practice and/or competition, in the judgment of the coach and/or school principal.

2.11 A student shall not be given special treatment or privileges on a regular basis to enable him/her to participate in non-school athletic activities, such as reduced practice times, special workouts, late arrivals or early dismissals.

2.12 Students shall not be permitted to participate on any college, junior college or university athletic team.

2.13 Students shall not compete in the uniform of their school at non-school unsanctioned events. Students shall use school issued uniforms for all contests.

2.2 AMATEUR RULE - All contestants in the MHSA events must be amateurs. An amateur student athlete is one who engages in athletics for the physical, mental, social, and educational benefits he/she derives there, from, and to whom athletics is nothing more than an avocation and not a source of financial reward. In order to maintain his/her amateur standing, he/she may not:

2.21 Accept awards of more than \$20 in value.

2.22 Accept cash awards.

2.23 Enter competition under a false name.

2.24 Accept payment of expense allowances over the actual and necessary expenses for the athletic trip.

2.25 Sign or have signed a contract to play professional athletics (whether for a money consideration or not); play or have ever played on any professional team in any sport; receive or ever received, directly or indirectly, a salary or any other form of financial assistance (including scholarships or educational grants in-aid) from a professional sports organization or any of his/her expenses for reporting to or visiting a professional team.

2.26 Bet on a contest in which he/she is to participate.

2.27 Sell a prize won in competition.

2.3 STUDENT AS AN INSTRUCTOR, SUPERVISOR OR OFFICIAL - Instructing, supervising or officiating in any organized youth sports program, recreation, playground, or camp activities will not jeopardize amateur standing.

2.4 WARNING ON PROFESSIONALISM - No student shall be eligible to participate in a MHSA contest who has been out of school one or more semesters, if during said non enrollment he/she has been a member of a professional team. If during such non enrollment he/she takes part in semi-professional athletics, he/she shall not become eligible again until he/she has been in attendance two full semesters.

2.41 The student athlete may play summer baseball as an amateur on any team not under the jurisdiction of professional baseball.

2.5 STUDENT APPEALS - DUE PROCESS - "Due-Process" is a procedure which the courts of law recognize as a necessary part of any code of rules and regulations. "Due-Process" furthermore, and of primary importance, recognizes the rights of the individual since it outlines his/her recourse in the event that he/she feels a wrong decision has been made. The procedure for appeals, protests and due process outlined hereafter is to be followed in cases involving decisions under the rules and regulations of the MHSA including those relating to eligibility. It should be understood that participants and their parents will be expected to follow the "due-process" steps in the event that legal action should be initiated at some later date.

2.6 HARSHIP CASES - The MHSA eligibility committee and the Executive Board are given



the opportunity to make specific exception to the student eligibility regulations provided such exceptions are based upon hardship conditions which are deemed to have contributed in a significant way to non-compliance with specific regulation(s) which may be appealed.

2.61 Any waiver of student eligibility regulations shall be based upon extenuating circumstances, beyond the control of the student, which are deemed to have significantly influenced or contributed to the cause of the student's noncompliance to the eligibility regulation(s) involved. The following criteria shall be used to determine if a hardship exists:

2.61.1 A hardship exists only when some unique circumstances concerning the student's educational, physical or emotional status exist and only when such circumstances are beyond the student's or, where applicable, his/her parent(s) or legal guardian(s) control.

2.61.2 The circumstances must be totally different from those which exist for the majority or even a small minority of students (e.g., usual maturation problems, family situations which do not cause severe and abnormal emotional problems, academic or athletic deficiencies in a school's curriculum or extracurricular activities do not constitute a hardship.)

2.61.3 There must be no reason to believe that the decision and/or the execution of the decision concerning the student's academic status are for athletic purposes.

2.61.4 The burden of providing evidence that a hardship exists shall be on the student.

2.62 Exception to student eligibility regulations shall not be granted if, in the judgment of the Eligibility Committee, or Executive Board there is sufficient evidence to make it reasonable to believe that the noncompliance to the eligibility rule in question was motivated by the student's or school's efforts to gain a desired athletic outcome or to intentionally circumvent a rule.

2.63 The burden of providing evidence of hardship shall be on the student.

2.64 Loss of eligibility in itself is not to be considered a hardship.

### **3.0 SEXUAL HARASSMENT POLICY:**

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

### **4.0 Residence Rule - Definition and Regulations**

4.1 The student's bona fide residence or principle abode, for student placement purposes, is defined as the residence of the parent, legal guardian or court appointed custodian.

4.2 If a student is determined by the Shelby School District Eligibility Committee to have obtained a legal guardianship for the purpose of participating in athletics or co-curricular activities the student will be ineligible to participate for one year.

4.21 All MHSA residence rules will be in effect in the Shelby School District.

4.22 The District Eligibility Committee will be comprised of the Superintendent, Principal, and Athletic Director.

### **5.0 General Activities Regulations:**

5.1 PRACTICE REGULATIONS - Shelby School Districts shall adhere to the sports seasons as provided in each activity.

5.11 Practice is defined as three or more potential players reporting to the practice field or court, with or without uniforms, under the supervision of a coach, and receiving coaching in game skills and techniques.

5.12 Saturdays may be used for practice, but no Sunday practices are allowed

5.13 All student athletes must be off school premises by 6: 00 p.m. each Wednesday evening. This is Shelby's commitment to "Family Night".

5.14 Practice shall be limited to each sports season as defined under each sport.

5.15 One day is equal to one practice for purpose of meeting the minimum practice requirements.

5.16 Practice on a game day shall not count as a required practice.

5.17 A member school may organize and supervise a year round conditioning program to include weight training, running and exercising, provided it is open to all students and does not include instruction in specific skills.

5.18 A coach of a school team (contracted or volunteer) may conduct practice only during the MHSAA sport season.

5.19 A school coach may not sponsor, promote, coach or direct activities which resemble out of season practices of contests in the sport they coach to two (2) or more of their squad members except between June 1 & July 31.

5.19.1 The coaching and team participation rules do not apply to the coaches of individual sports (individual sports being cross country, wrestling, track/field, swimming, golf, and tennis). However schools should remember that they may not sponsor inter school contests or competitions out of season in team or individual sports.

5.2 Coaches may conduct activities during the summer on their own, as individuals or with approval of their school district, during the following times: June 1 - July 31. Use of school facilities/equipment is contingent upon the local school Board of Trustees policy. Supervision can be by any individual approved by the school district.

5.21 Schools may conduct open athletic facilities (gyms, field, track) in the off season if the following conditions are met: it is part of the school district organized recreational or activity program. Activities are open and advertised to all members of the student body. No coaching or drilling of two (2) or more athletes attending.

5.22 Individual practice requirements shall be met during regular team practice(s).

5.3 Rules and Regulations for Interscholastic Contests

5.4 SUMMER CAMPS & SUMMER CLINICS Any student enrolled in a school holding membership in the MHSAA shall be allowed to participate in specialized camps in all sports so long as the program and the student's participation meet the following requirements:

5.41 An MHSAA member school may not sponsor or have any part in any way in financing a specialized camp.

5.42 The fee (tuition) must be provided by the student or the student's parents/legal guardians.

5.43 No student shall participate in a specialized sports camp in which any of his/her coaches or high school faculty members are involved except from June 1 through July 31 of each calendar year. (This rule does not apply to individual sports).

5.44 The MHSA Award Rule must be followed.

#### **INTERPRETATIONS:**

Since local school districts are responsible for control and liability of summer and out of-season, a liability problem is placed upon those making decisions. The school and its agents are identified as those responsible for any and all programs not under MHSA jurisdiction. CATASTROPHIC INSURANCE, made available via-endorsement to MHSA's master policy, IS IN EFFECT ONLY DURING THE DESIGNATED MHSA SEASON AND ONLY WHEN IN COMPLIANCE WITH ASSOCIATION ADOPTED RULES AND REGULATIONS. IT IS GENERALLY UNDERSTOOD SCHOOL DISTRICT LIABILITY INSURANCE POLICIES COVER ONLY SCHOOL SPONSORED AND SCHOOL BOARD OF TRUSTEES APPROVED ACTIVITIES AND EVENTS WHILE SUPERVISED BY SCHOOL AUTHORITIES. A SCHOOL MAY SPONSOR CAMPS, CLINICS, WORKSHOPS, ETC. PROVIDED THE ACTIVITY COMPLIES WITH SCHOOL DISTRICT POLICY, HAS SCHOOL DISTRICT APPROVAL, IS OPEN TO ALL, IS NOT A SCHOOL "PRACTICE" AND COMPLIES WITH MHSA RULES. FAILURE TO FOLLOW THE GUIDELINES FOR SPECIALIZED CAMPS, CLINICS, WORKSHOPS, ETC., COULD RESULT IN VIOLATION.

**6.0 EJECTION POLICY:** Any student athlete or coach ejected from any MHSA/Shelby School District sponsored activity shall not be permitted to participate in the next activity, event or contest.

6.1 A student/coach may appeal only if he/she can demonstrate on video tape that the decision to eject was clearly a mistake in the judgment of the official. If the incident is not on tape, no appeal will be allowed.

6.2 This policy does not include disqualification as a result of the rules of the event. i.e. 5 fouls, false start, illegal substitution, illegal rotation, etc.

#### **7.0 ATTENDANCE REGULATIONS:**

7.1 ATTENDANCE - Pupils who are absent, or arrive at school after the beginning of their 4th class period are not eligible to compete or practice on that day, unless permission is granted by the principal.

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

#### **8.0 CUT POLICY**

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

## **9.0 DRESSING ROOM PROCEDURES**

9.1 Keep assigned lockers locked and clean.

9.2 Be sure to turn-off all showers before leaving; dry in the drying areas and not in the dressing room.

9.3 'Rough-housing' or 'horse-play' of any sort is dangerous and will not be permitted at any time.

9.4 TOWELS - Shelby Junior High School will not provide towel service during each sport season.

9.5 SHOWERS – Coaches are to instruct athletes that they should shower after each game/practice as a health and training practice.

## **10.0 EQUIPMENT:**

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

## **11.0 TRAVEL RULES FOR ACTIVITIES:**

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

11.2 Students who participate in out-of-town school sponsored activities must ride in the transportation provided by the school and must return by this manner unless:

11.21 The parent or guardian of the student contacts, in person, the coach or advisor prior to the event and requests to take the student.

11.22 The parent or guardian of the student contacts, in person or in writing, the coach or advisor and identifies an adult with whom the student will be leaving. The adult must meet with the coach or advisor after the event.

11.23 The coach or advisor will be responsible for keeping record of those students who will not be traveling with the team.

11.24 Misconduct of any sort while traveling to and from an away event will be dealt with according to the Student Activities Handbook.

11.25 Any student who transports himself/herself or rides with an unauthorized driver to a school sponsored event, will not be allowed to participate in that event.

11.3 Under certain circumstances coaches may require students to travel to and from events. Coaches/Advisors have the authority to make this determination. A discussion of this requirement shall take place at preseason parent meetings.

11.4 Meals will not be provided by the school when traveling.

11.5 All overnight activities shall have a chaperone for every 10 students, gender specific as needed.

## **12.0 CONDUCT AND CONTROL FOR ACTIVITIES:**

All students who participate in the activities program of Shelby Junior High School will comply with the rules and regulations and will submit to the reasonable discipline of school authorities. Any participant who willfully performs any act which materially interferes with or is detrimental to the orderly operation of a school's activities program shall be subject to activities discipline, suspension, or expulsion. Such acts shall include, but not be limited to, those enumerated below.

12.1 The following acts by an activities participant on school premises (or in reasonable proximity thereto), or off school premises at any school-sponsored activity shall constitute sufficient cause for activities and school discipline, suspension or expulsion: disruptive conduct, disobedience of reasonable instructions of school authorities; refusal to identify oneself; unauthorized absence from practice or game; assault; cheating; immoral conduct; vulgarity or profanity; destruction or defacing of property; extortion or intimidation of another student or a staff member; stealing; lack of performance consistent with the student's ability; possession or use of any dangerous weapons or objects; and the commission of any criminal act as defined by law.

12.11 The following acts by an activities participant on or off school premises during the time the student is participating in an activities program, shall constitute sufficient cause for activities suspension, or expulsion: Use or possession of tobacco; use or possession of alcoholic beverages; and use, sale or possession of drugs and/or related paraphernalia.

12.12 If the act is not related to activities, students suspended or expelled from school must be reinstated to activities participation when reinstated to school. Also, if a student is suspended from school, he/she is also suspended from activities and may be subject to activities discipline.

12.13 A student who has been assigned In-school Suspension shall not be eligible to practice or perform the day of their assignment. If In-school suspension is assigned on a Friday, the student will not be allowed to participate on a Friday or Saturday.

12.2 A sport season is defined as the first day of practice through the championship for that sporting event.

## **13.0 DEFINITION OF ACTIVITIES DISCIPLINE, SUSPENSION, EXPULSION.**

### **13.1 Activities Discipline**

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

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

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

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

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

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

13.24 Participants injured, removed or having quit an activity will remain under the activities handbook rules and regulations until the completion of the entire season or for the year as outlined in 13.23

#### **14.0 APPLICATION OF SANCTIONS**

**14. 1** Discipline set forth by this handbook will be inclusive for grades 6 through 8 and for 9 through 12.

**14. 2** Use or possession of alcohol, drugs or tobacco, of any kind, Is a violation of Montana State Law. For on or off campus violations in regard to use of alcohol, drugs and tobacco (including smokeless) for in-season athletes/performers, Shelby Junior High School will apply the following sanctions:

**FIRST OFFENSE:** Student is placed on Activities Long-Term Suspension of 45 days. If a student self-reports their violation to their coach, supervisor, principal or activities director by 9:00am of the next regular school day, the number of contact days of suspension will be reduced to 25. A contact day is defined as a day when a practice or event is held or a day when school is in session. The student remains ineligible until Insight training is complete or the student is working towards completion. If the student is caught by a staff member or a chaperone at a school related activity for MIP they will not be allowed to self report their alleged violation.

**SECOND OFFENSE:** Student is placed on Activities Long-Term Suspension of 90 days. If a student self-reports their violation to their coach, supervisor, principal or activities director 9:00am of the next regular school day, the number of contact days of suspension will be reduced to 60. A contact day is defined as a day when a practice or event is held or a day when school is in session. The student remains ineligible until Insight training is complete or the student is working towards completion. If the student is caught by a staff member or a chaperone at a school related activity for MIP they will not be allowed to self report their alleged violation.

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

#### **14.3 ALCOHOL, TOBACCO, AND/OR SUBSTANCE ABUSE VIOLATIONS ARE DEFINED AS:**

14.31 Possession, use or sale of alcohol, tobacco, or controlled substances or possession of paraphernalia on or off campus as determined by the police or the school.

14.32 Any student present at off-campus events, where drugs, alcohol or controlled substances are evident are in violation of this policy.

14.33 Abuse of "Uncontrolled/Over-the-counter" drugs will carry the same sanctions as abuse of controlled substances. (Abuse is defined as exceeding the recommended dosage)

**14.4 LEGEND DRUGS/ANABOLIC STEROIDS-** Penalties for Violation of possession, sale and/or use of Legend Drugs including anabolic steroids shall be considered a violation of the eligibility code and standards, and shall subject the student to disciplinary actions. The following penalties will be administered:

**FIRST VIOLATION** - The student shall be immediately ineligible for MHSAA sanctioned competition/performances in the current activities program for the remainder of the activities season. Ineligibility shall continue until the next activities season in which the student wishes to participate. In order to be eligible to participate in the next season, the student shall meet with the school eligibility board, consisting of coaches/advisors and administrators selected by the principal to request approval to participate. The school eligibility board will recommend to the principal appropriate action to be taken in the student's case. The principal shall have final authority as to the student's participation in the school interscholastic activities program.

**SECOND VIOLATION** - A student who again violates shall be ineligible and prohibited from participating in any Shelby Junior High School interscholastic activities program for a period of one calendar year from the date of the second violation.

**THIRD VIOLATION** - A student who violates for a third time shall be permanently prohibited from participation in any Shelby Junior High School interscholastic activities program.

#### **15.0 PROCEDURES FOR IMPLEMENTING ACTIVITIES DISCIPLINE, SUSPENSION AND EXPULSION**

15.11 Coaches/Advisors may send students home for the remainder of a contest or practice/rehearsal if the students conduct is disruptive.

15.12 1 In the event probation is imposed, the coach/advisor will: inform the Activities Director of the proposed discipline and secure approval; inform the student of the deficiencies, how the student is to correct them and the number of days of probation; and send an activities discipline letter to the parent/guardian with copies to the principal and Activities Director.

15.13 Upon completion of the probationary period, and if the deficiency is:

- corrected, the student is removed from probation.
- not corrected, the probationary period is extended or the student is recommended for suspension.

#### **15.2 Activities Suspension and Activities Expulsion**

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

- the Coach/Advisor, through the Activities Director will present to the student an oral and/or written notice of the alleged misconduct and violation(s) of school activities rules; the evidence of school rules; the evidence in support of the allegations; and the corrective action or consequences to be recommended.
- the student shall be provided the opportunity to present an explanation.

15.22 Following the conference with the student, the coach/advisor (through the Activities Director), may recommend activities suspension or activities expulsion to the principal.

15.23 If the principal imposes activities suspension or activities expulsion, the student shall be verbally notified of the action taken. Promptly thereafter, written notice shall be sent by mail to the student's parent/guardian containing the following information:

- the action taken

- the reason for such disciplinary action

15.24 A copy of the suspension or expulsion notice shall be sent to the Principal, and the Activities Director by the Coach/Advisor.

## **16.0 GRIEVANCE PROCEDURE — INFORMAL CONFERENCE**

16.1 Any student parent or guardian who is aggrieved by any activities suspension or activities expulsion has the right to an informal conference with the Superintendent or his/her designee and any other staff member involved.

16.12 Any request for such informal conference shall be made within five (5) school days of the receipt of the written notice of the action taken.

16.2 At such informal conference, the student, parent/guardian shall be subject to questioning by the Superintendent or his/her designee and shall be entitled to question school personnel involved in the matter being grieved.

16.3 Any student, parent/guardian who may be aggrieved following the informal conference may, upon three (3) days prior notice, present a written grievance to the Board of Trustees or to his/her designees.

16.4 The Board of Trustees shall notify the student and the student's parent/guardian in writing of its decision within ten (10) school days following the meeting.

16.5 The activities suspension or activities expulsion shall continue notwithstanding the implementation of the grievance procedure unless the Board elects to postpone such action.

## **17.0 COLLEGE RECRUITMENT**

17.1 In the event you should be contacted personally by a college recruiter, you have an obligation to work through your coach/advisor and Activities Department. Inform your coach/advisor of such contact as soon as possible. This is especially important if it occurs during the time when you are actually involved in active participation. Check with your coach/advisor regarding NCAA rules.

## **19.0 PROGRAM DESCRIPTION - SHELBY JUNIOR HIGH SCHOOL ACTIVITIES**

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

### **19.1**

TIME SCHEDULE: Daily practice after school, evenings, or mornings.

Sr. High - - Fall, Winter, & Spring as determined by MHS

Clubs and Small Music Groups as determined by Advisors.

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

STUDENT INVOLVEMENT: Students are expected to commit to training & attendance rules outlined by the coach/advisor, as well as MHS and Shelby School District rules and regulations. All activities are open to 5th, 6th, 7th, and 8th graders who meet eligibility requirements.

TRANSPORTATION: Provided for performances. Parents are responsible for the practice/rehearsal transportation.



## **20.0 ACTIVITIES REGISTRATION PROCEDURE**

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

### **20.2 PHYSICAL EXAM PROCEDURES FOR STUDENTS**

20.21 Athletes/Cheer are responsible for their physical exam at their own expense. These physical examinations must be after the close of the previous school year and must certify that the student's physical condition is adequate to participate in MHSА sponsored Activities. (see item 23.18 of Student Standards for Activities Eligibility.)

20.22 SCHOOL CHECK LIST: Should be used by student to make certain all items are taken care of before giving Registration Form to coach/advisor.

20.23 Coach/Advisor and/or Activities Director examines Registration Form to see that it is accurate and complete.

20.24 Coach/Advisor turns Registration Form & Eligibility List over to Activities Director who check it and makes copies for Principal.

## **21.0 LETTER AWARDS**

Are not giving until High School

## **SHELBY SENIOR HIGH SCHOOL**

### **CODE OF ETHICS**

#### *It Is The Duty of All Concerned with School Activities*

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

## STUDENT ACTIVITIES HANDBOOK

Dear Parents:

We are delighted that your child has chosen to be a part of the Activities program at Shelby Junior High School. We hope your student enjoys a profitable experience. In order to insure this, we recommend that you review this handbook and spend time discussing it with your student. In order to increase the probability that parents are aware of the information contained within this handbook, we ask that you sign below and send this page back with your son/daughter to their coach/advisor.

This handbook contains the procedure for discipline of students under specified conditions. Under this procedure, a coach/advisor has the authority to discipline a student as outlined. You the parent, are made aware of the procedures. You can appeal any decisions that you believe are not appropriate. Please be aware that individual coaches may have additional guidelines and are permitted to discipline students in accordance with regulations outlined by the coach or advisor.

You should also be aware that coaches/advisors are authorized to decide which students will perform. Although we have developed an extensive program to provide the most participation possible, it is an interscholastic program. There is no guarantee that all students will be involved in every performance.

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

We hope you will be able to see your student perform often and share in their activities experience.

Sincerely,

Tyson Byers, Activities Director  
Shelby High School

**Shelby Junior High School Student and Parent Handbook Receipt Form**

I acknowledge that I have received a copy of the Shelby Junior High School Activities and the Student Handbook. I understand that the policies and practices contain in this handbook govern student participation in all activities sponsored by Shelby Junior High School and Shelby School District #14. I have read and am aware of the new policy concerning cell phones and usage during the school year.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_ Physical Date \_\_\_\_\_

Parent's and/or Guardian permission and release

I hereby give my consent for the above student to engage in approved athletic activities as a representative of his/her school, except those listed by the licensed professional on the student's physical form. I also give my permission for the team physician, athletic trainer or other trained qualified personnel to give first aid treatment to this student at an athletic event in case of injury. If emergency service involving medical action or treatment is required and the parent(s)/guardian(s) cannot be contacted. I hereby consent for the above student to be given medical care by the doctor or hospital selected by the school.

I acknowledge that I have received a copy of the Shelby Junior High School Activities and the Student Handbook. I understand that the policies and practices contained in this handbook govern student behavior for students enrolled at Shelby Junior High School. I have read and am aware of the new policy concerning cell phones and usage during the school year.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

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

This form must be signed and returned to the school.

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
7307		6571 95 Percent Group Inc	286.00						
1		5573 07/31/10 manipul kit pkg/flip books	286.00*		101	100-1000	610		
7772		6375 ACADIA HEALTHCARE	23,751.56						
1		1793325 07/31/10 reimb medicare pmt	12,093.25*		115	999-6200	920	313	
2		1793388 reimb medicare pmt	6,566.74*		115	999-6200	920	313	
3		1794827 reimb medicare pmt	1,785.69*		115	999-6200	920	313	
4		1794913 reimb medicare pmt	1,961.81*		115	999-6200	920	313	
5		1796187 reimb medicare pmt	1,344.07*		115	999-6200	920	313	
7311		6148 AIMSWEB BY	21.00						
1		3510002 07/31/10 amt due aimsweb 09-10 acct	21.00*		101	100-1000	320		
G10135		6520 AMERICINN	181.68						
1		07/31/10 step wrkshp rooms	181.68		182	108-2212	592	580	
7768		5729 AMSAN	4,468.70						
1		07/31/10 synthetic pad	36.00	8019	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
2		18in floor finish refill	9.50	8019	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
3		17in white pollishing pad	4.00	8019	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
4		gym floor finish	3,400.00	8019	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
5		20in grit screen disc	171.60	8019	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
6		17in grit screen disc	147.60	8019	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
7		labor cost	700.00	8019	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
7855		5729 AMSAN	330.26						
1		804201 07/31/10 vacum bag 10/pk	53.62	8018	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
2		804201 uhs floor cleaner	276.64	8018	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
7816		4916 APPLAUSE LEARNING RESOURCES	263.40						
1		150716A 07/31/10 Viaje por España game	22.95	8137	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		150716A La casita de chocolate Bk	7.95	8137	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
3		150716A El libro de la selva Bk/C	7.95	8137	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
4		150716A El viento y el sol Bk/CD	7.95	8137	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
5		150716A Holiday Puzzlers	6.95	8137	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							

Claim Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj	
6	150716A From Castles to Cowboys C	16.95	8137	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7	150716A Span Phrase Finder	39.95	8137	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
8	150716A History of Spain	39.95	8137	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
9	150716A Teaching Literature	16.95	8137	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
10	150716A T.G. Las aventuras	11.95	8137	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
11	150716A Fiesta of San Fermín DVD	59.95	8137	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
12	150716A S & H	23.95	8137	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7692	4132 ASCD (SUBSCRIPTIONS)	89.00					
1	07/31/10 M GENDER MEMBERSHIP	44.50*		101	100-2300	810	
2	M GENDER MEMBERSHIP	44.50*		201	100-2300	810	
7378	6594 BAY MATERIALS, LLC	9,075.00					
1	10-247 07/31/10 bus park lot site work	4,450.00	8176	110	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
2	10-247 bus park lot site work	4,450.00	8176	210	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
3	10-247 25 ton sand	87.50	8176	110	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
4	10-247 25 ton sand	87.50	8176	210	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
7698	59 BEN TAYLOR INC	522.83					
1	367247 07/31/10 district/hs car fuel 50%	116.17	8186	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-624-						
2	367247 07/31/10 district/hs car fuel 50%	116.17	8186	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2650-624-						
3	367247 07/31/10 bus barn	26.28	8186	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-624-						
4	367247 07/31/10 bus barn	26.28	8186	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-624-						
5	367247 07/31/10 drivers ed	237.93	8186	218	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-624-						
7763	6215 BENCHMARK EDUCATION	1,566.40					
1	212694 07/31/10 High-Frequency Readers	142.00	8113	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	212694 07/31/10 E.E. Emergent Readers	125.00	8113	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	212694 07/31/10 E.E. Early Readers	140.00	8113	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	212694 07/31/10 E.E. Early/Fluent Readers	76.00	8113	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj		
5		212694 07/31/10 Emergent Science Readers	159.00	8113	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
6		212694 07/31/10 Emerg Soc Stud Readers	185.00	8113	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
7		212694 07/31/10 Emerg Math Readers	149.00	8113	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
8		212694 07/31/10 Early Science Readers	191.00	8113	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
9		212694 07/31/10 Early Soc Stud Readers	120.00	8113	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
10		212694 07/31/10 Early Math Readers	137.00	8113	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
11		212694 07/31/10 S & H	142.40	8113	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
G10129		6119 BRANDY KIEFER	163.89						
1		07/31/10 native amer games/snacks mater	163.89		182	108-2212	600 580		
G10133		4996 BRIANNA WHITE	86.00						
1		07/31/10 great falls mileage	86.00		182	108-2212	596 580		
7264		6010 BYTE SPEED LLC	849.00						
1		47637 07/31/10 ByteSpeed Value D41TY MT	849.00*	8003	228	100-1000	660		
7297		6010 BYTE SPEED LLC	3,258.00						
1		47772 07/31/10 ByteSpeed 17" Laptop	3,258.00*	8003	128	100-1000	660		
7748		543 CALLOWAY HOUSE	786.70						
1		2011666 07/31/10 Cart Frame	99.99	8110	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		2011666 07/31/10 Writing Center	169.99	8110	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
3		2011666 07/31/10 Microfiber Pocket Eraser	9.99	8110	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
4		2011666 07/31/10 Whiteboard Spinners	19.99	8110	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
5		2011666 07/31/10 Pocket Chart	18.99	8110	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
6		2011666 07/31/10 Chart Stand	54.99	8110	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
7		2011666 07/31/10 Rainbow Sentence Strips	9.98	8110	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
8		2011666 07/31/10 White Sentence Strips	9.98	8110	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
9		2011666 07/31/10 Flip Chart Markers	17.98	8110	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
10		2011666 07/31/10 Mavalus Tape	11.97	8110	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
11		2011666 07/31/10 Easel	32.99	8110	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
12	2011666 07/31/10 Ceiling Display Kit	14.99	8110	101	999	---
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
13	2011666 07/31/10 Ceiling Loops	10.99	8110	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
14	2011666 07/31/10 Installation Pole	14.99	8110	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
15	2011666 07/31/10 Compartment Cart	129.99	8110	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
16	2011666 07/31/10 Color-Code Dots	9.99	8110	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
17	2011666 07/31/10 3-Hole Punch	34.99	8110	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
18	2011666 07/31/10 Refill Cartridges	27.96	8110	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
19	2011666 07/31/10 Art Caddies	15.99	8110	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
20	2011666 07/31/10 Web Organizer	33.99	8110	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
21	2011666 07/31/10 Rainbow Pocket Chart	22.99	8110	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
22	2011666 07/31/10 Sentence Strip File	12.99	8110	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
7830	543 CALLOWAY HOUSE	108.89				
1	2012995 07/31/10 sentence strip organizer	29.99	8135	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
2	2012995 post it word strips	4.99	8135	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
3	2012995 cd boxes	14.99	8135	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
4	2012995 bag stand	17.99	8135	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
5	2012995 border keeper	7.99	8135	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
6	2012995 magazine holders	16.99	8135	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
7	2012995 shipping and handling	15.95	8135	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-					
7708	5023 CAMROSE COLONY INC	3,654.42				
1	07/31/10 July 10 Food Program	3,654.42*		212	910-3100	570
7750	5965 CARMELITA FLYNN	322.00				
1	07/31/10 meals/mileage/train/hl& g	143.50	8190	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-582-					
2	meals/mileage/training	143.50	8190	201	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-582-					
3	reimb for ofc supp	17.50	8190	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-582-					



Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
4		reimb for ofc supp	17.50	8190	201	999			---
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-582-							
G10115		1742 CASCADE SCHOOLS	257.00						
1		07/31/10 Mileage-Cascade to R. Boy/EG	257.00*		115	329-2213	582	461	
7702		4585 CDW GOVERNMENT, INC.	3,025.00						
1		TKM0833 07/31/10 OES, ZDM, GPWise, FTE SLA	618.75	8168	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-680-							
2		TKM0833 OES, ZDM, GPWise, FTE SLA	618.75	8168	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-680-							
3		TKM0833 ZCM Ent FTE SLA	893.75	8168	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-680-							
4		TKM0833 ZCM Ent FTE SLA	893.75	8168	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-680-							
7889		4585 CDW GOVERNMENT, INC.	1,740.00						
1		THX9310 07/31/10 Netgear 48pt gig smart st	1,740.00	8169	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-							
G10101		6609 CHRISTINE KULPAS	296.00						
1		07/31/10 IEFA Prog Grant field trip	250.00*		115	329-2213	320	461	
2		07/31/10 PER DIEM	46.00*		115	329-2213	582	461	
7860		5963 CIT TECHNOLOGY FINANCING SERVICES,	2,172.57						
1		17337610 07/31/10 COPIER LEASE	1,071.34*		101	100-1000	452		
2		17337610 COPIER LEASE	714.23*		201	100-1000	452		
3		17337610 COPIER LEASE	387.00		182	108-2212	550	580	
7729		95 CITY OF SHELBY	20.00						
1		0610-006 07/31/10 4 hours pump rental	20.00*		101	720-3500	610		
7693		3 CITY OF SHELBY WATER DEPT	1,886.96						
		60% el...40% hs switch between 110 & 210 every month							
1		07/31/10 water/sewer/garbage	142.11						
				8183	110	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2700-421-							
2		water/sewer/garbage	1,744.85	8183	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-421-							
7712		4491 CLASSROOM DIRECT	5.99						
1		333646 07/31/10 Tissue Squares 1 in.	5.99	8134	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
7752		4491 CLASSROOM DIRECT	237.25					
1		315486 07/31/10 School/Home Envelopes	54.99	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		315486 Designer Letters Poppin	6.99	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
3		315486 Storage Box	6.99	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
4		315486 Sturdy Folder	5.97	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
5		315486 Seat & Cubby Signs	8.99	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
6		315486 Nametags/Labels	12.99	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
7		315486 Small Minute Timer	3.99	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
8		315486 Apple Timer	4.99	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
9		315486 Cool Aerobics for Kids	14.99	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
10		315486 Heavy White Tagboard	6.49	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
11		315486 Post-It Story Pad	7.98	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
12		315486 Tissue Paper Warm	9.96	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
13		315486 Tissue Flower Kits	19.95	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
14		315486 Assorted Clay 5 lb.	5.99	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
15		315486 Clay Neutral	11.98	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
16		315486 Tub O Foamies Hearts	7.99	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
17		315486 Glue Sticks	7.96	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
18		315486 Glittering Confetti	3.99	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
19		315486 Dark Green Stems	4.95	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
20		315486 Pink Cotton Balls	2.29	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
21		315486 Blue Cotton Balls	2.29	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
22		315486 Maribu Fluffs Feathers	2.58	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
23		315486 Stencils	15.60	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
24		315486 Birthday Bookmarks	2.49	8134	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						

Claim Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
25	315486 Apple Sticker Container	3.87	8134	101	999		---
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7793	4491 CLASSROOM DIRECT	78.07					
1	292213 07/31/10 Pencil sharpener	24.99					
			8064	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	292213 07/31/10 Pencil Sharpener	18.20	8064	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	292213 07/31/10 Protractor 6"	3.98	8064	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	292213 07/31/10 Glue, elmers gallon	11.79	8064	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	292213 07/31/10 Craft Sticks	19.11	8064	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7797	4491 CLASSROOM DIRECT	30.94					
1	Pencil sharpener	22.99	8072	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	shipping	7.95	8072	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7801	4491 CLASSROOM DIRECT	283.55					
1	292216 07/31/10 Wooden Frames	119.98	8093	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	292216 07/31/10 Manilla Drawing Paper	13.98	8093	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	292216 07/31/10 Poly Binders	49.80	8093	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	292216 07/31/10 Marker Boards	35.98	8093	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	292216 07/31/10 Magnetic Money	34.99	8093	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	292216 07/31/10 Liquid Measurement	28.82	8093	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7802	4491 CLASSROOM DIRECT	43.74					
1	292229 07/31/10 EXPO MARKERS	15.83					
			8054	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	292229 07/31/10 #2 PENCILS	13.98	8054	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	292229 07/31/10 PENCIL ERASERS	5.98	8054	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	292229 07/31/10 SHIPPING	7.95	8054	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
7696		6616 CODAKABA, LLP	1,943.50						
1		135 07/31/10 parking lot work	1,392.00	8187	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
2		137 parking lot work	551.50	8187	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-							
7683		5602 COOKING LIGHT	24.00						
1		07/31/10 j smedsrud sub renewal	24.00*		201	100-1000	650		
7875		6605 CRYSTAL BROOK	317.74						
1		9516 07/31/10 1/4" Combs - White	6.98	8144	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		9516 1/4" Combs - Black	6.98	8144	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
3		9516 3/8" Combs - Blue	9.54	8144	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
4		9516 3/4" Combs - White	23.40	8144	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
5		9516 5/8" Combs - Black	20.50	8144	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
6		9516 5/8" Combs - Blue	20.50	8144	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
7		9516 1.5 Mil. 1" Core Laminate	229.84	8144	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
G10128		5278 CRYSTAL INN GREAT FALLS	1,456.20						
1		07/31/10 science inquiry,demonst, rooms	1,456.20		182	108-2212	592	580	
7701		15 CULLIGAN SOFT WATER SERVICE	71.00						
2		07/31/10 hs water rental	71.00*		201	100-2600	450		
G10098		6604 CYNTHIA KIPP	250.00						
1		07/31/10 IEFA Prog Grant field trip	250.00*		115	329-2213	320	461	
G10099		6279 DARNELL RIDESATTHEDOOR	250.00						
1		07/31/10 IEFA Prog Grant field trip	250.00*		115	329-2213	320	461	
G10124		6444 DEAN V. JARDEE	1,500.00						
1		07/31/10 presenter assessment 2010	1,500.00		182	108-2212	320	580	
G10113		5792 DEBORAH LEE LAMERE	400.00						
1		07/31/10 IEFA PROG GRANT FIELD TRIP	400.00*		115	329-2213	320	461	

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
7699		159 DEMCO INC	213.23						
1		3931176 07/31/10 Periodical renewals (se 1	213.23	8117	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2225-650-							
7822		159 DEMCO INC	187.74						
1		3932801 07/31/10 9" book laminate	38.45	8120	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2225-650-							
2		3932801 11" Laminate	47.45	8120	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2225-650-							
3		3932801 low back pocket	47.18	8120	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: 71-100-2225-640-							
4		3932801 poster set	24.99	8120	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2225-650-							
5		3932801 shipping	15.00	8120	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2225-650-							
6		07/31/10 shipping	14.67*		101	100-1000		610	
G10104		4408 DENNIS GERKE	296.00						
1		07/31/10 IEFA Prog Grant field trip	250.00*		115	329-2213		320 461	
2		07/31/10 PER DIEM	46.00*		115	329-2213		582 461	
7788		6483 DIAGNOSTIC PEST SOLUTIONS	460.00						
1		14266 07/31/10 gopher control	230.00	8191	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2600-350-							
2		14266 07/31/10 gopher control	230.00	8191	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2600-350-							
G10143		2851 DIANA KNUDSON	675.00						
1		07/31/10 mileage out of district	545.00*		182	107-2212		596 580	
2		07/31/10 mileage in district	80.00*		182	108-2212		582 570	
3		07/31/10 phone allowance	50.00		182	107-2212		531 570	
G10142		4724 DOROTHEA M. SUSAG	926.00						
1		07/31/10 books 3 copies/copies own prin	73.00		182	108-2212		600 580	
2		07/31/10 stipend	750.00		182	108-2212		320 580	
3		07/31/10 mileage	55.00		182	108-2212		596 580	
4		07/31/10 meals	48.00		182	108-2212		592 580	
7834		4908 E A I EDUCATION.COM	142.55						
1		458342 07/31/10 Shipping	7.00	8065	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		458342 07/31/10 Rulers, shatterproof	9.40	8065	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
3		458757 07/31/10 Shut the Box game	12.95	8118	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
4		458757 07/31/10 Scramble Squares Penguins	8.50	8118	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
5		458757 07/31/10 Scramble Squares Pirates	8.50	8118	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
6		458757 07/31/10 Scramble Squares Frogs	8.50	8118	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
7		458757 07/31/10 Shape by Shape	13.95	8118	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
8		458757 07/31/10 Square by Square	13.95	8118	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
9		458757 07/31/10 shipping	7.00	8118	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
10		458421 07/31/10 Set	19.90	8111	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
11		458421 07/31/10 shut the box	25.90	8111	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
12		458421 07/31/10 shipping and handling	7.00	8111	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
7852		4908 E A I EDUCATION.COM	96.79					
1		456143 07/31/10 shut the box	25.90	8041	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		456143 double sided	25.90	8041	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
3		456143 four way	37.00	8041	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
4		456143 shipping	7.99	8041	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
7826		2638 ECKROTH MUSIC CO-Bozeman	225.00					
1		907336 07/31/10 trombone case	225.00*		201	710-3400	610	
7401		1824 ECOLAB PEST ELIMINATION	105.00					
1		4907848 07/31/10 pest elimination	105.00	8177	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2600-350-						
7759		6307 EDUCATIONAL PRODUCTS, INC.	330.00					
1		341738 07/31/10 whiteboard	330.00*		101	100-1000	610	
7308		4536 EMC INSURANCE COMPANIES	35.00					
1		6930917 07/31/10 installment fee	5.00*		101	100-2600	520	
2		6930917 07/31/10 add quality school grant	30.00*		101	100-2600	520	
7805		3653 EMC/PARADIGM	53.80					
1		10235448 07/31/10 Pancho Villa Reader	7.95	8139	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		10235448 Cristóbal Colón Reader/CD	14.95	8139	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
3		10235448 Blancanieves Reader	5.95	8139	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
4		10235448 Map-Mapamundi	14.95	8139	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
5		10235448 S & H	10.00	8139	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
G10138		4604 ERIK GUSTAFSON	1,156.00						
1		07/31/10 mileage	130.00		182	108-2212	596	580	
2		07/31/10 meals	26.00		182	108-2212	592	580	
3		07/31/10 3d animation stipen	1,000.00		182	108-2212	320	580	
7707		5372 EVERBIND/MACRO BOOK CO	1,406.16						
2		154591 Night	112.20	8083	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
3		154591 Brave New World	97.70	8083	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
4		154591 Fellowship of the Ring	97.00	8083	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
5		154591 Things Fall Apart	119.20	8083	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
6		154591 The Scarlet Letter	139.91	8083	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
7		154591 October Sky	145.50	8083	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
8		154591 Raisin in the Sun	91.40	8083	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
9		154591 The Great Gatsby	140.50	8083	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
10		154591 My Antonia	98.20	8083	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
11		154591 Midsummer Nights Dream	81.00	8083	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
12		154591 07/31/10 midsummer nights dream	2.00*		201	100-1000		610	
13		154591 07/31/10 shipping	127.05*		201	100-1000		610	
14		154591 Fools Crow	154.50	8083	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
7841		1535 FLINN SCIENTIFIC INC	343.93						
1		1393646 07/31/10 PTENTANE	16.02	8080	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		1393646 ACETONE	27.61	8080	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
3		1393646 CHROMIUM CHLORIDE	9.45	8080	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
4		1393646 KHC8H4O4	12.70	8080	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
5		1393646 NAHSO4	13.45	8080	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
6		1393646 THEILE TUBE	59.70	8080	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
7		1393646 SILICON OIL	17.25	8080	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
8		1393646 RATE DIFFUSION	39.50	8080	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
9	1393646 BROMO BLUE	5.95	8080	201	999	---	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
10	1393646 PH CLAIBRATION	12.15	8080	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
11	1393646 PH METER	37.95	8080	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
12	1393646 TEST TUBES	29.00	8080	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
13	1393646 SHIPPING 12%	33.69	8080	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
14	1393646 07/31/10 shipping	29.51*		201	100-1000	610	
7285	74 FOOD SERVICES OF AMERICA	558.91					
1	3690742 07/31/10 summer food program	212.25*		212	910-3100	630	
2	3695896 07/31/10 summer food program	138.84*		212	910-3100	630	
3	3701285 07/31/10 summer food program	136.75*		212	910-3100	630	
4	3712157 07/31/10 summer food program	71.07*		212	910-3100	630	
7703	4249 FREY SCIENTIFIC	214.42					
1	653890 07/31/10 frogs	191.45	8036	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	653890 shipping	22.97	8036	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7714	4249 FREY SCIENTIFIC	3.02					
1	650500 07/31/10 ruler	2.70	8079	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	650500 s/h	0.32	8079	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7715	4249 FREY SCIENTIFIC	938.85					
1	652275 07/31/10 Kindom Protista Video	119.95	8079	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	652275 Microlife culture mix	19.90	8079	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	652275 timers	129.90	8079	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	652275 Centrifugal App	46.95	8079	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	652275 torque feeler app	42.45	8079	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	652275 Spring Scales	10.80	8079	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7	652275 Spring scales	10.80	8079	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
8	652275 Spring Scales	10.80	8079	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
9	652275 centogram scales	423.90	8079	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						



Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
10		652275 hand lens	22.80	8079	201	999			---
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
11		s/h	100.59	8079	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
12		s/h	0.01*		201	100-1000	610		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
7719		4249 FREY SCIENTIFIC	223.88						
1		652279 07/31/10 CD MOLAR VOLUME	99.95	8082	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		652279 CD ENTHALPY CHANGES	99.95	8082	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
3		652279 S/H 12%	23.98	8082	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
7871		4249 FREY SCIENTIFIC	59.30						
1		647843 07/31/10 worms	52.95	8036	101	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		647843 07/31/10 shipping	6.35*		101	100-1000	610		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
G10112		6614 GEORGIANA ROOSTING STICK	125.00						
1		07/31/10 IEFA PROG GRANT FIELD TRIP	125.00*		115	329-2213	320	461	
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
7770		774 GEYER INSTRUCT AIDS CO INC	1,426.08						
1		73406 07/31/10 TI-84 Calculators	1,089.50	8067	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		73406 Bulls Eye Compasses	92.50	8067	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
3		73406 Coordinate Plane Stamps	31.80	8067	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
4		73406 Red Ink Pads	20.80	8067	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
5		73406 Basic Solar Calculators	125.00	8067	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
6		73406 Dry Erase Straight Edge	25.96	8067	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
7		73406 shipping	27.95	8067	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
8		07/31/10 shipping	12.57*		201	100-1000	610		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
7313		167 GOPHER SPORTS	1,775.96						
1		07/31/10 TEAM LAUNCH VOLLEYBALL SE	119.00	8086	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		8140575 objective -retriival team	139.00	8086	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
3		8140575 fitness station set	115.00	8086	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
4		Dance mat set	989.00	8086	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
5		8140575 GeoMotion Dance CD/DVD	169.00	8086	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							

Claim Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
6	07/31/10 shipping	244.96*		201	100-1000	610		
7355	167 GOPHER SPORTS	23.14						
1	8141410 07/31/10 Rainbow Lemon Twist	19.95	8164	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2	8141410 07/31/10 shipping	3.19*		101	100-1000	610		
7886	167 GOPHER SPORTS	172.84						
1	8142962 07/31/10 Jump Rope and Hoop Rack	149.00	8164	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2	8142962 07/31/10 shipping	23.84*		101	100-1000	610		
7318	6606 GREENFIELDS IRRIGATION DISTRICT	481.73						
1	12195 07/31/10 pipe-couplers-snap tee	481.73	8172	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
G10102	4624 GREG JENSEN	296.00						
1	07/31/10 IEFA Prog Grant field trip	250.00*		115	329-2213	320	461	
2	07/31/10 PER DIEM	46.00*		115	329-2213	582	461	
G10145	5633 HAMPTON INN	907.66						
1	07/31/10 lodging/google earth playing#s	557.66						
				182	108-2212	592	580	
2	07/31/10 projector	350.00		182	108-2212	600	580	
7828	3417 HERFF JONES	97.60						
1	294153 07/31/10 form a globe	86.00	8037	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2	294153 shipping	8.60	8037	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
3	294153 07/31/10 shipping	3.00*		101	100-1000	610		
7817	1356 HI-LINE REDI MIX	50.04						
1	SH18910 07/31/10 bedding sand	50.04*		201	100-2600	610		
7818	1356 HI-LINE REDI MIX	33.15						
1	SH18894 07/31/10 bedding sand	33.15*		201	100-2600	610		
G10144	6529 HILTON GARDEN INN-GT FALLS	1,259.35						
1	07/31/10 tech toys/ love and logic	1,259.35		182	108-2212	592	580	
7749	6191 JACK R STOKES	22.00						
1	07/31/10 meals for vb in havre	22.00*		201	31 720-3500	582		

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
G10109		6612 JANE SUBERG	296.00					
1		07/31/10 IEFA PROG GRANT FIELD TRIP	250.00*		115	329-2213	320	461
2		07/31/10 PER DIEM	46.00*		115	329-2213	582	461
G10118		6612 JANE SUBERG	263.50					
1		07/31/10 Mileage HW to R. Boy/EG	263.50*		115	329-2213	582	461
G10137		6032 JANELLE LUTKE	37.72					
1		07/31/10 snacks and supplies	37.72		182	108-2212	600	580
G10103		4158 JENNIFER SCHLEPP	296.00					
1		07/31/10 IEFA Prog Grant field trip	250.00*		115	329-2213	320	461
2		07/31/10 PER DIEM	46.00*		115	329-2213	582	461
G10114		4158 JENNIFER SCHLEPP	220.00					
1		07/31/10 Mileage-Conrad to R. Boy to EG	220.00*		115	329-2213	582	461
G10155		3911 JEREDENE MAYFIELD	95.25					
1		07/31/10 malta si's break items	95.25		182	108-2212	600	580
7685		6595 JILL CONANT	49.18					
1		07/31/10 reimb for summer food	49.18*		212	910-3100	630	
7432		6000 JOHN HOUGH	147.00					
1		07/31/10 mileage Helena servers	147.00	8178	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-582-						
G10105		6610 JOHN WRIGHT	296.00					
1		07/31/10 IEFA PROG GRANT FIELD TRIP	250.00*		115	329-2213	320	461
2		07/31/10 PER DIEM	46.00*		115	329-2213	582	461
7831		5673 JONES SCHOOL SUPPLY COMPANY	33.24					
1		773888 07/31/10 Judges ribbons	6.40	8104	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		Rosette best of show	2.49	8104	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3		Science Fair Certificate	20.00	8104	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4		shipping	4.35	8104	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
G10131		5263 JULIE HENRY	1,675.64					
1		07/31/10 step workshop	1,500.00		182	108-2212	320	580
2		07/31/10 mileage	90.00		182	108-2212	596	580
3		07/31/10 meals	48.00		182	108-2212	592	580
4		07/31/10 snacks and supplies	37.64		182	108-2212	600	580

Claim Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
G10141	5263 JULIE HENRY	524.00						
1	07/31/10 stipend	300.00		182	108-2212	320	580	
2	07/31/10 mileage malta to GF	206.00		182	108-2212	596	580	
3	07/31/10 meals	18.00		182	108-2212	592	580	
7803	2227 JW PEPPER & SON INC/PEPPER MUSIC	702.89						
1	262162 07/31/10 One Minute Theory	636.00	8096	101	999			
2	PO Accounting (Org/Prog/Func/Obj/Proj: -710-3400-610-262162 07/31/10 One Minute Theory TE	39.90	8096	101	999			
3	PO Accounting (Org/Prog/Func/Obj/Proj: -710-3400-610-262162 07/31/10 Shipping and Handling	26.99	8096	101	999			
7309	6210 KAYLEE BENJAMIN	90.00						
1	06/30/10 rehearsals	80.00*		101	710-3400	610		
2	performance	10.00*		101	710-3400	610		
7324	3561 KELLERS HI-LINE CARPET	588.00						
1	42809-20 07/31/10 Carpet Remnants	400.00	8155	101	999			
2	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-42809-19 commerc carpet	75.00	8173	101	999			
3	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-42809-19 installation	65.00	8173	101	999			
4	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-42809-19 cove base	28.00	8173	101	999			
5	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-42809-19 cove base installation	20.00	8173	101	999			
7848	3436 KENCO SECURITY & TECHNOLOGY	106.00						
1	830072 07/31/10 10-11 Labor & Monitoring	53.00*		101	100-2600	340		
2	830072 10-11 Labor & Monitoring	53.00*		201	100-2600	340		
G10100	6608 KENDALL J. GRIGGS	296.00						
1	07/31/10 IEFA Prog Grant field trip	250.00*		115	329-2213	320	461	
2	07/31/10 PER DIEM	46.00*		115	329-2213	582	461	
7745	5753 KRONEBUSCH ELECTRIC INC	882.50						
1	020222 07/31/10 aluminum urd	110.00	8189	101	999			
2	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-020222 07/31/10 urd quad	110.00	8189	101	999			
3	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-020222 07/31/10 #4 use wire	38.50	8189	101	999			
4	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-020222 07/31/10 large splice kit	624.00	8189	101	999			

Claim Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj	
7761	1923 LAKESHORE LEARNING MATERIALS	198.99					
1	860710 07/31/10 monkey mayhem game	24.95	8133	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	860710 vowel teaching tubs	69.95	8133	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	860710 phonics stamps set	29.95	8133	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	860710 giant stamp pad, red	4.29	8133	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	860710 math journals	27.95	8133	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	860710 math journals	27.95	8133	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7	860710 07/31/10 shipping	13.95*		101	100-1000	610	
7812	1923 LAKESHORE LEARNING MATERIALS	283.36					
1	730710 07/31/10 Llamas a la puerta	40.50	8141	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	Tacky the Penguin Kit	19.95	8141	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	Lapboard	9.95	8141	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	Stamps	19.95	8141	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	Glitter Painters	16.95	8141	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	Paint	24.50	8141	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7	Nylon Brushes	13.90	8141	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
8	Paper Center	32.95	8141	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
9	Paper Roll	14.95	8141	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
10	Model Magic-White	29.90	8141	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
11	Jumbo Glue Sticks	9.95	8141	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
12	Glue Tubes	12.95	8141	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
13	S & H	36.96	8141	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
7811		3379 LEARNING RESOURCES INC	19.94						
1		1451392 07/31/10 shipping	6.95	8053	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		1451392 magnetic mini pockets	12.99	8131	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
7813		3379 LEARNING RESOURCES INC	20.45						
1		1451391 07/31/10 PENNIES	4.50	8053	101	999			
		0.							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		1451391 NICKELS	4.50	8053	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
3		1451391 QUARTERS	4.50	8053	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
4		1451391 07/31/10 shipping	6.95*		101	100-1000	610		
7711		2241 LIBRARY VIDEO CO	272.37						
1		162305 07/31/10 Blood in Research	19.95	8074	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		162305 The Brain	24.95	8074	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
3		162305 Charles Darwin	24.95	8074	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
4		162305 Galapogos	19.95	8074	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
5		162305 Inside the Teenage Brain	29.95	8074	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
6		162305 Journey of Man (DNA	24.95	8074	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
7		162305 Element, compd, mixture	39.50	8074	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
8		162305 Property of Elements	39.95	8074	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
9		162305 Properties of Gases	29.95	8074	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
10		162305 shipping	18.27*		201	100-1000	610		
G10107		5327 LINDA COTTON	296.00						
1		07/31/10 IEFA PROG GRANT FIELD TRIP	250.00*		115	329-2213	320	461	
2		07/31/10 PER DIEM	46.00*		115	329-2213	582	461	
G10156		4766 MALTANA	299.60						
1		07/31/10 tech toys/smart boards lodging	299.60		182	108-2212	592	580	

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
7694		2 MARIAS RIVER ELECTRIC COOP	3,123.46						
1		07/31/10 electric	242.76	8184	110	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2700-412-							
2		electric	2,880.70	8184	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-412-							
7756		1865 MCGRAW-HILL COMPANIES	549.51						
1		284001 07/31/10 Student Activity book pac	495.00	8069	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-							
2		284001 shipping	54.51	8069	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-							
7691		5930 MEADOW GOLD DAIRY	30.10						
1		11003036 07/31/10 dairy summer food program	10.80*		212	910-3100	630		
2		11003046 07/31/10 dairy summer food program	43.20*		212	910-3100	630		
3		11003063 07/31/10 dairy summer food program	32.40*		212	910-3100	630		
4		11003144 07/31/10 dairy summer food program	10.80*		212	910-3100	630		
5		11002830 07/31/10 credit	-67.10*		212	910-3100	630		
G10121		3932 MEDICINE RIVER TRADING CO	168.54						
1		07/31/10 IEGA PROG GRANT-supplies	79.00*		115	329-2213	600	461	
2		07/31/10 break items	89.54*		115	329-2213	582	461	
7301		6366 MICHAEL GORDER	192.46						
1		07/31/10 reimb transp wkshp lodg	115.48*		110	100-2700	582		
2		reimb transp wkshp lodg	76.98*		210	100-2700	582		
7341		4528 MINDWARE	57.84						
1		500360 07/31/10 set game	12.95	8043	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		500360 math dice game	35.90	8043	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
3		500360 shipping	8.99	8043	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
7751		4528 MINDWARE	36.84						
1		inv1501501 07/31/10 celtic mosaics	6.95	8108	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		inv1501501 07/31/10 ecolights book	7.95	8108	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
3		inv1501501 07/31/10 comprehension detective	12.95	8108	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
4		inv1501501 07/31/10 shipping and handling	8.99	8108	101	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							

Claim Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
7837	5833 MONTANA COOPERATIVE SERVICES	578.00						
1	07/31/10 MCS Dues for 10-11	289.00*		101	100-2300	810		
2	MCS Dues for 10-11	289.00*		201	100-2300	810		
7888	181 MONTANA HIGH SCHOOL ASSOC	4,275.00						
1	07/31/10 10-11 catastrophic	275.00*		201	720-3500	520		
2	10-11 dues	1,000.00*		201	710-3400	810		
3	10-11 dues	3,000.00*		201	720-3500	810		
7765	4169 MONTANA SCHOOL EQUIPMENT CO.	105.00						
1	15682 07/31/10 SEE-N26	85.00	8097	101	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-660-								
2	15682 shipping	20.00	8097	101	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-660-								
7857	4169 MONTANA SCHOOL EQUIPMENT CO.	4,608.00						
2	15699 07/31/10 lunch tables	4,608.00	8194	101	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-								
7769	6228 MPS	656.05						
1	513194 07/31/10 Bedford Intro to Lit	620.00	8084	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-								
2	513194 07/31/10 shipping	36.05*		201	100-1000	610		
7806	5961 NAEIR	792.40						
1	H371308 07/31/10 m genger el supplies	792.40*		101	100-1000	610		
G10106	6611 NANCY MCGONIGAL	296.00						
1	07/31/10 IEFA PROG GRANT FIELD TRIP	250.00*		115	329-2213	320	461	
2	07/31/10 PER DIEM	46.00*		115	329-2213	582	461	
G10139	5266 NOEL OSTERMAN	1,609.00						
1	07/31/10 mileage Belt to Fort Benton	85.00		182	108-2212	596	580	
2	07/31/10 meals	24.00		182	108-2212	592	580	
3	07/31/10 stipend	1,500.00		182	108-2212	320	580	
G10140	5266 NOEL OSTERMAN	836.00						
1	07/31/10 stipend	750.00		182	108-2212	320	580	
2	07/31/10 mileage	50.00		182	108-2212	596	580	
3	07/31/10 meals	36.00		182	108-2212	592	580	
G10120	5361 NORTHERN ROCKIES EDUCATIONAL	578.00						
1	07/31/10 IEFA PROG GRANT-Time	450.00*		115	329-2213	320	461	
2	07/31/10 mileage,meals & incidentals	128.00*		115	329-2213	582	461	



Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
G10125		5361 NORTHERN ROCKIES EDUCATIONAL	647.00					
1		07/31/10 gtcc tech support	585.00		182	108-2212	340	580
2		07/31/10 jere mileage	62.00		182	108-2212	600	580
G10126		5361 NORTHERN ROCKIES EDUCATIONAL	1,608.00					
1		07/31/10 intermediate smart boards	1,500.00		182	108-2212	320	580
2		07/31/10 jere meals	46.00		182	108-2212	592	580
3		07/31/10 mileage	62.00		182	108-2212	596	580
G10127		5361 NORTHERN ROCKIES EDUCATIONAL	3,314.00					
1		07/31/10 malta tech toys 2nd offering	1,500.00		182	108-2212	320	580
2		07/31/10 malta smart boards cps & crt's	1,500.00		182	108-2212	320	580
3		07/31/10 jere meals	92.00		182	108-2212	592	580
4		07/31/10 mileage valer/malta	222.00		182	108-2212	596	580
7704		4583 NORTHWESTERN SCHOLASTIC INSURERS	4,845.00					
1		07/31/10 student accid coverage	3,928.00	8188	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-520-						
2		catastrophic insured	612.00	8188	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-520-						
3		catastrophic insured	305.00	8188	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-520-						
7838		6114 OFFICE CENTER (THE)	54.00					
9		150032 07/31/10 ofc staples	27.00*		101	100-2300	610	
10		150032 ofc staples	27.00*		201	100-2300	610	
7849		6114 OFFICE CENTER (THE)	208.71					
5		149881 07/31/10 COPIER MAINT/TONER	104.36*		201	100-2300	440	
6		149881 COPIER MAINT/TONER	104.35*		101	100-2300	440	
7865		2647 ORIENTAL TRADING CO	42.95					
1		3356-01 07/31/10 pencils	13.99	8076	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		3356-01 blowout nosie makers	7.99	8076	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3		3356-01 balls	5.99	8076	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4		3356-01 bracelets	5.99	8076	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5		3356-01 s&h	4.00	8076	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6		3356-01 07/31/10 shipping	4.99*		101	100-1000	610	

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7866		2647 ORIENTAL TRADING CO	25.95					
1		1531-02 07/31/10 c leary supp	25.95*		101	100-1000	610	
G10111		6613 PAULINE STANDING ROCK	125.00					
1		07/31/10 IEFA PROG GRANT FIELD TRIP	125.00*		115	329-2213	320	461
G10132		6421 PEGGY PERRY	1,568.70					
1		07/31/10 love and logic gtcc wkshp in G	1,500.00		182	108-2212	320	580
2		07/31/10 mileage	30.00		182	108-2212	596	580
3		07/31/10 snacks and postage for wkshp	38.70		182	108-2212	600	580
7314		39 PITNEY BOWES INC	169.96					
1		378671 07/31/10 postage supplies	169.96	8171	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-610-						
7322		4355 PREMIER AGENDAS INC	2,371.35					
1		030164 07/31/10 HS Agendas	1,493.10	7961	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		030169 07/31/10 MS Agendas	878.25	7961	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7859		4355 PREMIER AGENDAS INC	208.50					
1		38078 07/31/10 planners and refills	208.50*		201	100-1000	610	
7815		758 QUILL CORPORATION	372.56					
1		6821747 07/31/10 Bic Grip, Fine .7MM Blk	17.46	8149	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		6821747 07/31/10 sharpie fine point-black	34.26	8149	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3		6821747 07/31/10 marks-a-lot-chisel-black	28.52	8149	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4		6821747 07/31/10 sharpie ultra fine black	34.26	8149	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5		6821747 07/31/10 sharpie fine point red	23.76	8149	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6		6821747 07/31/10 sharpie fine point blue	34.26	8149	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7		6821747 07/31/10 2" prong fastener	9.34	8149	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
8		6821747 07/31/10 Manila File Folder-letter	23.75	8149	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
9		6821747 07/31/10 Manila File Folder-Legal	7.81	8149	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
10		6821747 07/31/10 Pentel purple	39.34	8149	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
11		6821747 07/31/10 Sharpie fine point green	6.18	8149	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
12		6821747 07/31/10 P.Mate Ball Point	4.75	8149	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
13	6821747 07/31/10 marks-a-lot red	28.52	8149	101	999	---	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
14	6821747 07/31/10 black expo chisel pt.	67.98	8149	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
15	6821747 07/31/10 Avery laser bus. cards	12.37	8149	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7854	4088 REALLY GOOD STUFF	96.56					
1	3048120 07/31/10 poster	6.29	8042	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	3048120 writing lesson book set	41.97	8042	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	3048120 tape	13.99	8042	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	3048120 baskets	14.99	8042	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	3048120 pencils	8.97	8042	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	3048120 shipping	10.35	8042	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7879	4088 REALLY GOOD STUFF	121.56					
1	3070623 07/31/10 When You Come In Posters	8.99	8138	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	3070623 Mini Wands	6.98	8138	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	3070623 Smiley Notebook	6.98	8138	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	3070623 Sports Notebooks	6.98	8138	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	3070623 Glitter Grips	6.98	8138	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	3070623 Desktop Helpers	23.70	8138	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7	3070623 Birthday Crowns	19.96	8138	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
8	3070623 Bright Side Poster	2.49	8138	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
9	3070623 Be Friendly Poster	2.49	8138	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
10	3070623 Storage Tubs	15.99	8138	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
11	3070623 Shipping 12%	13.02	8138	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
12	3070623 07/31/10 shipping	7.00*		101	100-1000	610	

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
7880		4088 REALLY GOOD STUFF	70.62					
1		3070647 07/31/10 Paper baskets	12.99	8121	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		3070647 Desktop Helper	23.35	8121	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
3		3070647 Book bins	25.98	8121	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
4		3070647 shipping	8.30*		101	100-1000	610	
7881		4088 REALLY GOOD STUFF	135.32					
1		3070637 07/31/10 Science Process Skills	3.99	8100	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		3070637 Daily Conf. Assess. Board	20.99	8100	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
3		3070637 Math operations poster se	10.59	8100	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
4		3070637 Symetry poster set	9.99	8100	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
5		3070637 Geometry poster set	16.99	8100	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
6		3070637 EZ Grip mighty mini magne	10.79	8100	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
7		3070637 Pointing Hands Magnet	4.99	8100	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
8		3070637 basic properties of numb	5.50	8100	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
9		3070637 Measurement perimeter, ar	5.50	8100	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
10		3070637 Mean, Median, Mode, Range	5.50	8100	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
11		3070637 Teacher Message Stamp Sta	14.99	8100	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
12		3070637 Messages for improvement	14.99	8100	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
13		3070637 Shipping	10.51	8100	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
7882		4088 REALLY GOOD STUFF	83.62					
1		3069842 07/31/10 ROYAL CROWNS	15.98	8056	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		3069842 RAINBOW COLORS	5.50	8056	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
3		3069842 SEASONAL STICKERS	35.20	8056	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
4		3069842 FOURCOMPARTMENT CADDIES e	12.99	8056	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
5		3069842 SHIPPING	10.95	8056	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
6		3069842 SHIPPING	3.00*		101	100-1000	610	---
7883		4088 REALLY GOOD STUFF	153.78					
1		3070629 07/31/10 D'Nealian Name Plates	26.85	8091	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		3070629 Folders	29.98	8091	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3		3070629 Folders	29.98	8091	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4		3070629 Composition Books	53.64	8091	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5		3070629 shipping	13.33	8091	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7884		4088 REALLY GOOD STUFF	47.43					
1		3070632 07/31/10 build a cell poster	14.99	8106	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		3070632 biomes of the world	17.99	8106	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3		3070632 phases of the moon	5.50	8106	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4		3070632 shipping and handling	8.95	8106	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7885		4088 REALLY GOOD STUFF	171.43					
1		3069818 07/31/10 catching compliments char	8.99	8058	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		3069818 seasonal stickers	35.20	8058	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3		3069818 Think when you read poste	5.50	8058	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4		3069818 Salt poster	6.29	8058	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5		3069818 Build a cell poster &magn	14.99	8058	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6		3069818 You are awesome pencils	2.99	8058	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7		3069818 Star student pencil	2.99	8058	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
8		3069818 Math whiz penicl	2.99	8058	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
9		3069818 Happy birthday pencil	5.98	8058	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
10		3069818 Ceiling hangers	15.50	8058	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
11		3069818 baskets	14.99	8058	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
12		3069818 antijam stapler	18.99	8058	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
13	3069818 magnetic grid	11.96	8058	101	999	---	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
14	3069818 WE all fit together kit	11.99	8058	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
15	3069818 shipping cost	12.08	8058	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7829	4143 RECORDED BOOKS, LLC	1,157.36					
1	4915124 07/31/10 Ark Angel/homework pack	81.75	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
2	4915124 07/31/10 Animal Farm/homework pack	47.75	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
3	4915124 07/31/10 Crocodile Tears/homework	81.75	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
4	4915124 07/31/10 Fellowship of the Ring/ho	140.75	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
5	4915124 07/31/10 Frankenstein/homework pac	116.75	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
6	4915124 07/31/10 The Great Gatsby/homework	53.75	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
7	4915124 07/31/10 Julius Caesar/homework pa	56.75	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
8	4915124 07/31/10 Of Mice and Men/homework	45.75	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
9	4915124 07/31/10 The Old Man and The Sea/h	29.75	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
10	4915124 07/31/10 Rescue Josh McGuire/home	61.75	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
11	4915124 07/31/10 Scorpia/homework pack	81.75	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
12	4915124 07/31/10 Snakehead/homework pack	122.75	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
13	4915124 07/31/10 Wuthering Heights/homewor	79.75	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
14	4915124 07/31/10 The Tempest tales/homewor	56.75	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
15	4915124 07/31/10 shipping	62.10	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
16	4915124 07/31/10 Midsummer Night's Dream h	37.76	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
7832	4143 RECORDED BOOKS, LLC	88.29					
1	4938202 07/31/10 Midsummer Night's Dream h	7.99	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
2	4938202 Tales from Watership Down	78.75	8013	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-640-						
3	4938202 shipping	1.55*		201	100-1000	610	

Claim Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
7847 1	3055 RIDDELL/ALL AMERICAN tuff 07/31/10 12 hs footballs	304.85 304.85*		201	720-3500	610		
G10119 1	6285 ROBERT RIDESATTHEDOOR 07/31/10 FACILITIES RENTAL	200.00 200.00*		115	329-2213	600	461	
G10123 1	2875 RUTH CARLSTROM 07/31/10 staples,copies,laminating shee	82.28 82.28		182	108-2212	600	580	
7867 1	529 S & S ARTS AND CRAFTS 6680797 07/31/10 Wooden Star Frames	56.51 47.56	8092	101	999			
2	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- 6680797 shipping	4.76	8092	101	999			
3	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- 6680797 07/31/10 shipping	4.19*		101	100-1000	610		
7340 1	6513 S & S EDUCATION don't use...use S 6670569 07/31/10 JUMBO KITCHEN SET	53.94 44.99	8030	101	999			
2	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-610- 6670569 shipping	8.95	8030	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-610-							
G10122 1	6452 SARAH ZOOK 07/31/10 workshop presenter fee	1,500.00 1,500.00		182	108-2212	320	580	
7321 1	203 SAX ARTS & CRAFTS 204265 07/31/10 dream catchers	55.05 53.52	8038	101	999			
2	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- 204265 07/31/10 shipping	12.95	8038	101	999			
3	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- 204265 07/31/10 overage on encumb po	-11.42*		101	100-1000	610		
7317 1	6255 SAXON MATH 15626 07/31/10 Course Assessments	92.95 54.55	8031	101	999			
2	PO Accounting (Org/Prog/Func/Obj/Proj: 71-100-1000-610- 15626 Solutions Manual	28.40	8031	101	999			
3	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- 15626 Shipping/handling	8.30	8031	101	999			
4	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- 15626 07/31/10 shipping/handling	1.70*		101	71 100-1000	610		
7442 1	6255 SAXON MATH 064101 07/31/10 Geometry materials	9,713.40 4,431.00	8087	201	999			
2	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- 064101 07/31/10 Algebra 2 materials	4,563.00	8087	201	999			
3	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- 064101 07/31/10 S&H	719.40	8087	201	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							

Claim Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
7697	6255 SAXON MATH	1,368.14					
1	72352 07/31/10 student refill for 1st	1,266.80	8048	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	72352 07/31/10 shipping	101.34*		101	100-1000	610	
7821	6255 SAXON MATH	314.80					
1	97246 07/31/10 workbooks	274.00	8034	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	97246 07/31/10 shipping	40.80*		101	100-1000	610	
7840	6255 SAXON MATH	1,368.14					
1	54746 07/31/10 student refill for 2nd gr	1,266.80	8048	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	54746 shipping	101.34	8048	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7876	6255 SAXON MATH	1,990.88					
1	28155 07/31/10 student refill for Kind.	685.80	8048	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	28155 student refill for 3rd gr	1,157.60	8048	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	28155 shipping	147.48	8048	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7877	6255 SAXON MATH	409.38					
1	34476 07/31/10 Power-up book	308.25	8063	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	34476 Instructional Posters Cou	63.70	8063	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	34476 07/31/10 shipping	37.43*		101	100-1000	610	
7878	6255 SAXON MATH	243.97					
1	34477 07/31/10 intermediate 4 power up	212.35	8128	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	34477 07/31/10 shipping	31.62*		101	100-1000	610	
7835	1819 SCHOLASTIC MAGAZINES	356.79					
1	m4362841 07/31/10 Scholastic News 2	79.80	8151	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	m4362841 07/31/10 Scholastic News 2	79.80	8151	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	m4362841 07/31/10 Science world-teach. ed.	24.95	8151	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	m4362841 07/31/10 Storyworks	139.80	8151	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	m4362841 07/31/10 shipping	32.44	8151	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						



Claim Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
7330	6077 SCHOOL MATE	323.00					
1	298205 07/31/10 Undated Student Agendas	263.50	8022	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	298205 Shipping	59.50	8022	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7319	1721 SCHOOL SPECIALTY INC	87.25					
1	204267 07/31/10 success banner	6.45	8039	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	204267 winner posters	15.45	8039	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	204267 think posters	13.99	8039	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	204267 super kid name plate	4.99	8039	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	204267 stapler	10.98	8039	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	204267 record book	3.69	8039	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7	204267 buttons	16.28	8039	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
8	204267 posters	15.29	8039	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
9	223181 simmulation colonies	0.13	8039	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7320	1721 SCHOOL SPECIALTY INC	32.97					
1	204263 07/31/10 3 in. magnet	28.44	8044	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	204263 07/31/10 shipping	4.27	8044	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	204263 07/31/10 overage on encumb po	0.26*		101	100-1000	610	
7718	1721 SCHOOL SPECIALTY INC	128.95					
1	315484 07/31/10 K-1 Story Paper	21.32	8142	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	315484 07/31/10 1-2 Story Paper	21.32	8142	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	315484 07/31/10 Construction Paper Asst	6.38	8142	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	315484 07/31/10 Orange Tissue Paper	10.35	8142	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	315484 07/31/10 Nat'l Red Tissue Paper	10.35	8142	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	315484 07/31/10 Tissue Paper Asst	17.55	8142	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7	315484 07/31/10 Self Stick Notes	9.99	8142	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
8		315484 07/31/10 File Folders	31.69	8142	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
7723		1721 SCHOOL SPECIALTY INC	151.67					
1		cap erasers	5.32	8081	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		pencil sharpener	53.09	8081	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
3		removable labels	2.60	8081	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
4		assorted color labels	3.99	8081	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
5		assorted sentence strips	4.39	8081	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
6		glitter paper	3.99	8081	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
7		diffusing leaves	10.65	8081	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
8		metallic acrylics	18.79	8081	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
9		15mm wiggle eyes	2.43	8081	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
10		12mm wiggle eyes	2.21	8081	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
11		alphabet beads rainbow	4.80	8081	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
12		gem stones	12.25	8081	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
13		shrinky dinks	11.20	8081	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
14		colored bags	15.96	8081	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
7767		1721 SCHOOL SPECIALTY INC	19.36					
1		398987 07/31/10 3D game	19.36*		101	280-1000	610	
7799		1721 SCHOOL SPECIALTY INC	166.69					
1		292222 07/31/10 shipping	2.83					
				8098	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		292222 07/31/10 felt pennants	17.84	8098	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
3		292222 07/31/10 felt shapes	8.53	8098	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
4		292222 07/31/10 Snap in buttons	16.28	8098	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
5		292225 07/31/10 tissue paper	9.39	8075	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
6		292225 07/31/10 s&h	6.82	8075	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
7	292199 07/31/10 School Smart™ Examination	105.00	8078	201	999	---	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7862	1721 SCHOOL SPECIALTY INC	1,960.34					
1	292220 07/31/10 j flesch el supp	46.13	8196	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	315492 07/31/10 j flesch el supp	1,914.21	8196	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7312	4030 SELSTADS SOD FARMS	2,251.00					
1	20598 07/31/10 sod for football field	1,600.00	8170	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
2	20598 tubes for lg rolls	320.00	8170	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
3	20598 applicator for sod	40.00	8170	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
4	20598 delivery	291.00	8170	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
7441	4030 SELSTADS SOD FARMS	4,502.00					
1	20614 07/31/10 sod for fball field	3,200.00	8181	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
2	20614 tubes for large rolls	640.00	8181	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
3	20614 applicator	80.00	8181	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
4	20614 out of town delivery	582.00	8181	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
7856	4030 SELSTADS SOD FARMS	1,638.00					
1	20625 07/31/00 sod for football field	3,200.00					
			8193	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
2	20625 07/31/00 tubes for large rolls	640.00	8193	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
3	20625 07/31/00 applicator	80.00	8193	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
4	20625 07/31/00 out of town delivery	582.00	8193	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
5	20656 07/31/00 tubes returned	-1,440.00	8193	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
6	20716 07/31/00 tubes returned	-1,032.00	8193	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
7	20716 07/31/00 pallet return refund	-24.00	8193	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
8	20640 07/31/00 tubes returned	-368.00	8193	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						

Claim Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
7863	4030 SELSTADS SOD FARMS	3,473.00					
1	20630 07/31/10 sod for football field	2,360.00	8192	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
2	20630 07/31/10 tubes for lg rolls	472.00	8192	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	20630 07/31/10 applicator for sod	59.00	8192	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
4	20630 07/31/10 delivery	582.00	8192	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
7868	4030 SELSTADS SOD FARMS	226.50					
1	20715 07/31/10 sod for football field	160.00	8200	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
2	20715 07/31/10 pallet charged	16.00	8200	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
3	20715 07/31/10 sod for football fields	42.50	8200	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
4	20715 07/31/10 pallet charged	8.00	8200	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
7870	4030 SELSTADS SOD FARMS	2,211.00					
1	20647 07/31/10 sod for football field	1,600.00	8197	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
2	20647 07/31/10 pallet charged	320.00	8197	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
3	20647 07/31/10 delivery	291.00	8197	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
7872	4030 SELSTADS SOD FARMS	2,211.00					
1	20654 07/31/10 sod for football field	1,600.00	8198	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
2	20654 07/31/10 tubes for large rolls	320.00	8198	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
3	20654 07/31/10 delivery	291.00	8198	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
7874	4030 SELSTADS SOD FARMS	2,211.00					
1	20646 07/31/10 sod for football field	1,600.00	8199	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
2	20646 07/31/10 tubes for large rolls	320.00	8199	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						
3	20646 07/31/10 delivery	291.00	8199	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-						

Claim Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
G10110	3368 SHAROL O'BRIEN	296.00						
1	07/31/10 IEFA PROG GRANT FIELD TRIP	250.00*		115	329-2213	320	461	
2	07/31/10 PER DIEM	46.00*		115	329-2213	582	461	
G10116	3368 SHAROL O'BRIEN	202.00						
1	07/31/10 Mileage-SH to R. Boy to EGlaci	202.00*		115	329-2213	582	461	
7695	1 SHELBY GAS ASSOCIATION	203.25						
1	07/31/10 gas	24.72*		110	100-2700	411		
2	07/31/10 gas	178.53*		101	100-2600	412		
7836	199 SHELBY OFFICE SUPPLY	10.98						
1	106340 07/31/10 1 box folders	8.09*		101	100-2300	610		
2	106340 07/31/10 1 box folders	8.10*		201	100-2300	610		
3	106340 07/31/10 discount	-2.60*		101	100-2300	610		
4	106340 07/31/10 discount	-2.61*		201	100-2300	610		
7764	8 SHELBY PROMOTER	46.40						
1	1029047 07/31/10 recs advertisement	46.40*		115	434-2000	530	181	
7347	2953 SHELBY PUBLIC SCHOOLS	59.50						
1	07/31/10 recs reimb lunch program adul	59.50*		115	434-2100	610	181	
G10130	6485 SHERYL KOHL	1,916.95						
1	07/31/10 math workshop	1,500.00		182	108-2212	320	580	
2	07/31/10 mileage	373.00		182	108-2212	596	580	
3	07/31/10 supplies	43.95		182	108-2212	600	580	
7262	2376 SILVER BURDETT & GINN	27.95						
1	594069 07/31/10 practice book Grade 4	25.41*		101	71 100-1000	610		
3	594069 07/31/10 shipping	2.54*		101	71 100-1000	610		
7842	5383 SMILEMAKERS	50.93						
1	4528010 07/31/10 wiggly eyes	7.99	8094	101	999			
2	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-4528010 incentive chart	3.99	8094	101	999			
3	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-4528010 incentive chart	3.99	8094	101	999			
4	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-4528010 incentive chart	3.99	8094	101	999			
5	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-4528010 stickers	5.99	8094	101	999			
8	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-4528010 shipping	5.50	8094	101	999			
9	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-4528010 spiral	14.99	8094	101	999			
10	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-4528010 07/31/10 shipping	4.49*		101	100-1000	610		

Claim Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
7755	3815 SOPRIS WEST	83.95						
1	701144 07/31/10 DIBELS NEXT tests	83.95	8073	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
7814	3815 SOPRIS WEST	704.01						
1	RI698135 07/31/10 DIBELS NEXT tests	704.01	8073	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
7820	3815 SOPRIS WEST	179.10						
1	RI700439 07/31/10 DIBELS NEXT tests	179.10	8073	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
7850	5860 STEVE SPANGLER SCIENCE	68.75						
1	ZB434257 07/31/10 Insta Snow Kit	13.95	8095	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2	ZB434257 Shaker Cups	14.95	8095	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
3	ZB434257 SLime Kit	29.90	8095	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
4	ZB434257 shipping	5.88	8095	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
5	ZB434257 shipping	4.07*		101	100-1000	610		
G10108	5486 SUE LORANG	296.00						
1	07/31/10 IEFA PROG GRANT FIELD TRIP	250.00*		115	329-2213	320	461	
2	07/31/10 PER DIEM	46.00*		115	329-2213	582	461	
G10117	5486 SUE LORANG	250.00						
1	07/31/10 Mileage-center to R. Boy to EG	250.00*		115	329-2213	582	461	
G10134	5952 SUSAN EHLERS	40.00						
1	07/31/10 refund for wrkshp	40.00		182	108-2212	330	580	
7773	6475 School Specialty Intervention/EPS	290.40						
1	525078 07/31/10 wordly wise level 4	264.00	8125	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2	525078 07/31/10 shipping and handling	26.40	8125	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
7774	6475 School Specialty Intervention/EPS	396.00						
1	524589 07/31/10 Wordly Wise 6th grade	360.00	8062	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2	524589 07/31/10 Shipping	36.00	8062	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
7782	6475 School Specialty Intervention/EPS	2,871.28					
1	524710 07/31/10 WW student book 7	320.00	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	524710 07/31/10 teacher book 7	45.75	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	524710 07/31/10 Test Generator 7	75.00	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	524710 07/31/10 WW student book 8	320.00	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	524710 07/31/10 Teacher book 8	45.75	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	524710 07/31/10 Test Generator 8	75.00	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7	524710 07/31/10 WW student book 9	230.85	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
8	524710 07/31/10 Teacher Book 9	45.75	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
9	524710 07/31/10 Test Generator 9	75.00	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
10	524710 07/31/10 WW student book 10	290.70	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
11	524710 07/31/10 Teacher Book 10	91.50	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
12	524710 07/31/10 Test Generator 10	75.00	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
13	524710 07/31/10 WW student book 11	342.00	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
14	524710 07/31/10 Teacher book 11	91.50	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
15	524710 07/31/10 Test Generator 11	75.00	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
16	524710 07/31/10 WW Student book 12	290.70	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
17	524710 07/31/10 Teacher book 12	45.75	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
18	524710 07/31/10 Test Generator 12	75.00	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
19	524710 07/31/10 shipping and handling	261.03	8046	201	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7791	6475 School Specialty Intervention/EPS	487.19					
1	522524 07/31/10 vocab. classroom set	442.90	8035	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	522524 07/31/10 shipping	44.29	8035	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
7720	5917 TEACHER DIRECT	867.92					
1	9000064 07/31/10 ZanerBlosser Sent. Strip	49.14	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	9000064 Sky Blue Const. Paper	20.68	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	9000064 White Const. Paper	71.44	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	9000064 Holiday Red Const. Paper	75.20	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	9000064 Orange Const. Paper	37.60	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	9000064 Hol. Green Const. Paper	37.60	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7	9000064 Brt. Green Const. Paper	20.68	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
8	9000064 Blue Const. paper	52.64	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
9	9000064 Black Const. Paper	52.64	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
10	9000064 Lt. Brown Const. Paper	18.80	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
11	9000064 Brown Const. Paper	18.80	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
12	9000064 Magenta Const. Paper	18.80	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
13	9000064 Yellow Const. paper	18.80	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
14	9000064 Violet Const. Paper	13.16	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
15	9000064 Pink Const. Paper	18.80	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
16	9000064 Gray Const. Paper	16.92	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
17	9000064 Rubber Cement 4 oz.	66.24	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
18	9000064 Crayon Sharpener	1.76	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
19	9000064 School Fun Stickers	9.88	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
20	9000064 Hol. Celebration Stickers	9.88	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
21	9000064 1" x 2 5/8" Mail Label	29.88	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
22	9000064 Rubber Cement Refills	15.84	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
23	9000064 Chart Mounts	15.96	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
24	9000064 Exc. Cert & Seal Pck	19.90	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						



Claim Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
25	9000064 Mary Eng. Sticker	6.99	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
26	9000064 Out. Attend Cert.	26.90	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
27	9000064 Honor Roll Cert.	21.40	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
28	9000064 Perfect Attend. Cert	21.40	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
29	9000064 1" Ruled Chart Tab. 24x36	29.28	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
30	9000064 Asst. Railroad Board	50.91	8146	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7760	5917 TEACHER DIRECT	243.16					
1	200030 07/31/10 Swingline Stapler	19.88	8119	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	200030 EZ Grader	5.48	8119	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	200030 Monthly Calendar	11.88	8119	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	200030 Multi. Flash Cards	11.48	8119	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	200030 Divi. Flash Cards	11.48	8119	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	200030 Grammer Tales	34.88	8119	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7	200030 Writing Charts	12.88	8119	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
8	200030 Tangrams	22.88	8119	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
9	200030 GeoSafari Spin USA	26.88	8119	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
10	200030 Learning States and Capit	11.88	8119	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
11	200030 Desk Maps	24.88	8119	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
12	200030 Pastels	28.80	8119	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
13	200030 Scissors	19.88	8119	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7807	5917 TEACHER DIRECT	245.00					
1	4000022 07/31/10 Mychron stopwatches	109.76	8105	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	4000022 Rubber Cement 4oz	69.00	8105	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	4000022 Rubber Cement pint	21.12	8105	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	4000022 Const Paper Black	7.52	8105	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
5		4000022 Const paper white	7.52	8105	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
6		4000022 const paper asstd	7.52	8105	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
7		4000022 const paper bright green	3.76	8105	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
8		4000022 const paper yellow	3.76	8105	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
9		4000022 const paper hot pink	3.76	8105	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
10		4000022 const paper bright blue	3.76	8105	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
11		4000022 const paper holiday red	3.76	8105	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
12		4000022 const paper orange	3.76	8105	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
7808		5917 TEACHER DIRECT	154.56					
1		2000034 07/31/10 mag marker rings	3.78	8132	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
2		2000034 kleen slate erasers	3.48	8132	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
3		2000034 x acto sharpener	36.88	8132	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
4		2000034 bostitch manual sharpe	11.98	8132	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
5		2000034 swingline red stapler	14.98	8132	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
6		2000034 nametags	2.88	8132	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
7		2000034 nametags	2.88	8132	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
8		2000034 palm tree	8.88	8132	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
9		2000034 jungle fun calendar	8.88	8132	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
10		2000034 green trim	2.88	8132	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
11		2000034 zebra trim	2.88	8132	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
12		2000034 monkey border	2.88	8132	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
13		2000034 stinky stickers	10.38	8132	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
14		2000034 superspot stickers	6.28	8132	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
15		2000034 crayola multicultural mar	29.88	8132	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						
16		2000034 crayola twistables	4.76	8132	101	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-						

Claim Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj	
7809	5917 TEACHER DIRECT	154.56					
1	500037 07/31/10 mag. marker rings	3.78	8130	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	500037 kleen slate erasers	3.48	8130	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	500037 X-acto school pro sharpen	36.88	8130	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	500037 bostitch manual pencil	11.98	8130	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	500037 swingline red stapler	14.98	8130	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	500037 nametags	2.88	8130	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7	500037 nametags	2.88	8130	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
8	500037 palm tree	8.88	8130	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
9	500037 jungle fun calendar	8.88	8130	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
10	500037 green trim	2.88	8130	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
11	500037 zebra trim	2.88	8130	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
12	500037 monkey border	2.88	8130	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
13	500037 stinky stickers	10.38	8130	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
14	500037 superspot stickers	6.28	8130	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
15	500037 multi cultural markers	29.88	8130	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
16	500037 crayola twistables	4.76	8130	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7810	5917 TEACHER DIRECT	12.44					
1	300013 07/31/10 B-DAY	2.48	8055	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	300013 REMARKABLE	2.48	8055	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	300013 OUTSTANDING	2.48	8055	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	300013 SHIPPING	1.12	8055	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	300013 07/31/10 shipping	3.88*		101	100-1000	610	

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
7823	5917 TEACHER DIRECT	116.66					
1	700030 07/31/10 colored pencils	3.38	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	700030 colored pencils	5.34	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	700030 markers	4.78	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	700030 markers	4.78	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	700030 Calculators	24.40	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	700030 Westcott scissors	5.48	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7	700030 Westcott scissor	6.88	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
8	700030 Pawprint pencils	3.76	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
9	700030 Honor roll pencil	3.76	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
10	700030 Do your best pencil	3.76	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
11	700030 Good Job pencil	1.88	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
12	700030 Believe Succeed pencil	1.88	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
13	700030 Recognition Band	7.76	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
14	700030 bubble gum pencil	3.96	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
15	700030 cherry pencil	3.96	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
16	700030 glue gun	17.88	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
17	700030 glue stix	7.08	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
18	700030 Chenille stems	1.48	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
19	700030 chenille stems	0.98	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
20	700030 magnet dots	3.48	8059	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7843	5917 TEACHER DIRECT	98.88					
1	4000018 07/31/10 Montana Social Studies Se	88.88	8123	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	4000018 07/31/10 shipping	10.00*		101	100-1000	610	

Claim Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
7844	5917 TEACHER DIRECT	32.64					
1	600013 07/31/10 Smiles and stars stickers	10.38	8050	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	600013 Positive wors stickers	6.98	8050	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	600013 Scented Markers	10.28	8050	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	600013 Shipping	5.00	8050	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7845	5917 TEACHER DIRECT	95.59					
1	700024 07/31/10 xact pencil sharpener	20.88	8077	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	700024 sharpener crayon	44.88	8077	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	700024 gallon glue	8.88	8077	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	700024 clay	8.48	8077	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	700024 s&h	8.50	8077	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	700024 07/31/10 shipping	3.97*		101	100-1000	610	
7804	6217 TEACHER'S DISCOUNT	13.28					
1	315495 07/31/10 SMELLY MARKERS	13.28	8057	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7869	6217 TEACHER'S DISCOUNT	113.08					
1	292230 07/31/10 CRAYONS	109.98	8057	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	292230 07/31/10 overage on enc po	3.10*		101	100-1000	610	
7706	238 TEACHER'S DISCOVERY	145.43					
1	601023 07/31/10 Voices from primary sourc	16.99	8101	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	601023 Jumpstarters for world hi	7.99	8101	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	601023 Industrial Revolution Pri	8.99	8101	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	601023 Building skills by expl.	10.99	8101	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	601023 Anc. civ ancient egypt	29.95	8101	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	601023 Anc. civ interactive acti	24.99	8101	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7	601023 I think theme unit egypt	29.99	8101	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
8	601023 Shipping	15.54	8101	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
7754	238 TEACHER'S DISCOVERY	1,007.55					
1	101015 07/31/10 Las aventuras de Isabela	5.00	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	101015 Pobre Ana workbook	11.95	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	101015 Magnetic Notebook Paper	21.95	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	101015 Christmas BINGO	14.95	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	101015 Day of Dead BINGO	14.95	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	101015 Cinco de Mayo BINGO	14.95	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7	101015 Lucha Libre	15.90	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
8	101015 Biling Prof Posters	15.50	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
9	101015 La Tomatina Poster	9.50	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
11	101015 Guatemala Flag	11.95	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
12	101015 Costa Rica Flag	11.95	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
13	101015 Number Chart	15.50	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
14	101015 Spanish B-day Poster	16.95	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
15	101015 Podium Podcasting	44.95	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
16	101015 Tuff-Cam	165.00	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
17	101015 Comic Book Maker	39.95	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
18	101015 El rock de la momia	14.95	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
19	101015 Do-It-Yourself Dictionary	11.95	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
20	101015 Cinco de Mayo Craft Bk	22.00	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
21	101015 Day of Dead eBook	19.95	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
22	101015 El Cinco de Mayo Book	6.95	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
23	101015 El mundo de Felipe Book	4.45	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
24	101015 T.G. Spanish 1 novels	16.95	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
25	101015 T.G. Spanish 2 novels	16.95	8115	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						

Claim Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
26	101015 Marigold Flower Kit	33.95	8115	101	999			---
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
27	101015 Carnaval Mask Kit	29.95	8115	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
28	101015 Navidad in Spain	32.95	8115	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
29	101015 Navidad Activity Bk	21.95	8115	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
30	101015 Cinco de Mayo Activity Pk	16.00	8115	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
31	101015 Easter in Spain DVD	39.95	8115	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
32	101015 Easter in Spain Act. Pkt.	16.00	8115	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
33	101015 Cinco amigas Act Pkt	16.00	8115	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
34	101015 Carol's Journey Pkt	16.00	8115	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
35	101015 El Norte Act. Pkt	16.00	8115	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
36	101015 Justo para ti CD	14.95	8115	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
37	101015 Sports BINGO	7.95	8115	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
38	101015 Animals BINGO	7.95	8115	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
39	101015 Kwik Sheets	81.00	8115	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
40	101015 Key Command Companion	3.95	8115	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
41	101015 S & H	107.95	8115	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
7887	6617 TEACHERS-TEACHERS.COM	1,450.00						
1	8760 07/31/10 m genger membership fee	725.00*		101	100-2300		810	
2	8760 07/31/10 m genger membership fee	725.00*		201	100-2300		810	
G10136	5528 TOM MARINKOVICH	1,970.47						
1	07/31/10 supplies, wrkshp treats	370.47		182	108-2212		600 580	
2	07/31/10 stipend	1,500.00		182	108-2212		320 580	
3	07/31/10 mileage	100.00		182	108-2212		596 580	
7263	5938 TOOLE COUNTY AMBULANCE	50.00						
1	2010-0710 07/31/10 10-11 1st aid/cpr schilling	7.50*		110	100-2700		330	
2	2010-0710 07/31/10 10-11 1st aid/cpr schilling	7.50*		210	100-2700		330	
3	2010-0710 07/31/10 10-11 1st aid/cpr hansell	17.50*		101	720-3500		810	
4	2010-0710 07/31/10 10-11 1st aid/cpr hansell	17.50*		201	720-3500		810	

Claim Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
7762	4019 TREND ENTERPRISES INC	59.39					
1	1635944 RI 07/31/10 Bright Bugs	5.99	8136	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
2	1635944 RI 07/31/10 Bears	3.99	8136	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
3	1635944 RI 07/31/10 Pockets	3.99	8136	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
4	1635944 RI 07/31/10 Pumpkins	2.99	8136	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
5	1635944 RI 07/31/10 Apples	3.99	8136	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
6	1635944 RI 07/31/10 Hello Name Tag	3.29	8136	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
7	1635944 RI 07/31/10 Monkey Mischief	3.29	8136	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
8	1635944 RI 07/31/10 Buggy For Books Bookmark	3.29	8136	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
9	1635944 RI 07/31/10 Buggy For Books	3.29	8136	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
10	1635944 RI 07/31/10 Monkey Mischief Chart	3.29	8136	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
11	1635944 RI 07/31/10 Kaleidoscope Charts	3.29	8136	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
12	1635944 RI 07/31/10 Popcorn Charts	3.29	8136	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
13	1635944 RI 07/31/10 Busy Bugs	2.59	8136	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
14	1635944 RI 07/31/10 Bold Butterfly	2.49	8136	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
15	1635944 RI 07/31/10 Teddy Bears	2.49	8136	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
16	1635944 RI 07/31/10 Shipping 15%	7.73	8136	101	999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
17	1635944 RI shipping	0.11*		101	100-1000	610	
7710	6400 TYSON BYERS	70.00					
1	07/31/10 MCA- Coaches clinic	70.00*		201	720-3500	582	
7295	3705 UNITED STATES POSTAL SERVICE	458.69					
gtcc Act 5	182 107 2212 532 570						
reccs Act 3	115 434 2000 532 XXX						
1	07/31/10 postage admin Act 1	122.63					
		*		101	100-2500	532	
2	postage admin Act 1	122.62*		201	100-2500	532	
3	postage el/hs Act 2,4	71.55*		101	100-2400	532	
4	postage el/hs Act 2,4	71.55*		201	100-2400	532	
5	postage gtcc Act 5	69.93		182	107-2212	532 570	
6	transfer from old mach to new	0.41*		101	100-2500	532	



Claim Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
7334	6394 USI EDUCATION	144.49						
1	701019 07/31/10 Military Pouch Film	9.45	8021	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
2	701019 Grain Cover Sets-Navy	50.40	8021	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
3	701019 Grain Covers-Maroon	53.20	8021	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
4	701019 shipping/handling	13.19	8021	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
5	701019 07/31/10 overage on enc po	18.25*		101	100-1000	610		
7819	6394 USI EDUCATION	1,109.00						
1	700016 07/31/10 25" Pouch Laminator	999.00	8145	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-670-							
2	700016 shipping/handling	105.59	8145	101	999			
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-670-							
3	07/31/10 shipping	4.41*		101	100-1000	610		
7709	5585 VERIZON WIRELESS	20.08						
EL Prin 470-1311								
1	07/31/10 el prin cell phone	20.08*		101	100-2400	531		
G10146	3484 VISA (for GTCC) 3278	1,857.72						
1	07/31/10 GP Circle R motel	1,857.72*		115	329-2213	582	461	
G10147	3484 VISA (for GTCC) 3278	1.95						
1	07/31/10 paypal	1.95		182	108-2212	600	580	
G10148	3484 VISA (for GTCC) 3278	265.26						
1	07/31/10 quill/supplies	265.26		182	107-2212	610	570	
G10149	3484 VISA (for GTCC) 3278	100.00						
1	07/31/10 barnes & nobles/gift cards/ene	100.00		182	108-2212	600	580	
G10150	3484 VISA (for GTCC) 3278	33.50						
1	07/31/10 subway/IEFA committee meeting	33.50		182	108-2212	592	580	
G10151	3484 VISA (for GTCC) 3278	498.00						
1	07/31/10 walmart-acer laptop	498.00		182	107-2212	660	570	
G10152	3484 VISA (for GTCC) 3278	93.45						
1	07/31/10 3 rivers internet/phone	93.45		182	107-2212	531	570	

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
G10153		3484 VISA (for GTCC) 3278	606.00					
1		07/31/10 Apple store/I PAD,cover,proje	606.00		182	107-2212	660	570
G10154		3484 VISA (for GTCC) 3278	298.80					
1		07/31/10 amazon-new teacher totes	298.80		182	108-2212	600	580
7310	E	6023 WELLS FARGO BANK P CARD SYSTEM	41.00					
1		07/31/10 AP Calculus 1998 Released	35.00	8068	201	999		
2		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- shipping	6.00	8068	201	999		
7771	E	6023 WELLS FARGO BANK P CARD SYSTEM	3,238.97					
1		07/31/10 e delzer repairs lyns body sho	100.00*		110	100-2700	440	
2		07/31/10 e delzer repairs lyns body sho	3,138.97*		110	100-2700	610	
7776	E	6023 WELLS FARGO BANK P CARD SYSTEM	368.46					
2		07/31/10 m genger travel exp for mtgs	368.46*		101	100-2300	582	
7777	E	6023 WELLS FARGO BANK P CARD SYSTEM	547.74					
1		07/31/10 l davis supp	547.74*		101	100-2600	610	
7778	E	6023 WELLS FARGO BANK P CARD SYSTEM	185.08					
1		07/31/10 d flesch ofc supp	12.57*		101	100-2500	582	
2		07/31/10 l doane supp	172.51*		101	100-1000	610	
7779	E	6023 WELLS FARGO BANK P CARD SYSTEM	78.82					
1		07/31/10 s rewerts reccs supp	78.82*		115	434-2100	610	181
7780	E	6023 WELLS FARGO BANK P CARD SYSTEM	20.99					
1		07/31/10 j garsjo reccs supp	20.99*		115	434-1000	610	181
7781	E	6023 WELLS FARGO BANK P CARD SYSTEM	174.02					
1		07/31/10 v shawgo reccs supp	174.02*		115	434-1000	610	181
7783	E	6023 WELLS FARGO BANK P CARD SYSTEM	249.11					
1		07/31/10 s aikins reccs supp	249.11*		101	100-1000	610	
7784	E	6023 WELLS FARGO BANK P CARD SYSTEM	51.63					
1		07/31/10 c davis dr ed fuel	51.63*		218	100-1000	624	
7785	E	6023 WELLS FARGO BANK P CARD SYSTEM	52.00					
1		07/31/10 s clark books	52.00*		201	100-1000	640	

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
7786	E	6023 WELLS FARGO BANK P CARD SYSTEM	39.95				
1		07/31/10 c steinbacher supp	39.95*		201	100-1000	610
7787	E	6023 WELLS FARGO BANK P CARD SYSTEM	3,281.25				
1		07/31/10 mcaffee smartfilter	1,640.63*		128	100-1000	680
2		07/31/10 mcaffee smartfilter	1,640.62*		228	100-1000	680
7789	E	6023 WELLS FARGO BANK P CARD SYSTEM	241.02				
1		07/31/10 l kimmert supp	241.02*		201	100-2600	610
7790	E	6023 WELLS FARGO BANK P CARD SYSTEM	793.00				
1		07/31/10 s obrien travel exp	758.00*		201	100-1000	582
2		07/31/10 supp	35.00*		201	100-1000	610
7792	E	6023 WELLS FARGO BANK P CARD SYSTEM	179.00				
1		07/31/10 u omdahl ffa fees	179.00*		201	100-1000	810
7795	E	6023 WELLS FARGO BANK P CARD SYSTEM	138.23				
1		07/31/10 m schwenke supp	138.23*		101	100-2600	610
7796	E	6023 WELLS FARGO BANK P CARD SYSTEM	113.74				
1		07/31/10 j flesch ofc supp	113.74*		101	100-1000	610
7798	E	6023 WELLS FARGO BANK P CARD SYSTEM	87.89				
1		07/31/10 r gruber mower supp	43.95*		101	100-2600	610
2		07/31/10 r gruber mower supp	43.94*		201	100-2600	610
7435		6523 WELLS FARGO FINANCIAL LEASING	877.82				
1		453340 07/31/10 copier lease	877.82	8179	201	999	
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-452-							
7315		3895 WESTERN LIGHTING TECHNOLOGY, INC	59.45				
1		20887 07/31/10 ballast kit	59.45*		201	100-2600	610
7851		3895 WESTERN LIGHTING TECHNOLOGY, INC	558.00				
1		20993 07/31/10 fluorescent lamps	558.00	8158	201	999	
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
7873		4530 WHALEY GRADEBOOK CO., INC.	13.00				
1		Ord#39358A 07/31/10 3 line gradebook	13.00	8060	101	999	
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
7846		6404 WIER REFRIGERATION	203.50				
1		15244 07/31/10 fix freezer wire shorted out	203.50*		101	100-2600	440
Total:			197,731.52				
Total Electronic Claims			9,881.90				
Total Non-Electronic Claims			187,849.62				



08/10/10  
13:17:35

SHELBY SCHOOL DISTRICT  
Claim Approval Signature Page  
For the Accounting Period: 8/10

Page: 49 of 49  
Report ID: AP100A

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

Filed: \_\_\_\_\_

Allowed Amount \$ \_\_\_\_\_

Disallowed Amount \$ \_\_\_\_\_

Approved by the Board of Trustees

\_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
Clerk

182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
100	Regular Education Programs -						
107	GTCC Interlocal Funds						
2212	Instruction of Curriculum Development Services						
112-570	Professional-Education GTCC Interlocal Dues	0.00	5,150.00	0.00	5,150.00	61,800.00	56,650.00
115-570	Office/Clerical/Technology GTCC Interlocal Dues	0.00	2,325.38	0.00	2,325.38	32,136.00	29,810.62
160-570	Sick Leave GTCC Interlocal Dues	0.00	0.00	0.00	0.00	3,000.00	3,000.00
170-570	Vacation Leave GTCC Interlocal Dues	0.00	0.00	0.00	0.00	4,000.00	4,000.00
210-570	Social Security/Medicare GTCC Interlocal Dues	0.00	571.87	0.00	571.87	7,176.02	6,604.15
220-570	Teachers' Retirement GTCC Interlocal Dues	0.00	384.71	0.00	384.71	4,616.46	4,231.75
230-570	PERS GTCC Interlocal Dues	0.00	158.13	0.00	158.13	2,185.25	2,027.12
240-570	Unemployment Compensation GTCC Interlocal Dues	0.00	22.43	0.00	22.43	324.84	302.41
250-570	Workers' Compensation GTCC Interlocal Dues	0.00	47.25	0.00	47.25	610.68	563.43
260-570	Health Insurance GTCC Interlocal Dues	0.00	0.00	0.00	0.00	11,583.00	11,583.00
320-570	Professional-Educational Services GTCC Interlocal Dues	0.00	0.00	0.00	0.00	1,000.00	1,000.00
340-570	Technical Services GTCC Interlocal Dues	0.00	0.00	0.00	0.00	3,000.00	3,000.00
440-570	Repair and Maintenance Services GTCC Interlocal Dues	0.00	0.00	0.00	0.00	4,000.00	4,000.00
531-570	Telephone GTCC Interlocal Dues	143.45	143.45	0.00	143.45	3,000.00	2,856.55
532-570	Postage GTCC Interlocal Dues	69.93	69.93	0.00	69.93	1,000.00	930.07
550-570	Printing, Binding and Duplication GTCC Interlocal Dues	0.00	0.00	0.00	0.00	4,000.00	4,000.00
582-570	Travel Out-of-District GTCC Interlocal Dues	0.00	0.00	0.00	0.00	5,000.00	5,000.00
596-580	Mileage GTCC Professional Development Dues	545.00	545.00	0.00	545.00	0.00	-545.00
610-570	Supplies GTCC Interlocal Dues	265.26	265.26	0.00	265.26	6,773.87	6,508.61
650-570	Periodicals GTCC Interlocal Dues	0.00	0.00	0.00	0.00	531.06	531.06
660-570	Minor Equipment-New GTCC Interlocal Dues	1,104.00	1,104.00	0.00	1,104.00	3,676.06	2,572.06
681-570	Software GTCC Interlocal Dues	0.00	0.00	0.00	0.00	1,300.00	1,300.00
810-570	Dues & Fees GTCC Interlocal Dues	0.00	0.00	0.00	0.00	600.00	600.00

182 Interlocal Agreement

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
	Function Total:	2,127.64	10,787.41	0.00	10,787.41	161,313.24	150,525.83
	Program Total:	2,127.64	10,787.41	0.00	10,787.41	161,313.24	150,525.83
108	GTCC Professional Development - Dues						
2212	Instruction of Curriculum Development Services						
120-580	Temporary Salaries	0.00	0.00	0.00	0.00	500.00	500.00
	GTCC Professional Development Dues						
150-580	Stipends	0.00	3,000.00	0.00	3,000.00	0.00	-3,000.00
	GTCC Professional Development Dues						
210-580	Social Security/Medicare	0.00	229.51	0.00	229.51	0.00	-229.51
	GTCC Professional Development Dues						
220-580	Teachers' Retirement	0.00	224.11	0.00	224.11	0.00	-224.11
	GTCC Professional Development Dues						
240-580	Unemployment Compensation	0.00	9.00	0.00	9.00	0.00	-9.00
	GTCC Professional Development Dues						
250-580	Workers' Compensation	0.00	18.96	0.00	18.96	0.00	-18.96
	GTCC Professional Development Dues						
320-580	Professional-Educational Services	17,800.00	17,800.00	0.00	17,800.00	42,000.00	24,200.00
	GTCC Professional Development Dues						
330-580	Other Professional Services	40.00	40.00	0.00	40.00	2,000.00	1,960.00
	GTCC Professional Development Dues						
340-580	Technical Services	585.00	585.00	0.00	585.00	8,000.00	7,415.00
	GTCC Professional Development Dues						
550-580	Printing, Binding and Duplication	387.00	387.00	0.00	387.00	4,881.45	4,494.45
	GTCC Professional Development Dues						
582-570	Travel Out-of-District	80.00	80.00	0.00	80.00	0.00	-80.00
	GTCC Interlocal Dues						
592-580	Meals & Lodging	4,125.99	4,125.99	0.00	4,125.99	21,000.00	16,874.01
	GTCC Professional Development Dues						
596-580	Mileage	1,489.00	1,489.00	0.00	1,489.00	13,383.79	11,894.79
	GTCC Professional Development Dues						
600-580	Supplies and Materials	1,755.65	1,755.65	0.00	1,755.65	6,000.00	4,244.35
	GTCC Professional Development Dues						
	Function Total:	26,262.64	29,744.22	0.00	29,744.22	97,765.24	68,021.02
	Program Total:	26,262.64	29,744.22	0.00	29,744.22	97,765.24	68,021.02
	Program Group Total:	28,390.28	40,531.63	0.00	40,531.63	259,078.48	218,546.85
	Fund Total:	28,390.28	40,531.63	0.00	40,531.63	259,078.48	218,546.85
	Grand Total:	28,390.28	40,531.63	0.00	40,531.63	259,078.48	218,546.85