

CASCADE SCHOOL DISTRICT 3 & B

Meeting of the Board of Trustees



APPENDICES

July 18, 2023 Regular Board Meeting

APPENDIX A

Staff Reports

Section I – Superintendent

SECTION I

7/18/2023

Superintendent Board Report

Board Members,

With recent additions, we are a full certified staff capacity moving into next year. While we are still short-handed with bus drivers and custodial staff, I am at least not concerned about getting our children educated with professionals.

Our summer staff is busy trying to get the building ready for the return of students and other staff next month. It looks like our numbers will be similar to last year and we currently have around 104 high school students. Unless families move, it is looking like we will continue to have larger numbers in the high school.

We recently had a facilities committee meeting to discuss how to use unspent funds. We also had a policy committee meeting to approve handbooks for next school year. There are some action items that came from these committee meetings .

Our new principal, athletic director, and dean of students participated in the policy committee meetings and gave good suggestions and feedback. I am excited for the new administrative team and I think we have some hard workers even though there is still much for them to learn.

Our internet issue was fixed. There was a cut fiber line. I think you mostly know the story, but James at School House IT would like us to consider a different internet provider next time we go out to bid in a few years. We recently renewed our contract with them so we still have some wait time but both James and I were very disappointed with how CenturyLink handled this and other internet issues here recently.

With Badger Pride,

Levi Collins

APPENDIX B

Board Report

Section I – Facilities Committee Report

Section II – Board Training Hours

SECTION I

Facilities Committee Meeting

July 6, 2023

8:30 a.m.

Attendees:

John Rumney

Iain McGregor

Chris Wilson

Bryan Smith

Levi Collins

Karsen Floerchinger

Topics of Discussion:

- Levy
 - ESSER Funds - need to be allocated 6/2024 and drawn 9/2024
 - Could run a special election in fall 2023 or spring 2024 to try to pass the levy again
 - Look into hiring a campaign manager/team to market levy
- Fans
 - If levy fails again, look into putting large fans in gym for circulation
- Painting School
 - Parts of the paint on the building are peeling
 - Quote to have company paint building @ \$60K
 - Includes prep work, painting and paint cost
 - Possibly paint front of school where the most traffic is
- Bus Barn
 - If levy fails, explore building a new bus barn
 - Possibly move to overflow parking area
- Counselor Room Construction
 - Looking into knocking out the wall between counselor office and student office to create lobby/student center
 - Have contractor coming to bid
- Main Entrance
 - Looking into making aesthetic improvements to the front of the building
 - Art class may do mural on outside freezer
- Tower
 - Would like to make improvements and fixes to the tower to make the space usable again
- FB Concessions Stand
 - Would like to make improvements and fixes to the concessions stand on football field
- FB Scoreboards
 - Need to have football scoreboard rewired or look into replacing scoreboard
- Bond
 - Instead of levy, could run a bond election for a larger amount and include all of aforementioned projects in cost
- District House Walk-Through

Adjourned 11:00 a.m.

SECTION II**Cascade Board Hours 2023-2024**

NAME	DATE	TRAINING	CREDITS
John Rumney			
Total			0
Iain McGregor			
Total			0
Ruth Mortag			
Total			0
Chris Wilson			
Total			0
Rick Cummings			
Total			0
Mark McKamey			
Total			0

APPENDIX C

New Business

Section I – Student Activities/Athletic Handbook

Section II – Coaches, Sponsors, Advisors, Activities, Athletic Handbook

Section III – Student Handbook

Section IV – Certified Handbook

Section V – Classified Handbook

Section VI – Transportation Handbook

Section VII – Board Handbook

Section VIII – Policies (Required New)

Section IX – Policies (Required Updates)

Section X – Policies (Termination)

Section XI – Policies (Personnel Updates)

Section XII – Student Attendance Agreements

SECTION I

Policy Committee Meeting

June 10, 2023

8:30 a.m.

Board Room

Attendees:

John Rumney, Ruth Mortag, Mark McKamey, Levi Collins, Karsen Floerchinger, Connor Schulte, Michael Wilson,

Topics of Discussion:

- June 6th Policy Updates - approve, adopt & delete all required
- For all handbooks:
 - Update all personnel & contact information
 - Update all references to EK/Early Kindergarten to K1
 - Fix all formatting errors
 - Check that all policy references are correct and up to date
 - Make sure all updates/revisions made in one handbook are made in all other handbooks with the same verbiage
 - Update table of contents, if necessary

- Student Activities/Athletic Handbook
 - Update all dates & personnel changes
 - Eligibility for Participation Requirements:
 - 2. (8th Grade participation) Scratch first sentence and replace with: “At the coaches discretion, the following guidelines for participation in high school sports of students who are enrolled 8th grade:
 - Football: 8th grade students will not be eligible for participation in high school football, per MHSAA regulations
 - Volleyball & Basketball: If the number of 9-12th grade students participating in the sport is less than 14, 8th graders may be eligible to participate. If the coach decides to allow 8th graders to participate, they will hold try-outs for all 8th graders interested. The coach will select which 8th graders will be brought up to fill the team, but the total number of participants on the team will not exceed 16.
 - Cross Country: If the number of 9-12th grade students participating in the sport is less than 4 for either boys or girls team, 8th graders may be eligible to participate. If the coach decides to allow 8th graders to participate, they will hold try-outs for all 8th graders interested. The coach will select which 8th graders will be brought up to fill the team.
 - Golf: 8th graders may be eligible to participate, at the coach’s discretion.
 - Track: 8th graders may be eligible to participate under the MHSAA guidelines.
 - Wrestling: 8th grade students will not be eligible for participation in high school wrestling.
 - Add: if 8th graders are brought up to fill the team, they are expected to participate in competitions, not just practices.
 - Create: form for requesting 8th grade participation
 - Change: approval process - “The Activities Director and Superintendent will review and approve or deny the request for 8th grade participation.”
 - Change: “will not be allowed to sit with the team at competitions or events” to “are required to sit with the team at home competitions or events.”
 - Add: “The student will not be allowed to travel with the team, but if the student travels to an away competition or events separately, the coach may decide whether or not the student can sit with the team.”
 - Change: “Weekly ‘F’ Policy” to “Academic Eligibility Policy”
 - Add: “and maintain at least a 2.0 GPA.”
 - Change: “the Activities Director will send out an Activity Eligibility Report every Tuesday during the season. The report will show all participants with a failing grade in any classes. If their name appears on the list, in any class, they will be ineligible for participation in any activities until they have a passing grade.” to “The Activities Director will print off an Activity Eligibility Report by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. If their name appears on the list, in any class, they will be ineligible for participation in any activities until the following Monday afternoon.”
 - Add: MTDA, AP, and/or Dual Credit courses.
 - Awards & Honors:
 - Team Awards - add that 5 points will be given for each award received
 - Academics & Citizenship - 0-4 pts - add 2.0 = 1 point, 3.0 = 2 points, 2 points for community service involvement

Cascade School District



Student Activities/Athletic Handbook

MISSION:

Promoting Excellence for All Students Through:

- Engaging Curriculum with Rigor and Relevance
- High Quality Instruction
- 21st Century Technology
- Personal & Academic Pride

VISION:

Through collective efforts of our community and school, we strive to be an innovative educational system committed to excellence and focused on developing responsible citizens.

Our Core Purpose is built on the Core Values and Beliefs that open lines of communication are essential to understanding, independent and creative thinking, and problem solving for the success of all; that in order for our students to succeed, it is essential that we promote an environment in which students love to learn; that showing respect for others, being accountable for one's own actions and always maintaining integrity is essential to the success of all; and that is imperative to maintain a positive, compassionate and safe school environment.

GOALS:

- To deliver an academic program that inspires and motivates every student to value education for his/her lifetime.
- Customize and individualize our educational program to meet every student's strengths and needs.
- Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 21st century.
- Strategically focus resources on student's achievement and identified wants and needs of the Cascade Community.
- Connect our curriculum and assessment data to common core standards.

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Introductory Statement

Cascade Public Schools, District No. 3 & B (referred to as “the District” throughout this document), will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX’s sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity. (School Board Policy 3210)

The purpose of this guide is to establish rules, procedures, policies, and philosophy as it pertains to the Cascade Public Schools Athletic and Activities Programs. The fundamental purpose of the athletic/activities program is to facilitate the development of:

- Sportsmanship,
- A sense of responsibility to themselves and others,
- A devotion to an athletic and/or activities assignment,
- Pride of accomplishment of a job done to the best of one’s ability,
- Sense of belonging to a group,
- Social values derived from contact with students and adults from other communities and
- Healthy behaviors of participants.

ACTIVITIES PHILOSOPHY

It is our philosophy that participation in co-curricular activities is an integral and vital part of the total educational program.

The clubs, activities, and athletics provided by the District shall afford opportunities for students to involve themselves outside the classroom. Besides providing these programs, the District encourages student involvement because it benefits both the individual student and the school. The student derives cooperation, dedication, personal pride and ownership, sense of purpose, enhanced self-worth, loyalty, success and recognition, physical and social development, and a wholesome use of time.

Student interest leads to pride in school, citizenship, leadership, democratic experience, and character development. Teamwork, sportsmanship, and respect for others' rights and views are advanced.

Therefore, we believe it is the responsibility of the District to identify and maintain a mix of activities that motivates an optimum number of students without encroaching on one another. It is further incumbent upon the District to encourage participation by students for the above-mentioned reasons and their synergistic effect on the school community.

Finally, we believe that these activities are not an end in themselves, but vehicles to work with students. We want to "win" not for "winning's sake," but because the desire to excel is a worthwhile lifetime goal. We do not subscribe to a "winning at all costs" philosophy. We value the importance of good sportsmanship, giving one's best effort, winning humbly, and losing with grace. We believe it is not the score that makes one a “winner” or a “loser”.

I. General Rules, Regulations & Requirements

ELIGIBILITY FOR PARTICIPATION REQUIREMENTS

Requirements

All students participating in extracurricular activities must have the following prior to the first practice:

- A required physical documented on the official Montana High School Association (MHSA) website - Physical Form (for all MHSA sanctioned activities).
- An Assumption of Risk statement signed by the parent.
- An updated Medical information form for students not in athletics.
- A Concussion Education and Compliance form signed by the student athlete and parent.
- Acknowledgement of receiving access to the current Activities-Athletic Handbook signed by parent and student.

Academic Eligibility

The District eligibility rules apply to all extracurricular (athletics) and co-curricular (clubs, organizations, Science Fair, Pep/Cheer, band, choir, etc.) activities. Students not meeting District eligibility requirements are allowed to participate in practice. Ineligible students will not participate in any activity or contest representing the District or any co-curricular activity taking place outside class time. Students in co-curricular activities are not allowed to participate in an activity that takes place outside the regularly scheduled class time.

The District will follow the eligibility rules as set forth by the Montana High School Association which reads as follows:

1. **MHSA Requirement:** A student must be enrolled and have received a passing grade in at least twenty (20) periods of prepared class work or its equivalent in the last previous semester in which the student was in attendance. Failure to meet this requirement will result in one (1) semester of ineligibility. Middle school students will be required to receive a passing grade in ten (10) periods of prepared work per week. Nonpublic or home school students who meet the requirements of 20-5-109 can participate in MHSA member school extra-curricular activities. Refer to MHSA handbook for full stipulations and requirements.
2. ~~Students who are enrolled in the 8th grade may be eligible to participate in high school sports (excluding football) if and only if the high school team cannot be successfully filled with the number of high school students participating in the sport.~~ Coaches must file a petition with the Activities Director in order for their request to bring 8th grade students up to fill the team. The Activities Director will approve or deny the request. ~~Upon approval,~~ the request will be sent to the Superintendent for final approval.
3. Academically ineligible participants will be expected to practice, but will not be allowed to participate in games, meets, or performances or travel with the team or group. Students who are ineligible to participate in activities due to inadequate grades, as outlined, ~~will not~~ be allowed to sit with the team at competitions or events.
4. ~~Weekly "F" Policy:~~ A student must be receiving a passing grade in ALL classes. Eligibility for passing will be determined weekly beginning on the third week of each quarter. ~~The Activities Director will send out an Activity Eligibility Report every Tuesday during the season. This report will show all participants with a failing grade in any classes. If their name appears on the list, in any class, they will be ineligible for participation in any activities until they have a passing grade.~~ It is the student's responsibility to notify the principal during regular school hours of their improved grade. The improved grade will be verified by the principal before the student can participate. Students and parents should continually monitor "Infinite Campus" so they are aware of what their student athletes' grades are in each class. Students involved in High School or Middle School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.

Commented [FK1]: At the coaches discretion:
Basketball & Volleyball: Under 14, can bring up 8th graders to a max of 16. At the coaches discretion. Any point in the season. Tryouts for 8th graders if more than max. If JH season is occurring during the same time as HS season, 8th has to participate in JH season first.
XC: Under 4, can bring up 8th grade to fill each team.
Golf: Can bring up 8th.
Track: follow MHSA guidelines
Wrestling: 8th graders will not be brought up for wrestling.

If 8th graders are brought up, they are expected to compete, not just practice.

Commented [FK2]: Form - make form

Commented [FK3]: Supt & AD will approve/deny

Commented [FK4]: Will be required to sit with the team at home competitions. They will not be allowed to travel to away games, but can sit on the bench with the team if they travel to the games by themselves.

Commented [FK5]: Academic Eligibility

Commented [FK6]: And maintain at least a 2.0 GPA.

Commented [FK7]: and GPA

Commented [FK8]: Replace: The Activities Director will print off an Activity Eligibility Report by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. If their name appears on the list, in any class, they will be ineligible for participation in any activities until the following Monday afternoon.

Commented [FK9]: MTDA, AP, and/or Dual Credit courses.

5. **Transfer Rule:** A student of any grade level who changes school districts, except upon a corresponding change of residence of parent or legal guardian shall be ineligible to compete on a varsity team for a period of half the school year. (See MHSA Official Handbook for waiver requirements)

Activity Fee

An activity fee will be assessed to ALL students participating in middle school and high school activities. Fees will be assessed one (1) time per year, when the participant joins their first sport/club/group/etc.

****NOTE**** Any student unable to pay the activity fee due to financial constraints is encouraged to contact the activities director or building principal to make arrangements for an alternative method of payment of fees (ex. installment payments, work/participation). It is important to understand that Cascade Public Schools will make every effort to see that no student is eliminated from participation in activities due to financial constraints.

Students wishing to participate in any athletic, cheer, or band activity MUST purchase an activity pass. The money raised from this fee helps with the financial support of the activity that the student benefits from, though it pays for only a small portion of the actual expense of the activity.

The activity fee must be paid prior to any participation by students. The Activity Fee will be waived for those qualifying for free lunch.

Students may purchase an activity pass, which will admit them into all regularly scheduled home athletic contests. The activity pass does not include entrance into post-season tournaments, special invitational meets, or playoffs. Students who are not participating in activities or have not yet purchased an all-season activity pass will be charged gate prices for each event they attend as a spectator. Activity pass fees will not be refunded. Prices may be adjusted at the discretion of the administrator for special events.

Activity Fees	
Student All-Season Activity Pass	
6th-12th grade	\$50.00
K-5th grade	\$35.00
Family All-Season Activity Pass	\$155.00
(For Those Living in the Same Household/College Student)	

Age Rule – MHSA

Section (7) AGE RULE

7.1 No student is eligible to participate in an Association contest who has become nineteen (19) years old on or before midnight, August 31, of a given year. Therefore, a student who becomes nineteen (19) years old after midnight, August 31, of a given year, will be permitted to compete in all Association contests throughout that school year, under the provisions of this section.

Physical Exams (MHSA Form)

MHSA Handbook: ARTICLE II Section (3) Physical Exam

A physical examination is required for each student in order to be considered eligible and to be approved for participation in an Association Contest. Physical examinations must be completed prior to the first day of practice. This examination must be certified by a licensed medical professional, acting within the scope and limitations of his/her practice. This exam must be certified by a medical doctor, for the current school year. The cost of the physical exam is the responsibility of the student athlete and his/her parents. This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation the following school year. The physical examination form developed by the MHSA Medical Advisory Committee and approved by the MHSA Executive Board must be used. A current form may be obtained from the school office, on the school website, www.cascade.k12.mt.us, or on the MHSA website.

Parent Meeting

Parents/guardians and students participating in an activity are strongly encouraged to attend an informational meeting to discuss the expectations of each sport/activity.

DUAL ACTIVITY IN A SEASON

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 or qualifying activity (districts/divisionals regionals) for future participation.

PARTICIPANT SELECTION POLICY

If a coach/advisor feels it necessary to hold tryouts for his/her program, with the intent on cutting players, the coach will provide participants with the selection criteria on or before the first day of practice. There will be no selections until at least three days of practice.

These criteria may be more stringent than the baseline requirements contained in this handbook.

In some activities, only a limited number of participants will be possible. Selections or auditions will occur and some participants will not be included on teams or selected for positions or roles. Coaches/advisors/directors are charged with the following responsibilities relating to these decisions:

1. The coach/advisor/activity director is responsible for making decisions about who is selected, keeping those participants who give the group the best chance of success.
2. The coach/advisor/activity director has the responsibility to meet with each participant who is not selected and explain the reasons for the decision.
3. The coach/advisor/director has the responsibility to meet with parents who would like to discuss a selection decision. **The coach/advisor/director will not meet with a parent until a 24-hour waiting period is observed.** A 36 to 48-hour wait is recommended.
4. Follow chain of command and universal complaint procedure.

ATTENDANCE THE DAY OF AN ACTIVITY

Students must be present for a FULL day (present in seven periods) of school in order to participate in ANY extracurricular activities, including practices. If an activity takes place on a non-school day, the student must be present for a FULL day (present in seven periods) of school on the school day prior to the activity. In cases where a medical note cannot be provided (i.e.: bereavement or family emergency) the student must receive **prior approval from the administration**. Exceptions may be granted by administration for extenuating circumstances. A student who leaves school early or arrives at school late due to an illness, not feeling well, or too tired, is considered too ill to participate in athletics/activities that day and shall not be allowed to attend a practice or contest. Any student who reaches 8 absence days per period per semester will not be allowed to travel on any trips outside of the school or participate in any extra-curricular or co-curricular activities without the principal's written approval.

Students must not leave school during class periods or between classes unless they have reported to the office and received permission from the administration. Students who leave the school building without checking out will accrue an unexcused absence and will be subject to the consequences as for any other unexcused absences. The Cascade County Sheriff's Department will be called to locate any student who cannot be located within 30 minutes of being reported as missing from an assigned class or area.

If a student is absent any portion of a school day in which a team practice or extracurricular contest is scheduled, and the absence is caused from an illness (especially contagious coughs and colds, flu-like illnesses, fever, respiratory illness, chicken pox, pink eye), he or she is not permitted to attend after school practices or participate in the event. If a student is not well enough to attend school he/she is not well enough to attend a team practice or competition either. Documentation from a doctor's office stating the student is not contagious to others must be provided in order to excuse him/her from this requirement.

If a student athlete is injured during an athletic practice or event, and seeks medical advice, that student athlete may not return to practice or contests until the District receives documentation from a doctor releasing that student to full participation.

Students participating in events that return home late at night must be in school at the regular time the following day unless prior approval is given by the administration. In such cases, arrangements should be made by the coach or advisor with the administration ahead of time.

School Suspension: School suspension means the exclusion of a student from attending individual classes or school **and participating in school activities** for an initial period not to exceed ten (10) school days. This will be treated as an unexcused absence from the activity. (School Board Policy #3300)

CODE OF CONDUCT

Extra - and Co - Curricular Chemical Use Policy

Students participating in extra- and co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, purchase, or distribute alcohol, tobacco products, alternative nicotine and vapor products, or illegal drugs or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect twenty-four (24) hours a day. If a student receives a MIP or is seen using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbooks.

Policy Coverage

This policy applies to 6th grade through high school students who are involved in the extra- and co-curricular activities program.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities until the last day of school or activities, whichever is later. Violations are cumulative, through the student's period of attendance in grades 6-8 and in grades 9-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities.

Legal Reference: § 20-5-201, MCA Duties and sanctions

Violation of Rules

First Violation

1. Meet with the parents, coach/advisor and school administrator.
2. Continue his/her involvement in the activity.

3. Receive counseling through the District counseling services (minimum of two hours arranged by the student)
4. Complete District arranged Drug and Alcohol class.
5. Complete a three-hour service program at the school.
6. Suspension of Competition for 2 weeks.
7. Athlete will not receive a varsity letter for that activity or be eligible for post season awards.
8. Participants who report to an administrator an offense of this policy within 48 hours, may have the 2-week suspension reduced to 1 week and an opportunity for a varsity letter and post season awards.

Second Violation

1. A meeting with the student, parent, coach/advisor, and school administrator
2. Suspension for five (5) weeks of competition which will carry over into the next activity or next school year as appropriate.
3. Athlete will not receive a varsity letter for that activity or be eligible for post season awards.

Third Violation

1. Suspension for fifteen (15) weeks of competition which will carry over into the next activity or next school year as appropriate.
2. Athlete will not receive a varsity letter for that activity or be eligible for post season awards.

Further Violations

1. Suspension for one (1) calendar year which will carry over into next school year as appropriate.
2. Athlete will not receive a varsity letter for that activity or be eligible for post season awards.

Coaches/Advisors policies may exceed these rules.

Cell Phone Use By Students

At no time, will any student operate a cell phone or other electronic mobile devices with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. The use of cellular phones and other electronic mobile devices at school sponsored activities will be at the discretion of the coach and/or advisor.

PDA: Public Display of Affection

Students shall refrain from all Public Displays of Affection (PDA) while in school or while attending and/or participating in a school-related activity. Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers.

Suspension or Exclusion from Team

Suspension or dismissal of any student from a co-curricular activity needs to be brought to the attention of the Activities Director ~~in a timely fashion~~. Exclusion of any student from a co-curricular activity requires board action.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal,

for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities. Legal Reference: § 20-5-201, MCA Duties and sanctions.

CODE OF ETHICS

Activity Code of Ethics:

It is the duty of everyone involved in school activities, participant or sponsor, to:

1. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. Eliminate all possibilities which tend to destroy the best values of the activity.
3. Stress the values derived from participating in activities.
4. Show cordial courtesy to visitors and officials.
5. Respect the integrity and judgment of sports officials.
6. Achieve a thorough understanding of the activity and its rules.
7. Encourage leadership and good judgment.
8. Recognize that the purpose of activities is to promote the physical, mental, social, and emotional well-being of all involved.
9. Remember: no competition is a matter of life or death for participants, coaches, the school, officials, fans or the community.
10. Keep an open line of communication between participant and coach/sponsor.
11. Hazing, harassment, bullying, intimidation on the part of students, staff, or a third party (fan or student attending event) will not be tolerated. Activities are an extension of the classroom and a violation will be treated as such and dealt with as stated in the student and staff handbooks.
12. Realize that your failure as a student participant to abide by the code of ethics may result in your removal from the event, activity, and/or disciplinary action.

DRESS FOR ACTIVITIES

Any student involved in extracurricular activities is expected to dress according to school dress code while attending and while taking part in the activity. Coaches/Advisors may give specific requirements for attire in individual activities.

HOMELESS STUDENT RIGHTS

The District provides equal access and comparable services to all students. A homeless student's residence is determined by the residence of the parent/guardian. A homeless student must meet all MHSA eligibility criteria for participation in any MHSA sanctioned activity. Contact the District's Homeless Liaison and Activity Director for further assistance.

II. Health & Safety

ASSUMPTION OF RISK STATEMENT

Liability: The coach/advisor/director, any other member of the school staff, or any member of the Board of Trustees will not be held liable or responsible in case of an accident incurred during practice, games, meets, matches, tournaments, concerts, or trips supervised by the District. Each parent or guardian will be responsible to sign an “assumption of risk” statement indicating that the parents/guardians assume all risks for injuries resulting from such participation. **(School Board Policy #2151)**

ACCIDENT REPORT FORM AND PROCEDURE

All injuries are to be reported immediately to the coach/advisor/activity director regardless of the nature of the injury. The coach/advisor/director will fill out an accident report form and file it in the AD’s office within one (1) school day of the accident. The AD will file a copy in the principal’s office.

CONCUSSION EDUCATION AND COMPLIANCE

MHSA requires that schools distribute information to each student athlete and his/her parents or legal guardians before the student participates in an MHSA sport. The student athlete and parent/legal guardian must sign the front page after verifying they have read and understand the information regarding concussions. Students in grades seven, nine, and eleven will take a concussion baseline test before starting practice. If a student is in grade eight, ten, or twelve and did not take the baseline test the previous year, that student must take the test.

Concussion Form: All participants and their parent/guardian must initial all the required information on the concussion form and have it completed before the student may begin practice.

A Fact Sheet for ATHLETES

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven’t been knocked out
- Can be serious even if you’ve just been “dinged”

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not “feel right”

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you

feel fine. Also, tell your coach if one of your teammates might have a concussion.

- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach’s rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:
 - > The right equipment for the game, position, or activity
 - > Worn correctly and fit well

> Used every time you play

Remember, when in doubt, sit them out!
It's better to miss one game than the whole season.

A Fact Sheet for PARENTS

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily • Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

HOW CAN YOU HELP YOUR CHILD

PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
2. **Keep your child out of play.** Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
3. **Tell your child's coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach

Be Prepared: A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious. Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

SIGNS AND SYMPTOMS OF A CONCUSSION

SIGNS OBSERVED BY PARENTS OR GUARDIANS	SYMPTOMS REPORTED BY YOUR CHILD OR TEEN	
<ul style="list-style-type: none"> •Appears dazed or stunned •Is confused about events •Answers questions slowly •Repeats questions •Can't recall events prior to the hit, bump, or fall •Can't recall events after the hit, bump, or fall •Loses consciousness (even briefly) •Shows behavior or personality changes •Forgets class schedule or assignments 	<p><u>Thinking/Remembering:</u></p> <ul style="list-style-type: none"> •Difficulty thinking clearly •Difficulty concentrating or remembering •Feeling more slowed down •Feeling sluggish, hazy, foggy, or groggy <p><u>Physical:</u></p> <ul style="list-style-type: none"> •Headache or "pressure" in head •Nausea or vomiting •Balance problems or dizziness •Fatigue or feeling tired •Blurry or double vision •Sensitivity to light or noise •Numbness or tingling •Does not "feel right" 	<p><u>Emotional:</u></p> <ul style="list-style-type: none"> •Irritable •Sad •More emotional than usual •Nervous <p><u>Sleep*:</u></p> <ul style="list-style-type: none"> •Drowsy •Sleeps less than usual •Sleeps more than usual •Has trouble falling asleep <p><i>*Only ask about sleep symptoms if the injury occurred on a prior day.</i></p>

INSURANCE AND INJURY

The District requires that the parent, guardian, caretaker relative of students participating in school sponsored activities (co-curricular, extra-curricular, etc.) provide verification of their child's health insurance coverage status. The school district does not provide health insurance to pay for injuries of students while participating in school sponsored activities (extra-curricular, co-curricular, etc.). If the parent, guardian, caretaker relative elects not to provide private health insurance coverage for their child, they are accepting responsibility for any medical expenses incurred by their child in the event they are injured while participating in school sponsored activities (extra-curricular, co-curricular, etc.) that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee, or agent of the District.

Also, the District does not provide student accident insurance coverage for students. Student accident insurance coverage may be purchased by parents through a private company for a fee. Student accident insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. This is an opportunity to provide student accident insurance coverage while your child is at school or participating in activities. A parent seeking coverage must make sure the student accident insurance coverage is in place prior to the first day of practice and/or school. Please contact the coach or athletic director for additional information.

VIDEO SURVEILLANCE

The Board authorizes the use of 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 buildings, grounds, and equipment.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

III. Travel Guidelines

TRANSPORTATION TO AND FROM CONTESTS

Because of the legal implications regarding District responsibilities and liability for any student involved as a participant in a school sponsored extracurricular activity, participating students will be required to ride school-sponsored transportation to and from any activity taking place away from Cascade. This will apply to any student who is a member of a team, music group, cheerleading squad, pep bus or any other school-sponsored activity involving students as assigned participants. It does not include student spectators, except those riding on a pep bus.

Transportation of students to and from school-sponsored activities is provided by the District transportation system in accordance with District policy. All participants must travel to all out of town activities with the group. If a situation develops where it becomes necessary for a parent/guardian to transport his/her child to an activity, an Alternative Travel Form to Activities must be submitted to the attendance office at least 48-hours prior to the activity. Prior permission needs to be granted by the administration.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on a field trip or other school activities only with prior administrative approval. Before transporting any students, the owner of any private vehicle must provide proof of sufficient liability insurance, current registration and a current Montana driver's license. A driver may only transport the number of students as there are seat belts in his/her vehicle.

Upon conclusion of an activity, and release from a coach/advisor, a student may travel home from an activity with his/her parents, legal guardian or designee. **Participants will be released to travel with their parent/guardian only after signing out with his/her coach/advisor on the Advisor Travel Release Form Activities form.**

No student is permitted to perform District business with his/her own vehicle, a staff member's vehicle, or a District-owned vehicle.

If a student misses the bus on a scheduled trip, it must be understood that participation by that student on that day will not be allowed. If an attempt is made to contact the school in case of an emergency, the administration will view the situation and make a decision based on the information they receive. As the head coach, you may delay departure time as long as you want, short of creating a safety hazard for the bus driver in reaching your destination.

When using a school vehicle, be sure to request the vehicle far enough in advance. The key to the vehicle will need to be picked up during regular business hours from the Administrative Assistant. When the vehicle is returned, the gas tank needs to be filled and a receipt for the gas needs to be placed in the District Clerk's box. The key needs to be returned to the Administrative Assistant.

It is the coach's responsibility to clean the school vehicle on the conclusion of each trip.

SCHOOL SPONSORED TRIPS

Opportunities may occur for junior high students to attend high school co-curricular, intra-curricular and/or extracurricular overnight events. Consideration for approval will be made on a case by case basis by administration at the request of the advisor or coach. An additional chaperone may be required in the event that junior high and high school students are traveling together overnight.

STUDENT MEALS

Team meals may be provided for post-season competition and mileage will be a factor in determining if a meal will be provided. The District will allow parents or others to provide packed meals for the team(s) while traveling. This would be known as a 'cooler clause'.

IV. Awards & Honors

Each Boys and Girls sport will be provided with Three (3) post-season awards paid for by the school. Awards may be the Head Coach's choosing.

CRITERIA FOR ATHLETE OF THE YEAR

An athlete must participate in at least three sports and be nominated by two or more head coaches to be considered for "Athlete of the Year". Once nominated, the determination of one male and one female "Athlete of the Year" will be based upon the total points gained from the following four categories:

1. TEAM AWARDS

Each individual sport will have 15 points to be issued towards team awards: captain, MVP, Most Improved, etc. No one award or selection of the athlete will be made by the varsity head coach without recommendation from the support coaching staff. Each award with be worth 5 points.

2. ATHLETIC ACHIEVEMENT

Specific point totals will be made according to athletic achievements at the highest levels of competition; conference and district, then divisional, then state. The abbreviations following the description of the point requirement indicate the sport(s) which apply*.

- 1 point An individual or team member achieving a 2nd place finish at district (GBB, GVB, T, BBB).
- 2 points An individual or team member achieving a 3rd place conference win (BFB), a 1st place district win (BBB, GBB, T, GVB), or a 4th place divisional win (W, G).
- 3 points An individual achieving a 3rd place divisional finish (W, G).
- 4 points An individual or team member achieving a 2nd place conference or divisional title (BFB, BBB, W, G, T, GBB, CC, GVB).
- 5 points An individual or team member achieving a 1st place conference or divisional title (BFB, BBB, W, T, G, CC, GBB, GVB).
- 6 points An individual or team member achieving a 4th, 5th or 6th place State Title (BFB, BBB, W, T, G, CC, GBB, GVB).
- 7 points An individual or team member achieving a 2nd or 3rd place State Title (BFB, BBB, W, T, G, CC, GBB, GVB).
- 8 points An individual or team member achieving a 1st place State Title (BFB, BBB, W, T, G, CC, GBB, GVB).

3. ATHLETIC HONORS

These are honorary certificates determined by various coaches (MCA) outside the District for, and at different levels of competition; again, any athlete can only acquire the points obtained at his or her highest level of competition.

- 1 point An individual or team member achieving an Honorable Mention at the conference or divisional level (BFB, BBB, GBB, GVB).
- 2 points An individual or team member nominated to a 2nd Team All Conference or Division. (BFB, BBB, T, GBB, GVB).
- 3 points An individual or team member nominated to a 1st Team All Conference or Division. (BFB, BBB, T, GBB, GVB).
- 3 points An individual or team member achieving an Honorable Mention at the State level (BFB, BBB, GBB, GVB).
- 4 points An individual or team member nominated to a 2nd Team All State (BFB, BBB, T, W, G, GBB, GVB, CC).
- 5 points An individual or team member nominated to a 1st Team All State (BFB, BBB, T, W, G, GBB, GVB, CC).

4. ACADEMICS AND CITIZENSHIP

Because an athlete is a role model on, as well as off, the field of play, academics and citizenship must be encouraged, To this end the following points will be assigned to each nominee.

Commented [KF10]: AD review & update

Commented [KF11]: Add per AD recommendation

6 points Academic All-State
0-4 points Citizenship: this point total will be determined from the average value of the points cast by all coaches. Points will be awarded as follows: 1 point for a 2.0 GPA, 2 points for a 3.0 GPA and 2 points for community service involvement.

Commented [KF12]: 2.0 = 1 pt
3.0 = 2 pts
2 pts for community service involvement
Commented [KF13]: Added per AD

In the event of a tie between two or more athletes of the same gender, the Activities Director will either recommend the title be shared or will be voted on by the coaches.

CRITERIA FOR INDUCTION INTO THE ATHLETES HALL OF FAME

1. All nominations for election must be made to the Activities Director
2. Must have graduated from the District
3. A minimum for 1 and a maximum of 2 athletes will be elected each year representing each sport and gender
4. Final selection into Athletes Hall of Fame will be made by:
 - A. Activities Director
 - B. Committee appointed by the Activities Director
 - C. Principal

LETTERING CRITERIA

Athletic Lettering

Each head coach needs to communicate in writing specific policy regarding lettering criteria, specific to the individual sport. The lettering criteria will be outlined in the individual sport expectation handout given on the first day of practice.

Band/Chorus Lettering

In order to receive a varsity letter for participation in band or chorus, the student must do the following:

1. Must be enrolled in either band or chorus.
2. Participate in all concerts and festivals in which the school may be involved.
3. Must participate in a specified number of public performances by the band, chorus, pep band or any other performing groups.
4. Perform in one solo or ensemble performance, vocal or instrumental, depending on the activity in which you intend to letter, OR
5. Accompanying and/or piano solos/duets, OR
6. Audition for an honors ensemble such as North Central Honor Groups or All-State.
7. Students participating in any musical ensemble during the year, either for semester 1 or 2, will receive certificates of participation.

Academic Lettering

Students may letter in academies based on their cumulative weighted grade point average and school attendance. To letter a student must have a cumulative weighted grade point average of:

- 9th Grade Students: 3.9 Cumulative Weighted GPA
- 10th Grade Students: 3.85 Cumulative Weighted GPA
- 11th Grade Students: 3.8 Cumulative Weighted GPA
- 12th Grade Students: 3.75 Cumulative Weighted GPA

AND

Must be a full-time student, having 95 percent attendance for the qualification period.

**CASCADE SCHOOL DISTRICT STUDENT
ACTIVITIES/ATHLETIC HANDBOOK SIGN-OFF**
2021-2023 School Year

My signature on this document verifies my consent and understanding on the following documents:

I have been given access to a copy of the **Cascade School District Student Activities/Athletic Handbook** for the current school year. I have read and understand the policies and procedures as outlined in the handbook and agree to follow and abide by said policies and procedures.

Name of Student(s) _____

Parent Signature _____ Date _____

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

PLEASE RETURN THIS SIGN-OFF SHEET TO THE ATTENDANCE OFFICE

SECTION II

- Coaches Handbook
 - Update all dates & personnel changes
 - Extra & Co-Curricular Compensation
 - Remove Drivers Ed and add to certified handbook
 - Remove Academic Coach
 - Evaluation:
 - Add: advisor
 - Coaches Code of Ethics:
 - Change: “tobacco products” to “drugs”
 - Code of Ethics:
 - Remove 10. “Between participant and coach/sponsor.”
 - Remove “12. Realize that your failure as a student participant to abide by the code of ethics may result in your removal from the event, activity, and/or disciplinary action.”
 - Facility Supervision:
 - Change 3. “supervisor/teacher” to “coach/advisor”
 - Change 6. “Athletic/Activity Officer or the principal’s office” with “Activities Director”
 - Remove: Locker Room Rules 5. “At all times”
 - Fundraising:
 - Remove: “elementary”
 - Coaches Checklist for finishing your season:
 - Add “fobs” with keys
 - Eligibility for participation:
 - Match changes made in Student Athletic/Activity Handbook
 - Social Media/Networking Policy
 - Remove: “in fact”
 - Transportation to and from contests:
 - Add: seating chart policy
 - Criteria for Athlete of the Year:
 - Match changes made in Student Athletic/Activity Handbook

Cascade School District



Coaches/Sponsors/Advisors/Activities/Athletic Handbook

MISSION:

Promoting Excellence for All Students Through:

- Engaging Curriculum with Rigor and Relevance
- High Quality Instruction
- 21st Century Technology
- Personal & Academic Pride

VISION:

Through collective efforts of our community and school, we strive to be an innovative educational system committed to excellence and focused on developing responsible citizens.

Our Core Purpose is built on the Core Values and Beliefs that open lines of communication are essential to understanding, independent and creative thinking, and problem solving for the success of all; that in order for our students to succeed, it is essential that we promote an environment in which students love to learn; that showing respect for others, being accountable for one's own actions and always maintaining integrity is essential to the success of all; and that is imperative to maintain a positive, compassionate and safe school environment.

GOALS:

- To deliver an academic program that inspires and motivates every student to value education for his/her lifetime.
- Customize and individualize our educational program to meet every student's strengths and needs.
- Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 21st century.
- Strategically focus resources on student's achievement and identified wants and needs of the Cascade Community.
- Connect our curriculum and assessment data to common core standards.

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Introductory Statement

This handbook is designed to acquaint coaches, sponsors and advisors (referred to as “supervisor” throughout this document) with Cascade School District 3 & B (referred to as “the District”). The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX’s sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity. **(School Board Policy #3210)**

A copy of the District’s Policy Manual is available in the District office, on the school website, and the school library. In case of conflict between Board policy or any provisions of student handbooks, the provision of Board policy is followed.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and may be contacted at the Cascade Superintendent office for additional information and/or compliance issues:

Title VI (Social Security): Karsen Floerchinger
Title VII, Civil Rights or Discrimination Issues: Levi Collins
Title IX: Michael Wilson
Equal Employment Opportunities (EEO): Levi Collins
Americans with Disabilities Act: Levi Collins

The purpose of this guide is to establish rules, procedures, policies, and philosophy as it pertains to the Cascade Public Schools Athletic and Activities Programs. The fundamental purpose of the athletic/activities program is to facilitate the development of:

- Sportsmanship,
- A sense of responsibility to themselves and others,
- A devotion to an athletic and/or activities assignment,
- Pride of accomplishment of a job done to the best of one’s ability,
- Sense of belonging to a group,
- Social values derived from contact with students and adults from other communities and
- Healthy behaviors of participants.

ACTIVITIES PHILOSOPHY

It is our philosophy that participation in co-curricular activities is an integral and vital part of the total educational program.

The clubs, activities, and athletics provided by the District shall afford opportunities for students to involve themselves outside the classroom. Besides providing these programs, the District encourages student involvement because it benefits both the individual student and the school. The student derives cooperation, dedication, personal pride and ownership, sense of purpose, enhanced self-worth, loyalty, success and recognition, physical and social development, and a wholesome use of time.

Student interest leads to pride in school, citizenship, leadership, democratic experience, and character development. Teamwork, sportsmanship, and respect for others' rights and views are advanced.

Therefore, we believe it is the responsibility of the District to identify and maintain a mix of activities that motivates an optimum number of students without encroaching on one another. It is further incumbent upon the District to encourage participation by students for the above-mentioned reasons and their synergistic effect on the school community.

Finally, we believe that these activities are not an end in themselves, but vehicles to work with students. We want to "win" not for "winning's sake," but because the desire to excel is a worthwhile lifetime goal. We do not subscribe to a "winning at all costs" philosophy. We value the importance of good sportsmanship, giving one's best effort, winning humbly, and losing with grace. We believe it is not the score that makes one a "winner" or a "loser".

I. Supervisor Rules, Regulations & Requirements

EMPLOYMENT

Hiring

Head coaching assignments will be reviewed by the School Board at the conclusion of each season. Coaching assignments for Fall sports will be reviewed the first meeting in December; coaching assignments for Winter sports will be reviewed the first meeting in April; and coaching assignments for Spring sports will be reviewed the first meeting in July.

No coach may be terminated in mid-contract without cause. If a mid-contract termination is performance related, the coach must have been notified of the specific deficiencies in his/her performance and given reasonable time to remedy the deficiencies. In the case of a serious breach of ethics, morale or professional conduct, no notice or opportunity for remediation is necessary.

Coaches will be subject to yearly hire by the School Board. The School Board may consider the evaluation and input from the public prior to hiring. Public input may be accepted by the School Board on properly signed official forms and/or oral presentation to the board.

If the AD and Principal make a recommendation for the non-hire of a head coach, the School Board will act upon this recommendation prior to the position being posted as a vacancy.

Nothing in this policy creates any right or expectation of continued employment for coaches past the term of their yearly individual coaching contracts.

Hiring of assistant coaches will be made upon recommendation to the Activities Director from the head coach to the Board of Trustees of Cascade Public School District 3 & B for hire. It is the head coach's responsibility to inform each prospective assistant coach they must complete a District application, resume, and a letter of interest before consideration on a yearly basis. Hiring of assistant coaches at both the middle school and high school level will be ongoing but is encouraged to be done by the month of June for Fall activities, September for Winter activities, and January for Spring activities.

MHSA Certification Requirements

- NHSF Coach Education Program: All Junior High and High School coaches must be certified through the National High School Federation. All coaches (paid or volunteer) must complete the program prior to contact with students. Certification for the NFHS Program is good for five (5) years and the cost is \$35. The test is found at www.nhsflearn.com
- NHSF Concussion Education: (Dylan Steigers Protection of Youth Athletes Act) All coaches (paid or volunteer) must complete the program prior to contact with students. Again, the program may be found at www.nhsflearn.com
- MHSA Sport Specific Rules clinic: All coaches must view the rules clinic specific to their sport. The clinic is found at www.mhsa.org Rules Clinic (a coach in each sanctioned sport must attend annually)
- Current First Aid/CPR certification

Extra and Co-Curricular Compensation

Longevity payments will be paid in addition to and computed on the basic position salary of the current year. Longevity for purposes of eligibility to receive the longevity payment is defined as the number of years of experience in the District for a particular activity (gender is not important). In the event that the individual moves to a position of lesser responsibility within the same activity, that individual shall retain their longevity. The following scale applies to extra and co-curricular positions.

Extra/Co-Curricular Compensation					
Years of Continuous District Experience	0-3	4-8	9-13	14-18	19+
Longevity	0%	5%	10%	15%	20%
Activities Director	\$10,000	\$10,500	\$11,000	\$11,500	\$12,000
Head HS Varsity Coach - FB, BB, VB, WR, TR, GF	\$2,997	\$3,147	\$3,297	\$3,447	\$3,596
1st Assistant	\$2,230	\$2,342	\$2,453	\$2,565	\$2,676
2nd Assistant ("C" Squad)	\$1,775	\$1,864	\$1,953	\$2,041	\$2,130
Head Cross Country Coach	\$2,807	\$2,947	\$3,088	\$3,228	\$3,368
JH Head Coach	\$1,514	\$1,590	\$1,665	\$1,741	\$1,817
JH Assistant Coach	\$1,058	\$1,111	\$1,164	\$1,217	\$1,270
JH 2nd Assistant Coach	\$918	\$964	\$1,010	\$1,056	\$1,102
Annual	\$1,165	\$1,223	\$1,282	\$1,340	\$1,398
BPA	\$2,997	\$3,147	\$3,297	\$3,447	\$3,596
Band	\$2,997	\$3,147	\$3,297	\$3,447	\$3,596
Concessions	\$2,100	\$2,205	\$2,310	\$2,415	\$2,520
Choir	\$1,474	\$1,548	\$1,621	\$1,695	\$1,769
Drivers' Ed	\$30/hr	\$31/hr	\$32/hr	\$33/hr	\$34/hr
FFA	\$2,997	\$3,147	\$3,297	\$3,447	\$3,596
School Newspaper	\$1,165	\$1,223	\$1,282	\$1,340	\$1,398
Pep Club Advisor	\$672	\$706	\$739	\$773	\$806
JH/HS Science Fair	\$1,775	\$1,864	\$1,953	\$2,041	\$2,130
Elementary Science Fair	\$619	\$650	\$681	\$712	\$743
Academic Coach	\$619	\$650	\$681	\$712	\$743
National Honor Society	\$1,165	\$1,223	\$1,282	\$1,340	\$1,398
HS Student Council	\$1,165	\$1,223	\$1,282	\$1,340	\$1,398

Commented [FK1]: Move to certified handbook

Evaluation

The Activities Director will evaluate each head coach and advisor using the enclosed form. The Activities Director will report and discuss the evaluations with the Superintendent. The head coach/advisor will be given a copy of the evaluation 2 weeks before the board meeting for Fall (December), Winter (April), and Spring (July). This will be followed by a conference between the coach and the Activities Director. The advisors will be given a copy of the evaluation 2 weeks before the board meeting at the conclusion of the year. The Activities Director will conduct coaching evaluations and bring recommendations to the Board of Trustees at the Board Meeting that falls after 30 days of the conclusion of the event.

Commented [FK2]: And advisor

Each head coach will evaluate his/her assistants using the enclosed form. The form should be submitted to the Activities Director at a post-season conference along with the Program Evaluation Form. Each Head Coach should meet with their Assistant Coach and go over the Assistant Coach Evaluation together. Once all items have been completed the Head Coach and AD will schedule an End of the Season Interview, during which time the AD will review the Head Coach Evaluation with the Head Coach. The Head Coach may take up to twenty days following

the meeting to add any comments to the evaluation. At the conclusion of the End of Season Interview final coaches pay will be disbursed, but only if all items of the Check Out list have been completed.

Discipline and Discharge

Failure of a coach to abide by the expectations and guidelines outlined in this handbook could result in disciplinary action ranging from a letter of reprimand to dismissal from the coaching staff.

Volunteer/Chaperone Policy

The District recognizes the valuable contributions made to the total school program by members of the community who act as volunteers. A volunteer by law is an individual who:

1. Has not entered into an express or implied compensation agreement with the District;
2. Is excluded from the definition of "employee" under the appropriate state and federal statutes;
3. May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
4. Is not employed by the District in the same or similar capacity for which he/she is volunteering.

District employees who work with volunteers shall clearly explain duties for supervising children in school, on the playground, and on field trips. An appropriate degree of training and/or supervision of each volunteer shall be administered commensurate with the responsibility undertaken. Volunteers who have regular unsupervised access to children are subject to the District's policy mandating background checks.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Volunteer coaches in your program must be cleared by the Activities Director. Volunteer coaches will be required to submit a formal application to the Activities Director and any offer of a volunteer coach position will be contingent upon successful completion of a background check per **School Board Policy #5122**.

Volunteer Coaches must abide by the same policies as paid coaches. Volunteer coaches are required to complete the coach's certification program just as paid coaches are. The Montana High School Association (MHSA) has indicated that any post graduate participants that come in to help must be considered a volunteer coach. They will be expected to complete coach's certification in order to instruct or compete with participants in practice, and must complete the NFHS concussion course. Individuals who volunteer to assist the District during meets, tournaments, etc. will not be subjected to a background check with the understanding these volunteers would **never** be in a one on one situation with a student in an isolated environment. The District will provide volunteers with an Athletic Handbook, go over the expectations and require acknowledgement of the handbook.

KEYS/FOBS

Keys and fobs will be issued at the beginning of the season. Staff must sign for keys/fobs and a record is kept. Upon termination of employment, the keys/fobs are to be returned. If coaches/sponsors/advisors are returning for another year of employment with the District, they will need to check out keys again.

Should the keys/ fobs become lost or stolen, it must be reported to the office immediately. Replacement keys/fobs and/or the cost of rekeying locks will be the financial responsibility of the staff member. Staff allowing unauthorized individuals access and/or use of their keys may be grounds for disciplinary action up to and including termination of employment.

All coaches will be assigned keys/fobs specific to his/her area of need. Keys/ fobs will be checked out from the school secretary prior to the start of the season. School issued keys/fobs are for your use only and thus you are responsible for any and all assigned keys/fobs. DO NOT loan keys/fobs out to students or community members. Please lock and secure all doors prior to leaving the building. Keys/fobs are to be returned at the conclusion of the athletic season.

ETHICS & ETIQUETTE

Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with

opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

- **The coach** shall uphold the honor and dignity of the profession. In all personal contact with students, officials, Activities Directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- **The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- **The coach** shall avoid the use of drug, alcohol and tobacco products when in contact with players.
- **The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- **The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- **The coach** shall exert his or her influence to enhance sportsmanship and professionalism at all times, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, other departments within the District, and administrators.
- **The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- **The coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- **The coach** shall not exert pressure on faculty members to give student special consideration.
- **The coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.
- **The coach** shall follow the policies and procedures set forth by the District.

As a Coach:

- I understand that my responsibilities as a coach are of great importance and that my actions have the potential to significantly influence the young athletes whom I coach.
- I understand that as a coach I am obligated to honor the rules of the District, games, opponents, officials, teammates, staff, and self, and to teach players to do the same.

Therefore, by participating as Coach, I willing agree to adhere to the following Codes of Conduct. I will place the emotional and physical well-being of my players ahead of a personal desire to win.

Expected Behavior:

- Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents and spectators.
- Include all players in team activities without regard to race, religion, color, sex, sexual orientation, national origin, ancestry, mental or physical disability, economic or social condition, marital status, or any other legally protected classification.
- Conduct myself with the highest degree of integrity and professionalism during and off season.
- Treat all players, league officials, game officials, parents and spectators with dignity and respect.
- Play all players according to the rules established by the league and the spirit of those rules.
- Encourage players to participate in other sports and activities to promote all aspects of their development.

I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.

Expected Behavior:

- Recognize the differences of each student and treating each player as an individual while demonstrating concern for their individual needs and well-being.

- Encourage all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
- Recognize that some physical tasks, drills and demands are not appropriate for all players.
- Recognize that players may vary greatly in physical, social and emotional maturation and considering these factors when setting up competitions and when interacting with players.

I will do my best to provide a safe playing situation for my players.

Expected Behavior:

- Maintain a high level of awareness of potentially unsafe conditions and report to the Activities Director all unsafe conditions.
- Protect players from sex-based harassment, bullying, hazing, intimidation, assault and physical or emotional abuse.
- Correct and avoid unsafe practice or playing conditions.
- Using appropriate safety equipment necessary to protect all players.
- See that the players are provided with adequate adult supervision while under the coach's care.

I will promise to review and practice the basic first aid principles needed to treat injuries of my players.

Expected Behavior:

- Keeping basic first aid supplies available in all practice and game situations.
- Recognize and administer proper first aid to an injured player.
- Demonstrate concern for an injured player, notifying parents and cooperating with medical authorities.
- Protect the players' well-being by adhering to the concussion protocol, removing them from activity when injured and not returning them to activity if they are compromised by injury.

I will do my best to organize practices that are beneficial and challenging for all my players.

Expected Behavior:

- Establish practice plans that are interesting, varied and productive. Practices need to be aimed at improving all players' skills and individual abilities. Practice plans should be written out and available to view when requested.
- Devote appropriate time to the individual improvement of each player.
- Conduct practices of reasonable length and intensity appropriate for the age and conditioning of the players.
- Coaches should plan to have all members of the team begin and end practice at the same time.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

Expected Behavior:

- Adopt the position, teaching and demonstrating that it is our basic moral code to treat others, as we would like to be treated.
- Abide by and supporting the rules of the game as well as the spirit of the rules.
- Provide an environment conducive to fair and equitable competition.
- Using the influential position of coach as an opportunity to promote, teach and expect sportsmanship and fair play.

I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all District sports events.

Expected Behavior:

- Be alcohol and drug free at all team activities or in the presence of players.
- Refrain from the use of any type of tobacco products at all team activities or in the presence of players.
- Refrain from providing any type of alcohol, drug or tobacco products to any of the players.
- Encourage parents to refrain from the public use of ~~tobacco products~~ **drugs** or alcohol at team activities.

Commented [FK3]: Drugs,

I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.

Expected Behavior:

- Become knowledgeable, understanding and supportive of all applicable game rules, league rules, regulations and policies.
- Teaching and require compliance of these rules among players.

I will use those coaching techniques appropriate for each of the skills that I teach.

Expected Behavior:

- Teaching techniques that reduce the risk of injury to both the coach's own players and their opponents.
- Discouraging illegal contact or intentional dangerous play and administering swift and equitable discipline to players involved in such activity.

I will remember that I am a sports coach and that the game is for children and not adults.

Expected Behavior:

- Maintain a positive, helpful and supportive attitude.
- Exercise authority/influence to control the behavior of the fans and spectators. Exhibit gracious acceptance of defeat or victory.
- Accept and adhere to all league rules and policies related to the participation of adults and youth.
- Allow and encourage the players to listen, learn and play hard within the rules.

The District reserves the right to take appropriate disciplinary action, up to termination of the contract, involving any coach in violation of this code of conduct.

Code of Ethics

It is the duty of everyone involved in school activities, participant or sponsor, to:

1. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. Eliminate all possibilities which tend to destroy the best values of the activity.
3. Stress the values derived from participating in activities.
4. Show cordial courtesy to visitors and officials.
5. Respect the integrity and judgment of sports officials.
6. Achieve a thorough understanding of the activity and its rules.
7. Encourage leadership and good judgment.
8. Recognize that the purpose of activities is to promote the physical, mental, social, and emotional well-being of all involved.
9. Remember no competition is a matter of life or death for participants, coach, school, official, fan or community.
10. Keep an open line of communication ~~between participant and coach/sponsor.~~
11. Hazing, harassment, bullying, intimidation on the part of students, staff, or a third party (fan or student attending event) will not be tolerated. Activities are an extension of the classroom and a violation will be treated as such and dealt with as stated in the student and staff handbooks.
- ~~12. Realize that your failure as a student participant to abide by the code of ethics may result in your removal from the event, activity, and/or disciplinary action.~~

Confidentiality: (School Board Policy #5223)

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business. Employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication.

The protection of confidential information is vital to the interests and the success of the students and staff of the District. Such confidential information includes, but is not limited to information about employees, students, and parents. Employees who improperly use or disclose confidential information will be subject to disciplinary action.

Dress for Activities

Coaches/sponsors are hereby encouraged and authorized to establish exemplary standards and practices in fashion, grooming and taste that will tend to enhance the appearance of the group as a whole.

Such standards and/or practices must be of a reasonable nature, appropriate to the group's activity and reflect positively on the image of the group and school.

Further, these standards and/or practices must be made known to all potential members at the beginning of the activity season for that group (or sooner if possible).

Any student involved in extracurricular activities is expected to dress according to school dress code while attending and while taking part in the activity. Coaches/Advisors may give specific requirements for attire in individual activities.

SUPERVISION

Facility Supervision

One of the primary responsibilities of an advisor/coach is the supervision of the class or team in an athletic/activity facility. We think that problems can be limited with a little precaution.

Please comply with and notify your squads of the following rules:

1. Check all facilities, which you will be using, for safety.
2. No facility should be used **without school personnel supervision**. This includes weight room, gymnasiums, wrestling room etc.
3. The **supervisor/teacher coach/advisor** must be the last person to leave the area and check to see that all lights are off and all doors are locked.
4. Any damage to facilities or equipment is the responsibility of the person causing the damage.
5. A coach will not leave school grounds until ALL students have left campus safely. Never leave students unattended.
6. Report any damage to the **Athletic/Activity Officer or the principal's Activities Director's** office within 24 hours.

Commented [FK4]: Coach/advisor

Commented [FK5]: AD

It will be the responsibility of the coach of each sport to help get his/her area ready for a scheduled event.

Locker Room Rules

1. Cleats or spiked track shoes are not to be worn in the locker room or hallways.
2. Do not throw or kick balls in the locker room or hallways.
3. Keep tape, food wrappers, and other refuse picked up and in waste receptacles. No glass containers are permitted in the locker rooms.
4. Each athlete is responsible for making sure that his/her locker is kept locked and is cleaned out immediately at the conclusion of his/her season.
5. The locker room must be supervised **at all times with** a coach. The coach must make sure he/she is the last one out of the facility and that the room is clean.

Commented [FK6]: by

Open Facilities

1. Open-gym refers to the use of school facilities for recreational activities. The characteristics of an open gym are that:
 - a. The school facilities are available for students to participate in a number of activities.
 - b. The recreational activities are open to all students.
 - c. MHSAs definition.
2. The weight room will be open to all students throughout the school year. Students using the weight room must follow the policies and procedures established.
3. No student may use the weight room unless supervised by an adult approved by a supervisor.

4. If coaches/advisors would like to use a facility outside the regular season of sport, a request must be submitted to the Activities Director.

Supervision of Student-Athletes

Coaches/sponsors/advisors are responsible for the supervision of their student-athletes while engaged in school-sponsored practices, workouts and contests. This is particularly true of high-risk areas such as the weight room, whirlpool, etc. The coach/supervisor/advisor may be held liable for financial damages should an unsupervised student-athlete suffer an injury.

No coach/sponsor/advisor may leave their team/group unsupervised except as when in the case of an emergency and appropriate supervision arrangements have been made.

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

Coaches/sponsors/advisors should always be the last person to leave the facility after practice and when returning from away contests and competitions. Coaches/sponsors/advisors should never leave a student-athlete waiting for a ride after returning home from a contest or competition. Coaches/sponsors/advisors are responsible for assuring their area is locked and secured before leaving.

GRIEVANCE PROCEDURE

(School Board Policy #1700)

As circumstances allow, the District will attempt to provide the best working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question is answered quickly and accurately by District supervisors or administration. The District will endeavor to promote fair and honest treatment of all employees. Administrators and employees are all expected to treat each other with mutual respect. Each employee has the right to express his or her views concerning policies or practices to the administration in a businesslike manner, without fear of retaliation. Employees are encouraged to offer positive and constructive criticism. Each employee is expected to follow established rules of conduct, policies, and practices. Should an employee disagree with a policy or practice, the employee can express his or her disagreement through the District's grievance procedure. No employee shall be penalized, formally or informally, for voicing disagreement with the District in a reasonable, businesslike manner or for using the grievance procedure.

FINANCIAL RESPONSIBILITIES

Clinics

Coaches desiring to attend coaching clinics must do so through the Activities Director's office requesting leave and finances. The Activity Director will determine if budget restraints will allow for coaches to attend.

Fundraising

Activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals. Fundraisers must be for non-profit, student groups and specifically related to school activities. Fundraising request forms are available in the office. Final approval is given through a Fundraising Committee. The request must include an explanation or justification for the proposal, consistent with the organization and/or District goals.

Fundraising must not interfere with or disrupt the school day or instructional time. Individual students will not be dismissed from other classes for fundraising activities or preparation for fundraisers. Instructional time in other classes cannot be impacted by fundraising activities.

Approval of fund-raising requests will be based on the needs of the student group or organization; the time of the fundraising activity so that there are not multiple activities taking place; the nature of the sales activity (students going out into the community versus community coming to the students); and the commitment of the student group to conduct a successful fundraising campaign.

Profits from the school's concession stand benefit all student groups. All monies raised are divided among athletics, student publications, all student organizations, and elementary teachers. Advisors, coaches, and all other staff members support this process by working a shift when the concession stand is open for business. Sign-ups for working the concession stand are done through the principal at the beginning of the school year. Any fundraisers that compete with the sale of food items from the concession will not be permitted. Individual students wishing to raise funds for individual needs cannot conduct a sales campaign in competition with school concession stand.

The solicitation of staff and all District personnel by sales people, including student groups, is prohibited in the building before, during, and after school. All money raised must be receipted and deposited with the District. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

The Activities Director will approve all Fundraising Requests.

Activity/Fundraiser Request Form

This form must be filled out prior to any activity or fund-raising event. Any group/club activity that will be charging a fee or selling products MUST fill out this form PRIOR to beginning the activity/fund raiser.

The following procedure will be followed when requesting an activity or fund raiser:

1. Secure activity/fundraiser request form from the office.
2. Completely fill out the activity/fundraiser request form, including an outline of the activity/fund raiser, the purpose or goal of the activity/fund raiser, any special equipment or areas that may be necessary to hold the activity/fund raiser, the type of cash needed if a cash box is requested.
3. Acquire the necessary signatures before presenting the form to the activities office for final approval.
4. All requests for activities/fundraisers will be completed and submitted to the activities office a minimum of five (5) school days prior to the date of the activity/fund raiser taking place.
5. At NO TIME will an activity be held without the prior approval of the activities director AND principal

To avoid problems associated with Requisition Procedures, Purchase Orders, Extra-Curricular Funds, Fundraising:

1. Follow proper protocol when requesting a fundraiser (clear through administration)
2. All fund-raising activities will align to District policies and procedures always (when in doubt clear through administration)
3. All monies collected in relation to any student activity will be turned into the Activities Director with an Activities deposit receipt. In the event a money box will be used for multiple days; it should be locked in the vault each night. The money must be turned in by 3:45 each day or special arrangements should be made with the activities office in advance. Deposit all money at the office (do not keep in the coaches' office or your desk)
4. When accessing a credit card from the Clerk, you must fill out paperwork requesting the funds before the credit card will be issued. The Activities Director must sign the requisition prior to purchase.
5. Use of funds must align to Title IX and when in doubt contact MHSA

Ordering, Purchasing, Requisitions, Purchase Orders

Coaches/sponsors are not permitted to order, purchase or acquire any item for their activity without receiving prior approval of the activities director and completing the appropriate requisition with all signatures in place on said requisition. This includes items on a preview or trial basis.

Purchasing

All orders must be placed through the Activities Director on Student Activity/District Fund Purchase Orders. Failure to do so may result in the party placing the order being personally responsible. Personnel will not be

reimbursed for purchases - no exceptions. Coaches/Advisors must see the District Clerk to request a school activity card in order to make District purchases.

Student Activity Funds

All money raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the activities director and person in charge of the student activities program.

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff adviser. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those subjects currently in school who have contributed to the accumulation of the funds. (Board Policy #7425.)

Uniform/Equipment Replacement/Rotation Procedure

Each coach shall have on file with the Activities Director, a five-year uniform/equipment replacement plan. Each plan is to be updated annually.

The Activities Director shall use these plans to anticipate program needs and coordinate uniform/equipment replacement on an equitable basis.

COACH/SPONSOR ADDITIONAL RULES AND REGULATIONS

It is expected that all coaches/sponsors develop a list of team rules and non-compliance consequences and distributed to all team members to be reviewed by the participants and parents at the first meeting of the team/group. This will include all common Activity Handbook rules and any additional rules/regulations, including lettering policy, the coach/sponsor deems appropriate. The parents and participants will sign the rules and return to the coach/sponsor. A copy of the rules must be on file in the activities office.

COACHES CHECKLIST FOR FINISHING YOUR SEASON

1. INVENTORY complete, up to date, and turned in to the Activities Director.
2. SELF EVALUATION AND EVALUATION complete (if you are a head coach, you need evaluate your assistant coaches and make recommendations for the next season).
3. EQUIPMENT returned to storage. Equipment needing repair and reconditioning must be separated out, boxed, listed, and turned in to the activities director to be repaired or reconditioned. VIDEO EQUIPMENT must be turned in at the end of each season for cleaning and inspections. Coaches are responsible for all District-owned equipment. You must instruct athletes about the care and cleaning of equipment.
4. AWARDS need to be turned in to the Activities Director during your evaluation. Each varsity sport is allowed up to three specialty awards to be chosen by the coach. Turn in a ROSTER (alphabetical and by grade) of all athletes that participated and all athletes receiving a varsity letter and other awards (indicate the number of years the athlete has received the award) to Activities Director.
5. Turn in a priority list of BUDGET REQUESTS for next season, including recommendations for facility and equipment repair or replacement.
6. Evaluate your part of the program (head coach evaluation form) and make recommendations to the head coach if you are an assistant, and to the Activities Director if you are head coach. Recommendations may involve equipment, schedule, staff, budget, etc.
7. It is recommended that you collect UNIFORMS at the last event and wash them yourself. This will save you time and the frustration of trying to track kids down after the season is over. You will also be assured that the uniforms get washed.
8. Coach's OFFICE CLEANED out, as well as athletic lockers, so they can be readied for the next sport and coach.
9. Record boards and any Hall of Fame, and trophy engraving completed.

10. Keys/fobs must be turned in to the Activities Director during your evaluation. If keys/fobs will be needed during off-season training, they must be checked out again.
11. The coaching binder, containing emergency plan, alternative travel forms and physicals must be turned in the day following your last day of competition.

COACHES HALL OF FAME CRITERIA

1. A minimum of five years coaching in this school district
2. Active in promoting athletic activities in the school district
3. Demonstrated competitive excellence at district, divisional, and state competitions
4. Nominated by Activities Director or by two other coaches in this school district
5. Final selection into Hall of Fame will be made by:
 - a. Activities Director
 - b. Principal
 - c. Senior coach on staff (if not related or being nominated)

II. Student/Season Rules, Regulations & Requirements

ELIGIBILITY FOR PARTICIPATION REQUIREMENTS

Academic Eligibility

The District eligibility rules apply to all extracurricular (athletics) and co-curricular (clubs, organizations, Science Fair, Pep/Cheer, band, choir, etc.) activities. Students not meeting District eligibility requirements are allowed to participate in practice. Ineligible students will not participate in any activity or contest representing the District or any co-curricular activity taking place outside class time. Students in co-curricular activities are not allowed to participate in an activity that takes place outside the regularly scheduled class time.

The District will follow the eligibility rules as set forth by the Montana High School Association which reads as follows:

2. **MHSA Requirement:** A student must be enrolled and have received a passing grade in at least twenty (20) periods of prepared class work or its equivalent in the last previous semester in which the student was in attendance. Failure to meet this requirement will result in one (1) semester of ineligibility. Middle school students will be required to receive a passing grade in ten (10) periods of prepared work per week. Nonpublic or home school students who meet the requirements of 20-5-109 can participate in MHSA member school extra-curricular activities. Refer to MHSA handbook for full stipulations and requirements.
3. ~~Students who are enrolled in the 8th grade may be eligible to participate in high school sports (excluding football) if and only if the varsity team cannot be successfully filled with the number of high school students participating in the sport.~~ Coaches must file a petition with the Activities Director in order for their request to bring 8th grade students up to fill the team. The Activities Director will approve or deny the request. Upon approval, the request will be sent to the Superintendent for final approval.
4. Academically ineligible participants will be expected to practice, but will not be allowed to participate in games, meets, or performances or travel with the team or group. Students who are ineligible to participate in activities due to inadequate grades, as outlined, will not be allowed to sit with the team at competitions or events.
5. **Weekly “F” Policy:** A student must be receiving a passing grade in ALL classes. Eligibility for passing will be determined weekly beginning on the third week of each quarter. ~~The Activities Director will send out an Activity Eligibility Report every Tuesday during the season. This report will show all participants with a failing grade in any classes. If their name appears on the list, in any class, they will be ineligible for participation in any activities until they have a passing grade.~~ It is the student’s responsibility to notify the principal during regular school hours of their improved grade. The improved grade will be verified by the principal before the student can participate. Students and parents should continually monitor “Infinite Campus” so they are aware of what their student athletes’ grades are in each class. Students involved in High School or Middle School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.
6. **Transfer Rule:** A student of any grade level who changes school districts, except upon a corresponding change of residence of parent or legal guardian shall be ineligible to compete on a varsity team for a period of half the school year. (See MHSA Official Handbook for waiver requirements)

Commented [KF7]: Match Student Activities Handbook

Activity Fee

The activity fee must be paid prior to any participation by students. The Activity Fee will be waived for those qualifying for SNAP/TANF.

Age Rule – MHSA

Section (7) AGE RULE

7.1 No student is eligible to participate in an Association contest who has become nineteen (19) years old on or before midnight, August 31, of a given year. Therefore, a student who becomes nineteen (19) years old after midnight, August 31, of a given year, will be permitted to compete in all Association contests throughout that school year, under the provisions of this section.

Physical Exams (MHSA Form)

MHSA Handbook: ARTICLE II Section (3) Physical Exam

A physical examination is required for each student in order to be considered eligible and to be approved for participation in an Association Contest. Physical examinations must be completed prior to the first day of practice. This examination must be certified by a licensed medical professional, acting within the scope and limitations of his/her practice. This exam must be certified by a medical doctor, for the current school year. The cost of the physical exam is the responsibility of the student athlete and his/her parents. This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation the following school year. The physical examination form developed by the MHSA Medical Advisory Committee and approved by the MHSA Executive Board must be used. A current form may be obtained from the school office, on the school website, www.cascade.k12.mt.us, or on the MHSA website.

DUAL ACTIVITY IN A SEASON

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 or qualifying activity (districts/divisionals regionals) for future participation.

PARTICIPANT SELECTION POLICY

If a coach/advisor feels it necessary to hold tryouts for his/her program, with the intent on cutting players, the coach will provide participants with the selection criteria on or before the first day of practice. There will be no selections until at least three days of practice.

These criteria may be more stringent than the baseline requirements contained in this handbook.

In some activities, only a limited number of participants will be possible. Selections or auditions will occur and some participants will not be included on teams or selected for positions or roles. Coaches/advisors/directors are charged with the following responsibilities relating to these decisions:

1. The coach/advisor/activity director is responsible for making decisions about who is selected, keeping those participants who give the group the best chance of success.
2. The coach/advisor/activity director has the responsibility to meet with each participant who is not selected and explain the reasons for the decision.
3. The coach/advisor/director has the responsibility to meet with parents who would like to discuss a selection decision. **The coach/advisor/director will not meet with a parent until a 24-hour waiting period is observed.** A 36 to 48-hour wait is recommended.
4. Follow chain of command and universal complaint procedure.

ATTENDANCE THE DAY OF AN ACTIVITY

Students must be present for a FULL day (present in seven periods) of school in order to participate in ANY extracurricular activities, including practices. If an activity takes place on a non-school day, the student must be present for a FULL day (present in seven periods) of school on the school day prior to the activity. In cases where a medical note cannot be provided (i.e.: bereavement or family emergency) the student must receive **prior approval from the administration**. Exceptions may be granted by administration for extenuating circumstances. A student who leaves school early or arrives at school late due to an illness, not feeling well, or too tired, is considered too ill to participate in athletics/activities that day and shall not be allowed to attend a practice or contest. Any student who reaches 8 absence days per period per semester will not be allowed to travel on any trips outside of the school or participate in any extra-curricular or co-curricular activities without the principal's written approval.

Students must not leave school during class periods or between classes unless they have reported to the office and received permission from the administration. Students who leave the school building without checking out will accrue an unexcused absence and will be subject to the consequences as for any other unexcused absences. The Cascade County Sheriff's Department will be called to locate any student who cannot be located within 30 minutes of being reported as missing from an assigned class or area.

If a student is absent any portion of a school day in which a team practice or extracurricular contest is scheduled, and the absence is caused from an illness (especially contagious coughs and colds, flu-like illnesses, fever, respiratory illness, chicken pox, pink eye), he or she is not permitted to attend after school practices or participate in the event. If a student is not well enough to attend school he/she is not well enough to attend a team practice or competition either. Documentation from a doctor's office stating the student is not contagious to others must be provided in order to excuse him/her from this requirement.

If a student athlete is injured during an athletic practice or event, and seeks medical advice, that student athlete may not return to practice or contests until the District receives documentation from a doctor releasing that student to full participation.

Students participating in events that return home late at night must be in school at the regular time the following day unless prior approval is given by the administration. In such cases, arrangements should be made by the coach or advisor with the administration ahead of time.

School Suspension: School suspension means the exclusion of a student from attending individual classes or school **and participating in school activities** for an initial period not to exceed ten (10) school days. This will be treated as an unexcused absence from the activity. (School Board Policy #3300)

CODE OF CONDUCT - ACTIVITIES

Extra - and Co - Curricular Chemical Use Policy

Students participating in extra- and co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, purchase, or distribute alcohol, tobacco products, alternative nicotine and vapor products, or illegal drugs or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect twenty-four (24) hours a day. If a student receives a MIP or is seen using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbooks.

Policy Coverage

This policy applies to 6th grade through high school students who are involved in the extra- and co-curricular activities program.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities until the last day of school or activities, whichever is later. Violations are cumulative, through the student's period of attendance in grades 6-8 and in grades 9-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities.

Legal Reference: § 20-5-201, MCA Duties and sanctions

Violation of Rules

First Violation

1. Meet with the parents, coach/advisor and school administrator.
2. Continue his/her involvement in the activity
3. Receive counseling through the District counseling services (minimum of two hours arranged by the student) Complete District arranged Drug and Alcohol class.
4. Complete a three-hour service program at the school
5. Suspension of Competition for 2 week
6. Athlete will not receive a varsity letter for that activity or be eligible for post season awards.
7. Participants who report to an administrator an offense of this policy within 48 hours, may have the 2-week suspension reduced to 1 week and an opportunity for a varsity letter and post season awards.

Second Violation

1. A meeting with the student, parent, coach/advisor, and school administrator
2. Suspension for five (5) weeks of competition which will carry over into the next activity or next school year as appropriate.
3. Athlete will not receive a varsity letter for that activity or be eligible for post season awards.

Third Violation

1. Suspension for fifteen (15) weeks of competition which will carry over into the next activity or next school year as appropriate.
2. Athlete will not receive a varsity letter for that activity or be eligible for post season awards.

Further Violations

1. Suspension for one (1) calendar year which will carry over into next school year as appropriate.
2. Athlete will not receive a varsity letter for that activity or be eligible for post season awards.

Coaches/Advisors policies may exceed these rules.

Suspension or Exclusion from Team

Suspension or dismissal of any student from a co-curricular activity needs to be brought to the attention of the Activities Director in a timely fashion. Exclusion of any student from a co-curricular activity requires board action.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone and mail. Also, at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be

notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities. Legal Reference: § 20-5-201, MCA Duties and sanctions

CELL PHONE USE BY STUDENTS AND STAFF

Students Use of Mobile Devices

Student possession and use of cellular phones and other electronic mobile devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein.

At no time, will any student operate a cell phone or other electronic mobile devices with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

The use of cellular phones and other electronic mobile devices at school sponsored activities will be at the discretion of the coach and/or advisor.

Employee Use of Mobile Devices (School Board Policy #5630 &# 8123)

The Board recognizes that the use of mobile devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities.

District employees are prohibited from using mobile devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles for District purposes. If an employee needs to use their mobile device for an emergency, the employee should pull over to a secure area and park the vehicle. Absolutely **NO** texting is allowed while operating a District owned vehicle.

Staff is encouraged to use any available mobile device in the event of an emergency that threatens the safety of students, staff, or other individuals.

Failure to comply with the conditions set forth may result in disciplinary action.

SOCIAL MEDIA/NETWORKING POLICY

Per Policy 5460, The District staff shall not socialize with students on social networking websites (during school or out of school) in a manner contrary to this policy Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. ~~In fact~~, due to the vastly increased potential audience digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability.

Accessing social networking websites for individual use during school hours is prohibited, unless asked to do so by administration. Except in an emergency situation, staff shall not access social networking sites using District equipment or personal equipment, including during breaks or Preparation periods. All District employees who participate in social networking websites shall not post any District data, documents, photographs, logos, or other District owned or created information on any website. Further, the posting of any private or confidential District material on such websites is strictly prohibited.

Staff, students and parents are encouraged to communicate through the application set up by the AD for each individual sport.

COMPETITIONS & PRACTICES

Scheduling Practice Times and Contests

1. The Activities Director shall work with the coach/sponsor/advisor in scheduling all practice times and M.H.S.A. contests. Every effort shall be made to keep prime time varsity scheduling for female and male activities equal. Under no circumstances is a coach/sponsor/advisor to schedule an event without prior knowledge and consent of the Activities Director. This includes summer camps.
2. **Facilities Use:** When there is conflict in prime-time use of a facility, the District will have those parties involved work out an equitable schedule for facility use. If this cannot be done, the Activities Director

will present the parties involved with an equitable schedule, which will be strictly adhered to. M.H.S.A. scheduled events take precedence over practice times.

Family Night

There will be no student ACTIVITIES scheduled after 6:00pm on Wednesdays, with the exception of State sponsored events. This includes practices, meetings, rehearsals, etc.

Open Gym

Coaches/sponsors/advisors are to be cognizant of MHSA rules governing “practices”, “contests”, “open gyms”, and “student eligibility” when promoting their activity, conducting off season programs for training and conditioning, or when holding open gyms to assure that violations do not occur.

When scheduling any activity outside the scheduled season of sport, a facility request needs to be submitted to the Activities Director.

TRAVEL

Rosters

Furnish the Activities Director and Attendance Secretary with complete rosters of your groups. If this information is to be forwarded to competing schools, please have this information to the Activities Director at least one week in advance of the scheduled contest. As changes occur, be sure and bring the roster up to date.

Transportation to and from Contests:

Because of the legal implications regarding District responsibilities and liability for any student involved as a participant in a school sponsored extracurricular activity, participating students will be required to ride school-sponsored transportation to and from any activity taking place away from Cascade. This will apply to any student who is a member of a team, music group, cheerleading squad, pep bus or any other school-sponsored activity involving students as assigned participants. It does not include student spectators, except those riding on a pep bus.

It is the responsibility and requirement of all coaches, advisors, and/or chaperones to prepare a seating chart prior to the event. The seating chart must be given to the Activities Director and Transportation Supervisor. The seating chart is expected to be implemented and followed both to and from contests/activities.

Commented [KF8]: Add seating chart language

Transportation of students to and from school-sponsored activities is provided by the District transportation system in accordance with District policy. All participants must travel to all out of town activities with the group. If a situation develops where it becomes necessary for a parent/guardian to transport his/her child to an activity, an Alternative Travel Form to Activities must be submitted to the attendance office at least 48-hours prior to the activity. Prior permission needs to be granted by the administration.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on a field trip or other school activities only with prior administrative approval. Before transporting any students, the owner of any private vehicle must provide proof of sufficient liability insurance, current registration and a current Montana driver’s license. A driver may only transport the number of students as there are seat belts in his/her vehicle.

Upon conclusion of an activity, and release from a coach/advisor, a student may travel home from an activity with his/her parents, legal guardian or designee. Participants will be released to travel with their parent/guardian only after signing out with his/her coach/advisor on the Advisor Travel Release Form Activities form.

No student is permitted to perform District business with his/her own vehicle, a staff member’s vehicle, or a District-owned vehicle.

If a student misses the bus on a scheduled trip, it must be understood that participation by that student on that day will not be allowed. If an attempt is made to contact the school in case of an emergency, the administration will view the situation and make a decision based on the information they receive. As the head coach, you may delay departure time as long as you want, short of creating a safety hazard for the bus driver in reaching your destination.

When using a school vehicle, be sure to request the vehicle far enough in advance. The key to the vehicle will need to be picked up during regular business hours from the School secretary. When the vehicle is returned, the gas tank needs to be filled and a receipt for the gas needs to be placed in the District Clerk's box. The key needs to be returned to the School secretary.

It is the coach's responsibility to clean the school vehicle on the conclusion of each trip.

Out of State Trips (School Board Policy #2320)

At any time, a coach/sponsor is planning travel out of the state of Montana, the coach/sponsor must first discuss the possible travel with the Activities Director prior to assembling travel plans. The coach/sponsor must fill out an Out of State Travel Request form. The Out of State Travel Request form will be submitted to the Superintendent and Principal by the Activities Director.

After the coach/sponsor has consulted with the activities director a formal itinerary must be assembled and submitted to the Activities Director with a request that he/she place the request for travel on the next regularly scheduled Board of Trustees meeting for approval by the Trustees.

**** A request for placing travel on the Trustees Agenda MUST go through the activity director's office. DO NOT FORWARD REQUESTS TO BE PLACED ON THE BOARD AGENDA WITHOUT APPROVAL FROM THE ACTIVITIES DIRECTOR. ****

Submitting requests for travel to the Activities Director MUST be completed a minimum of 45 days prior to the intended travel. Following the approval of travel by the Trustees, the coach/sponsor may begin making appropriate travel arrangements.

All travel must use the Great Falls International Airport when traveling by plane, unless otherwise approved by administration.

Overnight Policy

It is the policy of the school to schedule regular season contests so that the teams return home after each away contest. This policy extends to all tournament and postseason competition except where distance and tournament schedules make such practice less than reasonable. All overnight trips must be anticipated and budgeted in advance.

The Principal, Activities Director, Transportation Director, Superintendent, or any combination of these can make the decision to suspend the travel policy and stay overnight if an emergency situation exists, or if they deem it reasonable to stay over because of the tournament schedule.

When on overnight trips, be sure your students know where the group will be staying and the approximate time of arrival in Cascade after the completion of the trip. A trip itinerary, such as the one below, might be used. The information on the itinerary can be helpful to parents, principal, Activities Director, transportation office and anyone else that is interested in the whereabouts of the people that will be making the trip.

Travel List for Coaches

This form is to be filled out by the coach or organization sponsor NO LATER THAN 2 DAYS prior of the trip. The form may be found under the Athletics tab of the District website www.cascade.k12.mt.us. Attach the completed form and email to the Activities Director, Attendance Secretary, JH/HS Principal, Food Service Manager, Transportation Director, and if applicable to the Ulm School.

Meal Procedure

Recommended Meal Allowances

When the District provides meals, using the state rate for meal allowance.

Gratuities: When appropriate (sit down meals), the coach/sponsor will include, but not exceed 15% of the total meal bill.

NOTE: Meal amounts MAY be accrued for ONE day. These amounts are MAXIMUM including beverage and/or dessert. Specialty drinks and or desserts are the student's responsibility.

Student Meals:

The District will allow parents or others to provide packed meals for the team(s) while traveling. This would be known as a ‘cooler clause’.

Sample Trip Itinerary

Trip Itinerary

November 4-5

Trip to Wibaux (State Football Playoff)

FRIDAY, Nov. 4

Leave Cascade	8:00 am
(Bring a sack lunch)	
Arrive in Lewistown	11:00 am
(Eat sack lunch and stretch)	
Leave Lewistown	11:30 am
Arrive at Circle High School	4:00 pm
(Practice and workout)	
Arrive in Glendive	7:00 pm
(Check into motel)	
Eat at Hardee's	7:30 pm
Arrive at motel	8:30 pm
Bed check and light out	10:00 pm

SATURDAY, Nov. 5

Breakfast	9:00 am
Back at motel	10:00 am
Relax and checkout of hotel	10:45 am
Leave for Wibaux	11:00 am
Arrive in Wibaux	11:30 am
Game time	1:00 pm
Leave Wibaux	4:00 pm
Arrive in Circle	5:30 pm
(Eat dinner)	
Leave Circle	6:30 pm
Arrive in Cascade	1:00 am

Reminders:

1. Let's win a ballgame
2. Bring warm clothing for the bus ride
3. The cheerleaders will be riding on the bus with us

Coaches Name: _____

Phone # in case of emergencies: _____

III. Awards & Honors

Each Boys and Girls sport will be provided with Three (3) post-season awards paid for by the school. Awards may be the Head Coach's choosing.

CRITERIA FOR ATHLETE OF THE YEAR

An athlete must participate in at least three sports and be nominated by two or more head coaches to be considered for "Athlete of the Year". Once nominated, the determination of one male and one female "Athlete of the Year" will be based upon the total points gained from the following four categories:

1. TEAM AWARDS

Each individual sport will have 15 points to be issued towards team awards: captain, MVP, Most Improved, etc. No one award or selection of the athlete will be made by the varsity head coach without recommendation from the support coaching staff. Each award with be worth 5 points.

Commented [KF9]: Add per AD recommendation

2. ATHLETIC ACHIEVEMENT

Specific point totals will be made according to athletic achievements at the highest levels of competition; conference and district, then divisional, then state. The abbreviations following the description of the point requirement indicate the sport(s) which apply*.

- 1 point An individual or team member achieving a 2nd place finish at district (GBB, GVB, T, BBB).
- 2 points An individual or team member achieving a 3rd place conference win (BFB), a 1st place district win (BBB, GBB, T, GVB), or a 4th place divisional win (W, G).
- 3 points An individual achieving a 3rd place divisional finish (W, G).
- 4 points An individual or team member achieving a 2nd place conference or divisional title (BFB, BBB, W, G, T, GBB, CC, GVB).
- 5 points An individual or team member achieving a 1st place conference or divisional title (BFB, BBB, W, T, G, CC, GBB, GVB).
- 6 points An individual or team member achieving a 4th, 5th or 6th place State Title (BFB, BBB, W, T, G, CC, GBB, GVB).
- 7 points An individual or team member achieving a 2nd or 3rd place State Title (BFB, BBB, W, T, G, CC, GBB, GVB).
- 8 points An individual or team member achieving a 1st place State Title (BFB, BBB, W, T, G, CC, GBB, GVB).

3. ATHLETIC HONORS

These are honorary certificates determined by various coaches (MCA) outside the District for, and at different levels of competition; again, any athlete can only acquire the points obtained at his or her highest level of competition.

- 1 point An individual or team member achieving an Honorable Mention at the conference or divisional level (BFB, BBB, GBB, GVB).
- 2 points An individual or team member nominated to a 2nd Team All Conference or Division. (BFB, BBB, T, GBB, GVB).
- 3 points An individual or team member nominated to a 1st Team All Conference or Division. (BFB, BBB, T, GBB, GVB).
- 3 points An individual or team member achieving an Honorable Mention at the State level (BFB, BBB, GBB, GVB).
- 4 points An individual or team member nominated to a 2nd Team All State (BFB, BBB, T, W, G, GBB, GVB, CC).
- 5 points An individual or team member nominated to a 1st Team All State (BFB, BBB, T, W, G, GBB, GVB, CC).

4. ACADEMICS AND CITIZENSHIP

Because an athlete is a role model on, as well as off, the field of play, academics and citizenship must be encouraged, To this end the following points will be assigned to each nominee.

6 points Academic All-State
0-4 points Citizenship: this point total will be determined from the average value of the points cast by all coaches. Points will be awarded as follows: 1 point for a 2.0 GPA, 2 points for a 3.0 GPA and 2 points for community service involvement.

Commented [KF10]: Added per AD

In the event of a tie between two or more athletes of the same gender, the Activities Director will either recommend the title be shared or will be voted on by the coaches.

CRITERIA FOR INDUCTION INTO THE ATHLETES HALL OF FAME

1. All nominations for election must be made to the Activities Director
2. Must have graduated from the District
3. A minimum for 1 and a maximum of 2 athletes will be elected each year representing each sport and gender
4. Final selection into Athletes Hall of Fame will be made by:
 - A. Activities Director
 - B. Committee appointed by the Activities Director
 - C. Principal

LETTERING CRITERIA

Athletic Lettering

Each head coach needs to communicate in writing specific policy regarding lettering criteria, specific to the individual sport. The lettering criteria will be outlined in the individual sport expectation handout given on the first day of practice.

Band/Chorus Lettering

In order to receive a varsity letter for participation in band or chorus, the student must do the following:

1. Must be enrolled in either band or chorus.
2. Participate in all concerts and festivals in which the school may be involved.
3. Must participate in a specified number of public performances by the band, chorus, pep band or any other performing groups.
4. Perform in one solo or ensemble performance, vocal or instrumental, depending on the activity in which you intend to letter, OR
5. Accompanying and/or piano solos/duets, OR
6. Audition for an honors ensemble such as North Central Honor Groups or All-State.
7. Students participating in any musical ensemble during the year, either for semester 1 or 2, will receive certificates of participation.

Academic Lettering

Students may letter in academics based on their cumulative weighted grade point average and school attendance. To letter a student must have a cumulative weighted grade point average of:

- 9th Grade Students: 3.9 Cumulative Weighted GPA
- 10th Grade Students: 3.85 Cumulative Weighted GPA
- 11th Grade Students: 3.8 Cumulative Weighted GPA
- 12th Grade Students: 3.75 Cumulative Weighted GPA

AND

Must be a full-time student, having 95 percent attendance for the qualification period.

IV. Health, Safety & Discrimination

RULES & PROCEDURES

Assumption of Risk Statement

Liability: The coach/advisor/director, any other member of the school staff, or any member of the Board of Trustees will not be held liable or responsible in case of an accident incurred during practice, games, meets, matches, tournaments, concerts, or trips supervised by the District. Each parent or guardian will be responsible to sign an “assumption of risk” statement indicating that the parents/guardians assume all risks for injuries resulting from such participation. **(School Board Policy #2151)**

Accident Report Form and Procedure

All injuries are to be reported immediately to the coach/advisor/activity director regardless of the nature of the injury. The coach/advisor/director will fill out an accident report form and file it in the AD’s office within one (1) school day of the accident. The AD will file a copy in the principal’s office.

Bullying, Harassment, Intimidation, Hazing Policy

Definition: The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. **(School Board Policy #3226)**

1. “Hazing” includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
2. "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication (“cyberbullying”) or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
 - a. Physically harming a student or damaging a student’s property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
 - c. Creating a hostile educational environment, or;
 - d. Substantially and materially disrupts the orderly operation of a school.
3. Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDA, social media or the internet.

Reporting:

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing,

harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board. Persons who feel they are being harassed or intimidated should take the following steps:

1. Inform the individual that his/her behavior is unwelcome, offensive, or inappropriate. DO NOT assume the problem will go away.
2. Notify a counselor, the Title IX Coordinator, or an administrator right away.
3. Early reporting assists in any investigation.
4. Request a copy of the District's sexual harassment policy so that reporting processes are clear.
5. Keep notes. Keep a record of dates, times, places and witnesses and descriptions of each incident.
6. Save all notes or records in a safe place.
7. Complainants are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the investigation of the report. Once a report has been filed with an administrator, Title IX Coordinator or EEO Officer, a confidential and expeditious investigation shall begin following the procedures as outlined in board policy.

Exhaustion of Administrative Remedies:

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gestures or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Child Abuse (MCA 41-3-201)

Abused and Neglected Child Reporting (School Board Policy #5232, 5232F)

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services or local law enforcement agency. The building principal is also to be immediately informed. Staff member may be asked to complete written documentation of this report and submit to the building principal.

Failure to report suspected child abuse is a violation punishable by law and by District disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good-faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

Concussion Education and Compliance

MHSA requires that schools distribute information to each student athlete and his/her parents or legal guardians before the student participates in an MHSA sport. The student athlete and parent/legal guardian must sign the front page after verifying they have read and understand the information regarding concussions. Students in grades seven, nine, and eleven will take a concussion baseline test before starting practice. If a student is in grade eight, ten, or twelve and did not take the baseline test the previous year, that student must take the test.

Concussion Form: All participants and their parent/guardian must initial all the required information on the concussion form and have it completed before the student may begin practice.

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged"

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.

- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:

> The right equipment for the game, position, or activity

> Worn correctly and fit well

> Used every time you play

Remember, when in doubt, sit them out!
It's better to miss one game than the whole season.

A Fact Sheet for PARENTS

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily • Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.

2. Keep your child out of play. Concussions take time to heal. Don’t let your child return to play until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

3. Tell your child’s coach about any recent concussion. Coaches should know if your child had a recent concussion in ANY sport. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

Be Prepared: A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious. Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

SIGNS AND SYMPTOMS OF A CONCUSSION

SIGNS OBSERVED BY PARENTS OR GUARDIANS	SYMPTOMS REPORTED BY YOUR CHILD OR TEEN	
<ul style="list-style-type: none"> •Appears dazed or stunned •Is confused about events •Answers questions slowly •Repeats questions •Can't recall events prior to the hit, bump, or fall •Can't recall events after the hit, bump, or fall •Loses consciousness (even briefly) •Shows behavior or personality changes •Forgets class schedule or assignments 	<p><u>Thinking/Remembering:</u></p> <ul style="list-style-type: none"> •Difficulty thinking clearly •Difficulty concentrating or remembering •Feeling more slowed down •Feeling sluggish, hazy, foggy, or groggy <p><u>Physical:</u></p> <ul style="list-style-type: none"> •Headache or "pressure" in head •Nausea or vomiting •Balance problems or dizziness •Fatigue or feeling tired •Blurry or double vision •Sensitivity to light or noise •Numbness or tingling •Does not "feel right" 	<p><u>Emotional:</u></p> <ul style="list-style-type: none"> •Irritable •Sad •More emotional than usual •Nervous <p><u>Sleep*:</u></p> <ul style="list-style-type: none"> •Drowsy •Sleeps less than usual •Sleeps more than usual •Has trouble falling asleep <p><i>*Only ask about sleep symptoms if the injury occurred on a prior day.</i></p>

Procedure for dealing with injuries

CARE OF THE INJURED ATHLETE

REMEMBER - MOST IMPORTANT - the injured athlete takes priority over everything!

Coaches are cautioned to exercise great care in dealing with all injuries. In all cases, the coach should assure himself/herself personally, that the injured athlete is receiving competent medical care. The following procedure should be followed:

- 1) Notify parents, if possible.
- 2) Administer necessary first aid.
 - Send someone to call for an ambulance (if necessary)
 - Keep student still, comfortable and reassured
 - When in doubt, do not move injured athlete
 - Stay with injured athlete
 - Contact Activities Director
- 3) If, in the judgment of the coach, the injury is serious, the school will take the responsibility for calling an ambulance, if one is not present.
- 4) A coach will accompany the injured athlete to the hospital and arrange for treatment if the parents are not there. The coach should remain at the hospital with the injured athlete until the parents arrive. Brief the parents upon their arrival.
- 5) An Accident Report shall be filed with the Activities Director for all injuries within one day.
- 6) The coach should follow-up on the progress of the injured athlete.
- 7) The coach should provide the parent or the person receiving the injured athlete with aftercare instructions.

The following basic emergency medical guidelines are to be implemented in the event of an athletic injury.

1. Follow all guidelines as outlined in the Emergency Action Plan located in the coaching binder
2. Coach in charge will make an immediate general assessment of the injury, checking for:
 - a. First, any sign of unresponsiveness
 - b. Second, ABCs (Airway, Breathing, Circulation)
 - c. Third, for gross deformities, i.e. apparent fractures
 - d. Fourth, for general athletic injuries.

3. In the event of a serious injury, the coach-in-charge must decide whether or not to call an ambulance. **DO NOT MOVE A SERIOUSLY INJURED ATHLETE!!!**
4. If contacting the emergency medical staff:
 - A. Coach-in-charge will designate an assistant or responsible athlete/manager to call the ambulance.
 - B. Coach-in-charge will stay with the injured athlete.
 - C. Callers are to give the following information to the dispatcher:
 - ✓ Who is calling
 - ✓ Where you are calling from (building)
 - ✓ Phone number you are calling from
 - ✓ What has happened
 - ✓ Assistance being given
 - ✓ Where to enter facility, if known
 - ✓ Don't hang up until the dispatcher does.
 - D. Callers report back to coach-in-charge.
 - E. Coach-in-charge will send a responsible person to meet the EMTs and guide them to the location of the injured person.
5. Coach-in-charge will continue to give proper basic first aid procedures until qualified medical staff arrives and relieves the coach of that responsibility.
6. A copy of the athlete's medical form should be available to be given to EMTs before leaving with the athlete.
7. Contact the parents/guardians and notify them of the injury.
8. Contact the AD and notify him/her of the injury.
9. File a written report with the AD.

The Activities Director, school administrator, or Coach will call a parent or parental designee so that the parent may arrange for care or treatment of an injured student/player. When a parent/guardian cannot be reached, and it is the judgment of the Activities Director, school administrator, or coach that immediate medical attention is required, an injured student/athlete may be taken directly to a hospital.

Medication Policy

ADMINISTERING MEDICINES TO STUDENTS (School Board Policy #3416)

The District recommends that medication be given at home whenever possible. Students requiring medication shall be identified by parents and/or physician and will be encouraged to notify coach/sponsor or Activities Director. Under no circumstances will school personnel provide over the counter medication or other patient's medication to students.

Drug-Free Workplace

Drug Free Workplace (School Board Policy 5226)

Because of the dangers of drug and alcohol in the workplace, all employees (including volunteers) of the District are prohibited from:

1. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on District premises or while performing work for the District, including employees possessing a "medical marijuana" card.
2. Distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District.

Reporting of the unlawful possession, use or distribution of illicit drugs or alcohol by employees is mandatory. Law enforcement officials will be notified. Violation of these standards of conduct will be considered grounds for disciplinary action up to and including termination action.

Employees seeking assistance may contact their family physician, a local hospital, or a social service agency. A list of resources may be found in the telephone directory under "drug abuse information and treatment."

Commented [FK11]: Check for updates

Employment will be terminated for employees convicted of a drug-related crime.

Legal Reference: 20 U.S.C.S. 3172 Safe and Drug-Free Schools and Communities Act

Tobacco Free Schools/Workplace

In the interest of having healthy employees and positive health models for students, the District maintains tobacco free facilities/vehicles and grounds.

1. All school buildings, vehicles and properties are hereby declared as tobacco free.
2. No use of tobacco will be permitted in the District facilities, vehicles or grounds.
3. Prohibitions of tobacco use are applicable to all hours.

FOR A COMPLETE DESCRIPTION of the District Tobacco Free Schools Policy, refer to **School Board Policy #8225**.

Sex Based Discrimination and Title IX

No student, on the basis of sex or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination on the basis of sex should be directed to the District Title IX Coordinator, located in the District Administration Office.

Sexual Harassment Policy (School Board Policy #3225)

The District is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a coworker, supervisor, subordinate, contractor, volunteer, or students, and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against any employee or student because he/she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender. This policy applied to individuals attending any events on District property, whether or not District sponsored, and to any school sponsored events regardless of locations.

Definitions: Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical, and/or visual contact of a sexual nature when:

- Submission is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education;
- Creating an intimidating, hostile or offensive employment or educational environment.
- An intimidating hostile or offensive employment or educational environment or educational environment means an environment in which:
- Unwelcome sexually-oriented jokes, innuendos, obscenities, pictures/posters or any action with sexual connotation makes a student or employee feel uncomfortable; or
- An aggressive, harassing behavior in the workplace or school that affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex
- FOR A COMPLETE DESCRIPTION of the District Sexual Harassment Policy refer to Policy Descriptor

Code: BP 3225 and 5012 and/or contact the Superintendent.

Title IX and Non-Discrimination Policy (School Board Policy #5010)

Equal Employment Opportunity and Non-Discrimination

The District will provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work physical or mental disability, if otherwise able to perform essential functions of a other legally protected categories.

The employment procedures of the District will be in compliance with all appropriate State and Federal law. LEGAL REF: Constitution of State of Montana; 1972 Education Amendments, Title IX; 1964 Civil Rights Act, Title VI; 1973 Rehabilitation Act, Section 503 and 504; Age Discrimination Act of 1975; Vocational Education Guidelines

Video Surveillance

The Board authorizes the use of 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 buildings, grounds, and equipment.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Coach Acknowledgement Form:

Failure of a coach to abide by the expectations and guidelines outlined in this handbook could result in disciplinary action ranging from a letter of reprimand to dismissal from the coaching staff.

My signature below indicates that I have received the Coaches Handbook and I have read and understand the contents.

Coach Signature

Printed Name

Date

Sport/Activity(s) - List all activities coached.

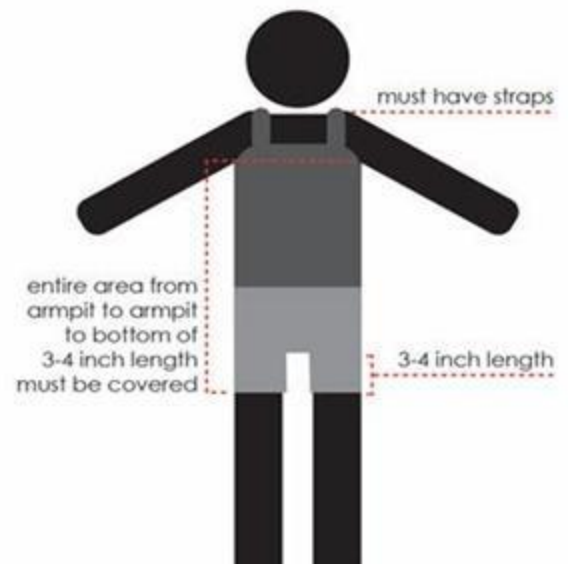
Return acknowledgement form to the Activities Director within 5 days of hire date. Form will be placed in the employee's personnel file.

SECTION III

- Student Handbook
 - Update all dates and personnel changes
 - Change all “EK/Early Kindergarten” to “K1”
 - Junior High & High School:
 - Check on requirements for 8th grade math classes to count towards credit in High School
 - Graduation Requirements:
 - Add: Animal Science to Science and VoAg
 - Excessive Absences:
 - Replace with chart
 - Code of Conduct:
 - Add: If the activity is not on a school day, students must be present the entire last school day before the day of the activity.
 - Behavior Matrix:
 - JH/HS - replace with updated format
 - Student Dress and Personal Appearance:
 - Replace most with new chart
 - Leave verbiage in number 6 & 7
 - Food & Drinks In Hallways:
 - Change: “No open food or beverages shall be left in the lockers, classrooms, or hallways.
 - Add: “lidded”
 - Driving and Parking Vehicles:
 - Create a waiver for students to be allowed to drive during the school day
 - Non-Participating Students Attendance to Activities:
 - Change: “district, divisional, or state tournament and/or track meets” with “post-season events”.
 - Add: must not have an “F”
 - Cafeteria:
 - Increase meal and milk prices
 - Use of Technology - Chromebook Agreement:
 - Need a separate signature form for agreement

Student Dress

Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. In general, students are to avoid wearing clothing judged to be disruptive to the educational process or to create safety issues. This policy is intended to provide guidance for students, staff, and parents. Any exceptions to the dress code for special events at school will be announced in advance.



Minimum Requirements:

- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image). Tops must have shoulder straps. Rips or tears in clothing should be lower than 3 to 4 inches in length.
- Health regulations require shoes to be worn at all times. Slippers, pajamas, and bedroom attire are not appropriate for school.
- Wintercoats, long coats, Blankets must be kept in Lockers throughout the school day.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Sunglasses, hats, bandanas, or other headgear may not be worn inside the building,
- Clothing and accessories that endanger student or staff safety may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.
- Facemasks must meet all of the above requirements.

The administration at Cascade Public Schools reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

BEHAVIOR MATRIX FOR J.H. & H.S. STUDENTS

Listed below are the probable specific consequences for violating specific school rules. The administration may **CHOOSE** from the options listed. The administration has the responsibility to determine the best way to bring about the desired change in student behavior and may, in special cases, select an option not listed. Built into each level is a "severe clause" whereby the classroom teacher/administration may skip all steps and remove a student from the classroom if misbehavior is severe enough to cause disruption to the learning atmosphere. Where several options are listed, the administration may **CHOOSE ANY OR ALL** of the options:

OFFENSE	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
STEP 1	Verbal Warning with Corrective Action. Parents notified.	Lunch Detention/After School Detention (1 Hour). Parents Notified.	Friday School Detention (4 Hours: 8AM-Noon). Possible ISS/OSS (1-5 Days) Parents Notified. Behavioral Referral & Possible Behavioral Contract & Counselor Referral.	Police Contacted. Parent notified by Admins. Recommended Expulsion, Conference with School Board
STEP 2	Detention (1/2 Hour) - Can be served in the form of Lunch Detention/After School. Parent Contact.	Friday school Detention (3 Hours: 9AM -Noon). Parent Contact. Behavioral Referral & Possible Behavioral Contract	ISS/OSS (1-10 Days), Suspension from Activities (2 weeks). Parent Meeting. Behavioral Referral & Contract & Counselor Referral.	N/A
STEP 3	Detention (1 Hour). Parent Contact.	In-School Suspension [ISS] (1-2 Days). Parents Notified. Behavioral Contract & Referral.	OSS(1-10 Days). Parent Meeting. Suspension from Activities for remainder of School Year. Behavioral Referral & Contract & Counselor Referral.	N/A
STEP 4	Office Referral, Friday/Saturday School (2 Hours: 9AM-11AM). Parent Contact by Admins.	Out of School Suspension [OSS] (1-5 Days). Parent Meeting w/ Admin. Behavioral Referral & Contract. Suspension from School Sponsored Activities (2 weeks)	OSS(10 Day minimum), Expulsion recommended. Parent conference with School Board/Admins	N/A
Examples of Offenses	<ol style="list-style-type: none"> 1) Public Display of Affection 2) Dress Code/ Food & Drink Violations 3) "Horseplay" & "Roughhousing" 4) Unexcused Tardies 5) Profanity/Inappropriate Behavior 6) Absence from an assigned Detention 7) Disrespectful Behavior 8) Defiance 9) Other Minor Behavioral Offenses 	<ol style="list-style-type: none"> 1) Insubordination/ Non-Compliance 2) Chronic Disruptive Behavior 3) Minor Vandalism 4) Technology Misuse/ Use of Cellular Device 5) Unexcused Absences/Truancy 6) Cheating/Plagiarism 7) Bullying/Harrassment 8) Threat (Direct or Implied) 9) Hazing/Intimidation 	<ol style="list-style-type: none"> 1) Verbal Abuse to Student or Staff 2) Minor Physical Assault/Fighting 3) Minor Weapon/Endangerment 4) Destruction of Property/Vandalism 5) Misdemeanor Theft (<\$500) [Restitution Paid] 6) Use/Possession of Drugs/Alcohol 7) Sexual Harrassment/ Violence 8) Inappropriate Misuses of Technology (Phones/Computers/Etc) 	<ol style="list-style-type: none"> 1) Distribution/Selling of Illegal Drugs 2) Sexual/Major Physical Assault 3) Major Weapons 4) Felony Theft (> \$500) [Restitution Paid] 5) Bomb/Death Threat(s) 6) Falsely Triggering a Fire Alarm 7) Violating the Privacy of Student/Staff using Technoloav 8) Violations of Criminal Law

The examples of offenses listed are representative, and may not be all-inclusive. The administrator will decide which category a particular offense may fall into and what determines major and minor offenses:

K-12 TECHNOLOGY USE AGREEMENT

MUST BE SIGNED BY INDIVIDUAL STUDENT & PARENT(S) BEFORE ANY COMPUTER USE OR RECEIVING A CHROMEBOOK.

Student's Name: _____ Grade: _____

Cascade Public Schools K-12 Technology Use Agreement

Agreements	Student Initials	Parent Initials
To be aware of the very real digital footprint while online. Websites & Social Media Sites are often public. Do not post or send anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
To follow the school's Code of Conduct while using technology. Be respectful. Be constructive. Be appropriate.		
To be safe online by never giving out yours or anyone's personal information (Names, Phone Numbers, Addresses, Birth dates, pictures, etc.) Do not share your password with anyone but your teachers & parents.		
To properly use online materials in schoolwork and making sure materials are appropriate for a school setting. If you come across inappropriate material, that is disrespectful or makes you uncomfortable, be sure to inform your teacher(s) or administration.		
To not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts and is PLAGIARISM. It is good practice to hyperlink or cite (APA, MLA, Chicago) your sources in your schoolwork.		
<u>To be aware that PICTURES may also be protected under copyright laws.</u> Verify that you have permission to use the image or that it is under Creative Commons attribution.		

Please sign below and return to the office. Your signatures indicate that you have read the Cascade Public Schools K-12 Student Handbook and understand the rules and regulations as approved by the Trustees of School District #3 & B and agree to the terms or Appropriate Technology Use set in place by the District.

DATE: _____

Student Signature: _____

Parent(s)/Guardian(s)

PRINTED Name(s): _____

Parent(s)/Guardian(s)

Signature(s): _____

<p>Number of excused or unexcused absences per class period</p>	<p>Attendance Flowchart</p>
<p>1-6</p>	<p>Call from the attendance office or automated dialer (this happens for each absence starting at 1.) Classroom teacher recognizes that absences may be a concern with the student. Teacher conferences with the student and documents the contact. Teacher may contact parent/guardian at this point. Teacher documents the contact. Teacher explains to student opportunities for making up missed classwork (if parent/guardian is contacted that may be explained to them as well.)</p>
<p>7-8</p>	<p>Call from the attendance office or automated dialer (this happens for each absence starting at 1.) Classroom teacher recognizes that absences are a concern with the student. Teacher conferences with the student and documents the contact. Teacher will contact parents/guardians. Teacher documents the contact. Teacher explains to student and parent/guardian opportunities for making up missed classwork. Teacher will assign classroom intervention if the student is behind academically (i.e. contract, Saturday school, detention, etc.) Teacher notifies both the student and parent/guardian of the intervention type and time. Classroom teacher notifies the Principal. The Principal may visit with the student and the parent/guardian. The Principal will document the visit.</p>
<p>9-12</p>	<p>Call from the attendance office or automated dialer (this happens for each absence starting at 1.) Teacher continues to conference with the student and parent/guardian regarding absences, opportunities for make-up, and class status. The Principal will conference with the student and the parent/guardian. The principal will document the conference. Interventions may be assigned by the Principal (i.e. medical only, contract, Saturday school, detention, etc.) The principal notifies both the student and parent/guardian of the intervention type and time.</p>
<p>More than 12</p>	<p>Call from the attendance office or automated dialer (this happens for each absence starting at 1.) Interventions may be assigned by the Principal (i.e. medical only, contract, saturday school, detention, etc.) The principal notifies both the student and parent/guardian of the intervention type and time. If a student has an “A”, “B”, or “C” in a class, the letter grade will be reflected as a “P” and the student receives credit; however, that letter will be reflected as a 2.0 on GPA. Students receiving an”F” will not receive credit. Possible truancy citation by law enforcement/SRO</p>

Cascade School District



Student Handbook

Kindergarten – 12th Grade

MISSION:

Promoting Excellence for All Students Through:

- Engaging Curriculum with Rigor and Relevance
- High Quality Instruction
- 21st Century Technology
- Personal & Academic Pride

VISION:

Through collective efforts of our community and school, we strive to be an innovative educational system committed to excellence and focused on developing responsible citizens.

Our Core Purpose is built on the Core Values and Beliefs that open lines of communication are essential to understanding, independent and creative thinking, and problem solving for the success of all; that in order for our students to succeed, it is essential that we promote an environment in which students love to learn; that showing respect for others, being accountable for one's own actions and always maintaining integrity is essential to the success of all; and that is imperative to maintain a positive, compassionate and safe school environment.

GOALS:

- To deliver an academic program that inspires and motivates every student to value education for his/her lifetime.
- Customize and individualize our educational program to meet every student's strengths and needs.
- Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 21st century.
- Strategically focus resources on student's achievement and identified wants and needs of the Cascade Community.
- Connect our curriculum and assessment data to common core standards.

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Introductory Statement:

To Students and Parents:

This handbook is designed to acquaint you with Cascade School District 3 & B (referred to as “the District” throughout this document). The Cascade 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, caretaker relative 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. *Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through other information communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.*

A copy of the District’s Policy Manual is available in the District office, on the school website, and the school library. In case of conflict between Board policy or any provisions of student handbooks, the provision of Board policy is followed.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and may be contacted at the Cascade Superintendent office for additional information and/or compliance issues:

Title VI (Social Security): Karsen Floerchinger

Title VII, Civil Rights or Discrimination Issues: Levi Collins

Title IX: Michael Wilson

Equal Employment Opportunities (EEO): Levi Collins

Americans with Disabilities Act: Levi Collins

Cascade Public School does not discriminate on the basis of race, religion, color, ethnicity, 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.

School Song

(Sung to the tune of ‘Stars and Stripes Forever’)

Hurrah for the Black and the Gold

May it Stand for Our Colors Forever

The Colors That Never Go Back

We Shall Conquer it all For Them

We Never Shall Suffer Defeat

While Upheld by Our Loyal Endeavors

Our Opponents We Know We Can Beat

The Black and Gold Will Clear the Tracks Again Forever

I. Academic Requirements

ELEMENTARY SCHOOL

A program of instruction will be conducted throughout the District which meets the standards set forth by the Office of Public Instruction. Kindergarten students are introduced to reading, writing, math, science, English, music, art and socializing with other students. These areas are expanded each year the student progresses to another grade.

Marking Policy

Grades EK-K

4 Advanced - exceeds expectations	3 Proficient - Meets expectations
2 Nearing Proficient - Making progress	1 Novice - Area of concern
N/A Not Assessed	TNG - Taught Not Graded

Grade 1-3

E Excellence	94-100
S+	90-93
S	80-89
S-	70-79
N	0-69

Grades 4-6

A+ 98-100%	C+ 77-79%
A 94-97%	C 73-76%
A- 90-93%	C- 70-72%
B+ 87-89%	D+ 67-69%
B 83-86%	D 63-66%
B- 80-82%	D- 60-62%
P 60-100%	F 0-59%

Elementary Honor Roll

Earning all A's or all A's and B's will be used to determine 4-6 grade elementary honor roll.

JUNIOR HIGH AND HIGH SCHOOL

- Students must carry at least 7 class periods per day per semester.
- (24) credits are required for graduation.
- Standard diplomas will be issued to students who have completed graduation requirements.
- Students suspended from a class will receive a S/F (suspended-failed) notation on their transcript.
- A maximum of 2 high school periods per semester will be accepted following the regulations attended below (Alternative Means for Earning High School Credit).
- Selected 8th Grade students may take advanced level (HS) Math classes, however these classes will NOT count toward the 3 Credit HS Graduation requirements. The three (3) HS Math credits must be obtained while attending the high school.

Commented [FK1]: Check on requirements

Alternative Means for Earning High School Credits

It is recognized that the best possible means for earning credit for graduation from Cascade High School is to do so while attending regular classes during the day. Opportunities for earning credit by an alternative method are discouraged, but may be granted under the following circumstances:

- A student needs an alternate method to obtain an additional number of credits for graduation.
- A student needs to repeat a required course for graduation.

- An alternate method of earning credit will be granted only if it is not possible to take the class while in regular attendance at Cascade High School.

The alternate course must be a class required for graduation or completion of the Montana University System college prep program. 8th grade math credits will not be included in the cumulative High School grade point average.

Commented [FK2]: Check on requirements

The following alternatives exist for earning high school course credit:

Summer School

Summer School courses are discouraged unless unusual circumstances are demonstrated by the student. Courses taken should follow the curriculum at Cascade High School as closely as possible. A student may not earn more than two (2) credits toward graduation from summer school courses. Prior to enrollment in summer school courses, the signed approval of the student and administrator is required. Evidence of successful completion must be provided directly to Cascade High School from the institution providing the summer school course before credit will be granted. Summer school courses must be acquired and completed with accredited institutions.

Online Electives

At this time, students will only be able to sign up for no more than two classes. Students will be allowed to sign up for MTDA classes for credit recovery and credit enhancement. Those interested in the coursework offerings need to contact Counselor. MTDA classes are approved by the Principal. If the MTDA class counts towards graduation credits, the school will cover the fee of the course. If an MTDA class is available as a regular CHS course offering, students must take the course at CHS. Exceptions to this condition will be considered in extreme circumstances.

Dual Enrollment classes are offered through Great Falls College. To be eligible for these classes you must be at least 16 years of age or a high school junior. Only courses numbered 100 and above are eligible for dual credit. Some courses require placement scores from the ACT or Accuplacer. See the counselor to schedule your Accuplacer exam if you need to test into a course. The student is responsible for Great Falls College fees.

Advanced Placement (AP) Courses

The rigorous Advanced Placement course curriculums and exams are authorized and audited by the College Board. Students in AP courses can earn college credit allowing for greater flexibility when enrolled in college. Eligibility: Students are eligible to enroll in AP courses in any one of three ways.

- Submit a recommendation to the AP course teacher from a prior teacher in the content area, e.g. to enroll in AP Government, usually taken as a Senior, receive a recommendation from any prior social sciences teacher
- Maintain a 3.5 grade point average (GPA) in the content area of the course, e.g. to enroll in AP English Literature and Composition, the student can demonstrate a 3.5 GPA in English I and English II
- Compose a written narrative to the AP course teacher of no less than one page explaining to the AP teacher why he or she wants to enroll in the course.

Testing Requirements: Advanced Placement courses allow students to experience a college level curriculum with college level testing expectations. All students in all AP courses must take a final exam. They may choose between the College Board exam or the teacher prepared final exam.

College Board exam. This final exam is authorized and scored by the College Board. Depending upon the results, a student can earn up to four college credits and in most cases, be excused from taking that course in college. Students in the Free/Reduced Lunch program may take the exam at no cost. All other students are responsible for covering the cost of the testing fee, which is set by the College Board. College credits cannot be earned without

taking this exam. Students choosing not to take the College Board exam must take a final exam written by the AP teacher. This test will be scored and averaged into the student's final grade. The teacher has the discretion of determining the weight given to the final exam grade.

Grading: Because AP courses are more rigorous and demanding, students will receive a weighted numerical value toward their grade point average for each AP class taken. Students must take the AP exam and score a 3 or higher for the following GPA weight to apply.

A = 5.0 pts; B = 4.0 pts; C = 3.0 pts; D = 2.0 pts; F = 0.0 pts

Only those courses approved and audited as AP by the College Board process can have the 5.0-point value.

Students and parents are encouraged to contact the principal for questions and additional information.

Junior High and High School Marking/Grading Policy

Used by all Junior High and High School instructors to figure period grades for report cards.

A+	98-100%	C+	77-79%
A	94-97%	C	73-76%
A-	90-93%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
P	60-100%	F	0-59%

Junior High is graded by quarter. All junior high classes are used to calculate GPA.

Honor Roll

GPA 3.5 and higher will be used to determine Junior High and High School honor roll.

Grades

All quarter and semester grades are due at the end of that grading period. Only the principal may grant exceptions.

Eighth Grade Celebration

Eighth Grade celebration exercises will be held during the last week of school. Eighth graders will not return to school on the days following promotion unless directed to do so by the principal. The District will provide certificates. All other expenses will be paid by the 8th grade class.

Graduation

It is the responsibility of the senior class to purchase the individual flowers for their graduation. Caps and gowns may be purchased by the class or by each individual. Stage flowers will be provided by the school. Seniors must meet all graduation requirements to participate in graduation ceremonies.

Valedictorian and Salutatorian are selected at the end of seven semesters by numerical grade equivalent. Physical Education, teacher's aide and Drivers Education are not considered. To be eligible, the student must be in attendance for three (3) consecutive semesters prior to graduation at Cascade High School and be enrolled on a full-time basis. Once chosen, student must maintain the rank standing for the remainder of the school year.

Graduation Requirements

Subjects	Number of Credits Required
English I-II-III-IV	4
Math	3
Science	3
Social Studies	3
Health & Phys. Ed.	1
Fine Arts	1
Career and Technical Ed	1
Electives	8

Communication Arts:

English I, II, III, IV	1 Credit
Foreign Language	1 Credit
English (AP)	1 Credit

Science:

Physical Science	1 Credit
Chemistry	1 Credit
Biology (I & II)	1 Credit
Anatomy & Physiology	1 Credit
Environmental	1 Credit
Ag Science	1 Credit
Earth Science	1 Credit
Animal Science	1 Credit

Health Enhancement:

Advanced P.E.	1 Credit
Health I & II	1 Credit

VoAg:

VoAg I, II, III, IV	1 Credit
Ag Lead & Comm.	1 Credit
Intro to Mechanics	1 Credit
Ag Mechanics	1 Credit
Animal Science	1 Credit

Business:

Accounting I	1 Credit
Accounting II	1 Credit
Document Formatting	1 Credit
Global Communications	1 Credit

Math:

Algebra (I, II, II, Fin.)	1 Credit
Calculus (Pre & AP)	1 Credit
Geometry	1 Credit
Integrated Math	1 Credit
Financial Math	1 Credit

Fine Arts:

Band	1 Credit
Art	1 Credit
Chorus	1 Credit
Art (AP)	1 Credit

Family & Consumer Science:

FCS I & II	1 Credit
Culinary Arts I & II	1 Credit
Building Construction	1 Credit
Welding	1 Credit
Greenhouse	1 Credit

Social Studies:

World History	1 Credit
MT History	1 Credit
US History	1 Credit
Government (AP)	1 Credit

Commented [FK3]: Add Animal Science - AG & Science

Total Credits Required to Graduate = 24

If a student has taken a required class and passed, that class may not be repeated for additional credit. Example: a freshman takes Pre-Algebra passes then needs the three required credits for math so takes Pre-Algebra again. They will not be given the 1 credit again.

II. Attendance

ENTRANCE AGE REQUIREMENTS

The public schools of the state of Montana may be open to all children and youth between the ages of 6 and 19 years. Children must have reached their sixth birthday on or before September 10th of the current school year before being eligible to enter first grade.

Transfer students who have been enrolled in another community who do not meet the above cut-off date will be accepted in our first grade. Students residing in our community and enrolled in another school because of a later cut-off date will not be accepted if they were to transfer to our school after a short period of time. This would be taking deliberate advantage of our original policy. Students entering Early Kindergarten will be allowed to enter our school if they have reached their 4th birthday by September 10th of the current school year. Under no circumstances will any student enrolled in Early Kindergarten be permitted to advance to the 1st grade the following year. Students entering kindergarten will be allowed to enter our school if they have reached their 5th birthday by September 10th of the current school year. Kindergarten is offered by board discretion rather than required by state law.

The District will not assign or admit any child who has reached his/her 19th birthday on or prior to September 10th of the year in which the child is to enroll. A student turning 19 during the school year, must have the appropriate credits and be on track to graduate with peers in order to enroll for that school year. *All new and transfer students must be approved by the administration before being allowed to enroll in school.*

Any out of District Junior High or High School student (with the exception of students in Lewis and Clark County, as we have standing attendance agreements with Craig and Wolf Creek School Districts) must be approved by the administration.

CERTIFIED COPY OF BIRTH CERTIFICATE AND COMPLETE IMMUNIZATION

The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child (certified copy of birth certificate) to the school for enrollment.

Under law, all students entering school for the first time are required to present certification from a licensed physician or an authorized representative of the Department of Health or local health department stating that the child has received immunizations against communicable diseases as specified by the Department of Health. A pupil will be exempted from the above requirement only upon submission of (1) certification from a licensed physician that the physical condition of the child is such that immunizations would endanger the child's life or health; or (2) an annual notarized statement signed by one parent or guardian that the child is an adherent to a religious belief whose teachings are opposed to immunizations.

Immunization documentation of protection against measles and rubella with 2 doses, 1st dose of vaccine on or after 1st birthday, is now required for vo-tech centers, colleges and universities as well as elementary and secondary school.

4 doses of DTap, DT, Td or Tdap, only if the 4 dose is given on or after 4th birthday. If a student is 7 years or older who has not completed the DTap requirements, he/she must receive additional doses of Tdap or Td vaccine to become current.

3 doses of the polio vaccine, only if the 3rd dose is given on or after the 4th birthday.

Students entering 7th grade will need a Tdap vaccine if they haven't received one within the past five years.

As of October 1, 2015; Students in kindergarten through 12th grade will need to have 2 doses of the varicella vaccine. If your child has had the chickenpox virus you may submit documentation by having your medical provider complete the approved “History of Varicella” form.

PART-TIME STUDENTS

It is the desire of the Board to accommodate the educational needs of all students residing within District boundaries who are not otherwise enrolled in a public educational program. The District will not accept students eligible to enroll in grades K-6 on a part-time basis unless they are disabled. The District will review requests for part-time enrollment of grade 7-12 students on a case-by-case basis. Registered home school or private school students in the District may seek to enroll and be approved for enrollment on a part-time basis. The Admissions Committee will review requests for part-time enrollment of students, with the Superintendent/Principal making the final decision.

Please see District Policy #3150 for additional information on Part-time Attendance. As per Board policy, a part-time student cannot receive honors and awards reserved for full-time students, including but not limited to participating in Grade 8 or Cascade High School graduation/commencement ceremonies.

ATTENDANCE POLICY

Students are responsible for attending class. The learning experiences that take place in the classroom environment are an essential part of the educational process. Absences and tardiness tend to disrupt the continuity of the instructional program and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students and teachers. Missing class hinders a student’s ability to master the subject matter, and this may be reflected in the grade.

Grades earned in any course should reflect the student’s fulfillment of academic requirements, achievement, and daily participation. It is the student’s responsibility to develop time management skills, a productive work ethic and accountability for successful preparation for graduation and beyond. The administration does not condone absences that detract from our academics. Such absences include, but are not limited to: skip days, shopping, work (on a job or at home), moving, banking, oversleeping, haircut, tanning, and manicure appointments. **It is also appropriate that family vacations be taken only during school breaks.**

Students must not leave school during class periods or between classes unless they have reported to the office and received permission from the administration. Students who leave the school building without checking out will accrue an unexcused absence and will be subject to the consequences as for any other unexcused absences. The Cascade County Sheriff’s Department will be called to locate any student who cannot be located within 30 minutes of being reported as missing from an assigned class or area.

ATTENDANCE THE DAY OF AN ACTIVITY

Students must be present for a FULL day (present in seven periods) of school in order to participate in ANY extracurricular activities, including practices. If an activity takes place on a non-school day, the student must be present for a FULL day (present in seven periods) of school on the school day prior to the activity. In cases where a medical note cannot be provided (i.e.: bereavement or family emergency) the student must receive **prior approval from the administration.** Exceptions may be granted by administration for extenuating circumstances. A student who leaves school early or arrives at school late due to an illness, not feeling well, or too tired, is considered too ill to participate in athletics/activities that day and shall not be allowed to attend a practice or contest. Any student who reaches 8 absence days per period per semester will not be allowed to travel on any trips outside of the school or participate in any extra-curricular or co-curricular activities without the principal’s written approval.

Students must not leave school during class periods or between classes unless they have reported to the office and received permission from the administration. Students who leave the school building without checking out will

accrue an unexcused absence and will be subject to the consequences as for any other unexcused absences. The Cascade County Sheriff's Department will be called to locate any student who cannot be located within 30 minutes of being reported as missing from an assigned class or area.

If a student is absent any portion of a school day in which a team practice or extracurricular contest is scheduled, and the absence is caused from an illness (especially contagious coughs and colds, flu-like illnesses, fever, respiratory illness, chicken pox, pink eye), he or she is not permitted to attend after school practices or participate in the event. If a student is not well enough to attend school he/she is not well enough to attend a team practice or competition either. Documentation from a doctor's office stating the student is not contagious to others must be provided in order to excuse him/her from this requirement.

If a student athlete is injured during an athletic practice or event, and seeks medical advice, that student athlete may not return to practice or contests until the District receives documentation from a doctor releasing that student to full participation.

Students participating in events that return home late at night must be in school at the regular time the following day unless prior approval is given by the administration. In such cases, arrangements should be made by the coach or advisor with the administration ahead of time.

REPORTING ABSENCES

Students without a phone must bring a note signed by their parent or guardian stating the specific reason for the absence on the day of return. Families with phones should have a parent or guardian call by 8:30 AM as specified by the Missing Children policy.

Students 18 years or older and living with their parent(s) or a guardian may not call themselves in to miss school for any reason. If you are 18 years or older and live on your own, you may call yourself in to miss school, but if attendance extends past the five days per quarter your absences will be marked as unexcused unless you provide documentation from a doctor's office, court clerk, etc.

Siblings are not permitted to excuse each other. Please send a note, not a verbal message.

Please do not send students to school if they are ill or have been exposed to a contagious illness. Students missing three consecutive days for injury or illness may be offered help through the school tutoring services. Students absent for 10 consecutive days will be dropped from the rolls (as per state law).

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Before the end of the school day, the secretary shall attempt to contact every parent, guardian, or custodian whose child has not reported the child as absent. This is to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

CLASSIFICATION OF ABSENCES

Definitions:

Absence: Students will be marked as unexcused until parent notification is received. Notification must be within 24 hours.

Tardy: not in the classroom/seat by the time the bell rings and up to 10 minutes after the bell rings.

Excused Absence: Caused by illness, family emergency, medical and/or weather. All other absences will be considered unexcused.

Unexcused Absence: Caused by truancy, skipping, or failure to verify an excused absence in a timely manner. Students MUST complete make-up work immediately upon their return.

School Related: This is an absence involving participation in school-sponsored activities. Students under school sponsorship are automatically excused. Students away from school in this category are considered present.

However, individual teachers (with prior notice) may require students to complete work before the students are absent for the activity.

MAKE-UP WORK

It is reasonable to expect that some coursework cannot be replicated due to the nature of the assignment. However, it is the student's responsibility to inquire about make-up course work. The student should know assignment expectations and due dates. Students must make prior arrangements with their teacher for planned absences. If the student has a pre-assigned assignment due during an absence, the student will submit the completed assignment upon returning to school.

Students must make prior arrangements for assignments on extended absences. Parents and students will be notified of any assignments that are not turned in by the due date.

EXCESSIVE ABSENCES

~~If a student is absent for more than eight times during any one period in each semester, the following will apply. On absences 9 and 10, the student will be required to make up those hours at Friday or Saturday school. Any absences past 10 will result in loss of credit for the semester. Only in emergency situations will extra absences be allowed by principal approval. All absences (including but not limited to medical, excused, unexcused absences) except school sponsored absences will count towards student personal absence total. Any student who reaches 8 absence days per period per semester will not be allowed to travel on any trips outside of the school or participate in any extra-curricular or co-curricular activities without the principal's written approval.~~

~~As part of due process: Parents will receive warning letters from the office when a student has accumulated 5 and 7 absences per semester. After 8 absences, parents and students must meet with the principal, sign an attendance contract and make up any future absences through Friday or Saturday school or a loss of credit will result.~~

School District Policy #3215 provides for a uniform grievance procedure that can be initiated in the event that the parent or guardian has a complaint about how this attendance policy is implemented. The parents of students in grades K-12 are strongly encouraged to send their children every day that school is in session. Teaching cannot take place and learning will not happen if the child is not present on a daily basis. Every day is important. A child's academic success, social growth, and development as an individual can only progress with a commitment to faithfully attend school. Parents are asked to keep children home during bouts of illness so as not to spread disease or sickness to other children. Make-up work can always be arranged with the classroom teacher.

TARDY POLICY

- All tardiness will be considered unexcused unless extenuating circumstances warrant otherwise.
- Students arriving late due to a bus arriving late are NOT considered tardy.
- Students detained by another teacher must obtain a written pass from that teacher or this will be considered an unexcused tardy.
- Any student who is 10 minutes tardy to a class will receive an unexcused absence for that class. The teacher will record the absence.
- Three unexcused tardies in one class constitutes an unexcused absence in that class. This is cumulative for the semester.
- *For students who are tardy to any class*, detention will be served the following day. A student will serve one lunch detention for every tardy they receive to any class.

Commented [FK4]: Replace with chart from Schulte

III. Code of Conduct for All Students

The District’s code of conduct and discipline is established to achieve and maintain order in the school. Persistent or repeated violations of the rules of conduct may result in increasingly serious penalties. The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. This jurisdiction includes any activity during the normal school day, attendance at any school related activity regardless of time or location, and any school related misconduct, regardless of time and location will be dealt with.

General Information:

- A complete list of student policy is found in the Board Policy, a copy of which is in the library, the administrative office and on the school website.
- Book covers are to be used only at the teacher's discretion, but under no circumstances are the fabric covers to be used. No writing or marking is allowed in any textbook.
- Student guests are not allowed. Exceptions may be granted by the principal.
- Students participating in any school activity must be present the entire school day of the activity, if the activity is on a school day. **If the activity is not on a school day, students must be present the entire last school day before the day of the activity.**
- Homework for all students will require 24-hour notice before it will be ready to send home.
- Students withdrawing after 10 school days from the start of a class will receive an “F” for that class.

Commented [FK5]: Include verbiage for weekend activities

SCHOOL-WIDE DISCIPLINE PROCESS

We believe that effective schools have unconditional positive regard for students, treat all students with dignity and respect, and maintain a positive and proactive focus in developing socially and academically competent students.

All staff will apply the guidelines below when faced with a student discipline issue. Throughout the school year, students and staff will participate in an ongoing program of positive behavior supports, motivation, and skill-building to nurture and promote a positive school climate, responsibility and respect. To implement behavior supports on a daily, school-wide basis, all staff will apply the guidelines below to determine the level of intervention a student discipline issue may warrant.

Below is a tiered discipline matrix for students in grades K1-6th. Minor infractions will result in a “Tune-up” slip sent home for parents to sign and return to school. The purpose of the “Tune- up” slip is to keep parents informed of student's minor behavior infractions and to give parents opportunities to address these behavior issues at home. Major infractions will result in detention/suspension at the discretion of the principal. The principal will notify parents of students who commit major infractions.

Behavior Matrix, Cascade Elementary School			
Minor Infractions	Definition	Major Infractions	Definition
Inappropriate Language	Student engages in low intensity instance of inappropriate language.	Abusive Language/ Inappropriate Language/Profanity	Verbal messages that include swearing, name calling or use of words in an inappropriate way.

Physical Contact/Physical Aggression	Student engages in non-serious but inappropriate physical contact.	Fighting/Physical Aggression	Actions involving serious physical contact where injury may occur (e.g. hitting, kicking, hair pulling, etc.)
Defiance/ Disrespect/ Non-Compliance	Student engages in brief or low-intensity failure to respond to adult requests.	Defiance/ Disrespect/ Insubordination/ Non-Compliance	Refusal to follow directions, talking back and/or socially rude interactions.
Disruption	Student engages in low-intensity but inappropriate disruption.	Disruption	Behavior causing an interruption in a class or activity. Disruption may include sustained loud talk, yelling or screaming, horseplay or roughhousing, and/or sustained out-of-seat behavior.
Property misuse	Student engages in low-intensity misuse of property. Writing on tables, breaking pencils, crayons, etc.	Property Damage/ Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
		Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property.
Technology Violation	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, cameras, and / or computer.	Technology Violation	Student engages in a seriously inappropriate (as defined by school) use of cell phone, pager, music/video players, cameras, and/or computer.
		Truancy	Student receives an "unexcused absence for 1/2 day or more.
Lying/Cheating	Student delivers low intensity message(s) that are untrue and/or involve cheating.	Lying/Cheating	Student delivers serious message(s) that are untrue and/or deliberately violate rules.
Harassment	Student delivers disrespectful, low intensity messages (verbal or gestural) to another person such as rumors, facial expressions, inappropriate exclusion, etc.	Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other classification.

		Bullying	Intentional intensive behavior, repeated over time, that involves an imbalance of power.
		Inappropriate Location/ Out of Bounds Area	Student is in an area that is outside of school boundaries (as defined by school).
		5 Tune-Up Slips	Student receives 5 tune-up slips.
Other	Students engages in any other minor problem behaviors that do not fall within the above categories.	Other Behavior	Problem behavior causing this referral is not listed above. Staff using these areas will specify the problem behavior observed.

BEHAVIOR MATRIX FOR JH/HS

Listed below are the probable specific consequences for violating specific school rules. The administration may CHOOSE from the options listed. The administration has the responsibility to determine the best way to bring about the desired change in student behavior and may, in special cases, select an option not listed. Built into each level is a "severe clause" whereby the classroom teacher/administration may skip all steps and remove a student from the classroom if misbehavior is severe enough to cause disruption to the learning atmosphere. Where several options are listed, the administration may CHOOSE ANY OR ALL of the options:

Commented [FK6]: Replace with Schulte's matrix

Commented [KF7R6]: Language remains the same – revised version for easier viewing

OFFENSE	STEP 1	STEP 2	STEP 3	STEP 4
LEVEL 1	Verbal Warning with Corrective Action, Teacher Contacts Parent	Detention After School (1/2 hour), Teacher Contacts Parent	Detention (1 hour), Teacher Contacts Parent	Office Referral, Friday/Saturday School, Teacher & Admin Contact Parent
LEVEL 2	Office Referral, Friday/Saturday School, Teacher & Admin Contact Parent	Office Referral, Friday/Saturday School or ISS, Teacher & Admin Contact Parent, Counselor Referral Possible Behavior Contract	Office Referral, ISS, Behavior Contract, Teacher & Admin Contact Parent	Office Referral, OSS, Teacher & Admin Contact Parent, Suspension from Attending Activities for 2 Weeks
LEVEL 3	Office Referral, Teacher & Admin Contact Parent, ISS/OSS (1-10 days), Counselor	ISS/OSS (1-10 days), Suspension from Attending Activities for 2 Weeks, Teacher & Admin Contact	OSS, Teacher & Admin Contact Parent, Suspension from Attending Activities for	OSS, Recommend Expulsion, Teacher & Admin Contact Parent, Conference with School Board

	Referral, Possible Behavior Contract	Parent, Behavior Contract	Rest of Year, Parent Conference, Behavior Contract	
LEVEL 4	Call Police, Teacher & Admin Contact Parent, Recommend Expulsion, Conference with School Board	N/A	N/A	N/A

The following list of offenses is representative, and may not be all inclusive. The administrator will decide which category a particular offense may fall into and what determines major and minor offenses:

LEVEL 1 OFFENSES:-

1. ~~Public Display of Affection~~
2. ~~Dress Code Violation~~
3. ~~“Horseplay” or “Roughhousing”~~
4. ~~Unexcused Tardy~~
5. ~~Unsportsmanlike Conduct at School Events~~
6. ~~Failure to Show for Assigned Detention by a Teacher/Administrator~~
7. ~~Profanity~~
8. ~~Other minor offenses~~

LEVEL 2 OFFENSES:

1. ~~Insubordination, Non-Compliance~~
2. ~~Chronic Disruptive Behavior~~
3. ~~Minor Vandalism~~
4. ~~Profanity~~
5. ~~Computer Misuse~~
6. ~~Unexcused Absences/Truancy/Leaving School~~
7. ~~Cheating/Plagiarism (see academic honesty clause page 7)~~
8. ~~Bullying/Hazing/Harassment/Intimidation (Policy #3310 and #3226) (definition of Bullying: Anyone who repeatedly uses physical, verbal (including spoken and written language) and/or cyber forces in a negative manner toward or in regard to another person.)~~
9. ~~Office referral by substitute teacher~~
10. ~~Skipping Friday/Saturday School~~
11. ~~Cell Phone or Electronic Equipment violation~~
12. ~~Driving during School hours without administrative approval.~~

LEVEL 3 OFFENSES:

1. ~~Verbal Abuse~~
2. ~~Inappropriate Behavior~~
3. ~~Minor Physical Assault~~

- ~~4. Minor Weapon~~
- ~~5. Threat (direct or implied)~~
- ~~6. Physical fighting~~
- ~~7. Endangerment to Person or Property~~
- ~~8. Destruction of Property (financial restitution also required)~~
- ~~9. Misdemeanor Theft (< \$500; financial restitution also required)~~
- ~~10. Use/Possession/Association of Drugs, Alcohol, or Tobacco~~
- ~~11. Sexual/Racial/Religious Harassment~~
- ~~12. Encouraging, Inciting, Aiding, or Abetting Violence~~
- ~~13. Additional Computer Misuses~~
- ~~14. Major Vandalism~~
- ~~15. Operating a cell phone or other electronic device with video capabilities in an inappropriate way~~

LEVEL 4 OFFENSES:

- ~~1. Possession of Illegal Drugs with Intent to Sell/Distribute/Use~~
- ~~2. Major Weapons~~
- ~~3. Major Physical Assault~~
- ~~4. Death Threats~~
- ~~5. Sexual Assault~~
- ~~6. Felony Theft (> \$500; financial restitution also required)~~
- ~~7. Bomb Threat (recommend permanent expulsion)~~
- ~~8. Deliberate Launching or Implanting a Computer Virus into any School Computer System~~
- ~~9. Pulling Fire Alarm Falsely~~
- ~~10. Operating a cell phone or other electronic device with video capabilities in a locker room, bathroom or other location where such operation may violate the privacy right of another person.~~

IN-SCHOOL SUSPENSION RULES

1. Students assigned to ISS are responsible to report to the Principal's office prior to 7:55 a.m. the day they are assigned to ISS.
2. Students assigned to ISS are excluded from all extracurricular activities, programs, practices, and performances as a participant or a spectator for the day(s) assigned to ISS.
3. Seats will be assigned to the student for the day. Any changes are to be made by the ISS supervisor.
4. Students are to bring class work and/or library reading books when they check in at the first bell.
5. If students fail to bring classroom assignments to ISS, the ISS supervisor will provide assignments to them.
6. A lunch break will be provided. Sack lunches will be provided. Use of the vending machines is not allowed while a student is in ISS.
7. There will be monitored restroom breaks throughout the day.
8. Use of phones is not allowed in ISS.

FRIDAY SCHOOL

Students assigned to Friday School will be those students who are having academic, discipline, and/or attendance problems. Friday school will run from 9:00 a.m. to 12:00 p.m. and be assigned by the Principal as to which Friday the student will attend.

- In order for students to earn credit for attending Friday School, they must be on time and must have assigned work to keep them busy for the full 3 hours.

- It is the student's responsibility to bring school assignments to work on for the time they are assigned to Friday School. If the student does not bring assigned work, the teacher will provide appropriate assignments.
- Students will not be allowed candy, pop, etc. to eat during Friday School.
- Students are expected to show respect to the classroom and teacher during Friday School.
- Bathroom and drink breaks will be given. Students will not be allowed to leave the room at any time other than that stated.
- Only students assigned by the administration will be allowed to attend Friday School for discipline reasons.
- Students who do not come prepared to work and abide by the rules, will have their parents phoned to come and get them. After a meeting with the teacher, the student will either be reassigned to Friday School or suspended from school.

SUSPENSION/EXPULSION

Compliance with the standards of conduct is mandatory. A complete list of student policy may be found in the Board Policy, a copy of which is in the library, the administrative office, and on the school website. The principal may suspend or recommend expulsion of a student who violates one or more of the following specific standards of conduct while on school grounds or during a school sponsored activity. The principal will impose disciplinary sanctions:

- Making exuberant attempts of affection towards each other such as kissing, fondling, or any other suggestive expression which is embarrassing to other students or staff members.
- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- Causing or attempting to cause physical injury to another person except in self-defense.
- Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
- Suspension or expulsion will be mandatory, in accordance with state law.
- Violation of criminal law.
- Violation of District building regulations.
- Violation of District's policy on dangerous weapons in the school.
- Violation of the District's illicit drugs and alcohol policy. Suspension or expulsion will be mandatory for sale or distribution of drugs or alcohol in accordance with state law.
- Violation of the District's smoking and use of tobacco policy. Tobacco products or containers are not allowed on school premises. These products should not be kept in lockers, or on your person, nor on the bus.
- Throwing objects outside of supervised school activities that can cause bodily injury or damage to property.
- Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
- Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
- Committing extortion, coercion or blackmail i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.

- Lying or giving false information, either verbally or in writing, to a school employee.
- Unexcused absence from school.
- Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
- Severe disrespect toward teachers, or any other adults, or fellow students.
- Any student who continues to be a discipline problem will be brought in with parents for a meeting with the student's teachers and principal(s). The student may be put on a behavioral contract. Violation of the contract could result in a recommendation for expulsion.

When a student is suspended from school, they MUST makeup homework and or tests. The work must be made up on their own time, unless authorized by administration or the school board.

In any case, when a student is removed from the classroom by a teacher a phone call must be made to a parent by that teacher by the end of the school day.

During the period that a student is suspended, he/she is prohibited from entering the school grounds and from attending any school related functions without express permission of the building principal. Students who receive OSS will have to make up any work missed during the suspension. Any student who is truant forfeits his right to make up any work missed and shall not be allowed additional preparation time for required assignments or tests. Students missing Thursday due to out-of-school suspension will not be allowed to participate in any program until the following Monday. Students on an out-of-school suspension will not be allowed on the school premises until they have been readmitted to school.

Readmission After a Suspension

A re-entry procedure that includes a meeting with parent(s), student and principal upon return from a suspension will be in effect. **This meeting will be at the discretion of the building administrators.**

CAMPUS CONDUCT

Student Dress and Personal Appearance

~~The role of the school regarding personal appearance is to establish guidelines, which consider current fashion, recognize community expectations and do not inhibit a desirable educational atmosphere. Students should maintain a tradition of dressing neatly and attractively during school hours and at school functions. It is expected that students will dress in a manner that is not disruptive to an atmosphere of learning.~~

- ~~1. Students may not wear hats, bandanas, caps, visors or other headgear and/or sunglasses, these items must be kept in lockers.~~
- ~~2. The "Six B's" will be enforced and cannot be showing: No Breast, No Backs, No Belly, No Butts, No Bras, No Briefs/Boxers.~~
- ~~3. Health regulations require shoes to be worn at all times. Slippers, pajamas, and blankets are not appropriate for school as this is the students' workplace.~~
- ~~4. All spandex or yoga pants may only be worn if the hip and buttocks areas are covered with a shirt or dress.~~
- ~~5. No representation (written, pictures, or symbols) of alcohol, drugs, tobacco, or profanity (implicit or explicit) will be allowed.~~
6. Winter coats will remain in lockers.
7. Any student deemed in violation of the dress code will be required to find clothing that meets the code or they will be sent home to correct the situation.

Commented [FK8]: Replace with Schulte's

Commented [FK9]: Blankets & winter coats will remain in lockers

Commented [FK10]: keep

PDA: Public Display of Affection

Students shall refrain from all Public Displays of Affection (PDA) while in school or while attending and/or participating in a school-related activity. Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers.

Food and Drinks In Hallways

Food items permitted in the commons, lunchroom, and in classrooms at teachers' discretion (parties, breakfasts, etc.). ~~Food left in the lockers, classrooms, or dropped on the carpeting attracts ants and is unsanitary.~~ **No open food or beverages shall be left in the lockers, classrooms or hallways.** Capped **or lidded** bottles containing WATER ONLY are permitted.

Commented [FK11]: No open food or beverages in lockers or hallways

Commented [FK12]: lided

STUDENT PERSONAL PROPERTY

Backpacks and Bags

For grades 2-12 all backpacks are to be left in a student's locker and NOT taken into the classrooms. If backpacks cannot fit in locker they may be stored neatly under benches but picked up by the end of the school day. All items left overnight or over a weekend will be confiscated. Keeping hallways free of clutter provides a comfortable place for you and your fellow students to sit and visit. Failure to follow these expectations will result in disciplinary action.

Bikes

A bike rack is provided for bicycles belonging to our students. Bicycles must be placed in the rack. Riding another student's bike without permission will be considered stealing and may result in a suspension.

Skateboards, Skateboarding, Rollerblades and Skates

Skateboards are not to be used before, during or after school. Please leave this equipment at home.

Cell Phones

Elementary Cell Phone Policy

Students may use cell phones **before** and **after** school. Cell phones may **only** be used at lunch if special permission has been granted by a teacher. At all other times, phones should be turned off and stored in backpacks or other safe places. No cell phones are allowed at recess.

First Infraction- Cell phone stays with the teacher for the remainder of the day and parent is notified.

Second Infraction- No cell phone at school

JH/HS Cell Phones and Electronic Devices

The District recognizes the importance of cell and smartphones in students' lives. See Policy #3630.

Student possession and use of cellular phones, and other electronic signaling devices, and bluetooth electronic devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

High School Students may use cellular phones, and other electronic signaling devices on campus before and after school, during passing time and during students designated lunch break. Junior High Students may use cellular phones, and other electronic signaling devices on campus before and after school, and during students designated lunch break. Use of cellphones or other electronic devices outside of designated times is unauthorized.

Unauthorized use disrupts the instructional program and distracts from the learning environment. Only school administration can authorize the use of cellphones during class time. Therefore, unauthorized possession or use is grounds for confiscation of the device by school officials, including classroom teachers.

IF A STUDENT REFUSES TO RELINQUISH HIS/HER CELL PHONE OR ELECTRONIC DEVICE TO THE TEACHER, THE PRINCIPAL WILL BE NOTIFIED IMMEDIATELY.

Students' Desks 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. Leave valuables at home. Students must be certain that the locker is locked, and that the combination is not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. **See Board Policy #3231.** A parent/guardian will be notified if any prohibited items are found in the student's desk or locker.

The board authorizes the use of 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.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Audio shall not be part of the video recordings made, reviewed, or stored by the District.

Vehicles on Campus

Vehicles parked on school property are under the school's jurisdiction. All unauthorized or unidentified vehicles parked for more than 24 hours on campus may be towed at the owner's expense. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his/her vehicle and must make certain that it is locked and that the keys are not made accessible to others.

Driving and Parking Vehicles

Students may drive one-way morning and night. All vehicles driven to school by students must be parked on school premises. Student vehicles may not be parked off campus while the student is attending school. Vehicles are to be left on the premises until the close of the school day unless special permission is granted by the principal. Parking of students' vehicles will be limited to the parking area north of the school. Do not park on the edge of the roadway leading into the parking area. Do not park in reserved areas such as guests and handicap. All vehicles driven to school for class or for school activities and parked on campus during school or an activity are to be registered with the attendance office. Driving students are to complete and file a registration form with the school secretary and will be given a parking decal to be placed on the windshield. All unauthorized or unidentified vehicles parked for more than 24 hours on campus will be towed at the owner's expense. Extreme caution and safety should be used while driving your vehicle on and off school premises. Careless or reckless driving will not be tolerated. Failure to comply with safe driving rules could lead to loss of driving privileges and suspension from school. Local police will handle all traffic violations and complaints.

Commented [FK13]: Create a waiver for driving during lunch

DRIVING OR RIDING AROUND IN PRIVATE VEHICLES AT LUNCH TIME OR ANY OTHER TIME DURING SCHOOL HOURS IS STRICTLY PROHIBITED. ANY STUDENT CAUGHT DRIVING OR RIDING IN A VEHICLE WILL BE RESTRICTED TO A CLOSED CAMPUS FOR THE REMAINDER OF THE SCHOOL YEAR. Younger students are coming back to school from lunch hour and do not always watch for automobiles. Students are also not to drive or ride in personal vehicles for any school related activities. Only school issued vehicles should be used to transport students.

VIOLENCE/DISRESPECT/HAZING

The District continually works towards decreasing the amount of violence and disrespect in our building. By working towards this goal, it is expected that students will the District a more inviting and pleasant place to be. Violence/disrespect is any mean word, sign, or act that threatens or hurts a person’s body, feelings, or personal possessions.

No one is entitled to use violence/disrespect while in attendance in the District. Those individuals who show disrespect and/or violence will be processed through the discipline policy.

Bullying Policy

Bullying is strictly prohibited and shall not be tolerated in or on school facilities and property, including school buses or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of any student or staff member, including society’s protected classes, or an interference with school purpose or function.

The District will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing by students, staff, or third parties (coaches, volunteers, parents, visitors or others engaged in business in the District) is strictly prohibited and shall not be tolerated in or on school facilities and property, including school buses or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function.

“Bullying” means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gestures or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe, or repeated and that:

1. causes a student physical harm, damages a student’s property, or placing a student in reasonable fear of harm to the student or the student’s property;
2. creates a hostile environment by interfering with or denying a student’s access to an educational opportunity or benefit; or
3. substantially and materially disrupts the orderly operation of a school.

The term includes retaliation against a victim or witness who reports information about an act of bullying and includes acts of hazing associated with athletics or school-sponsored organizations or groups.

This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).

“Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Hazing includes any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in school sponsored activities or athletics.

Retaliation is prohibited against any person who reports or is thought to have reported a violation or files a complaint. Such retaliation shall be considered a serious violation and will result in disciplinary action. False charges shall also be regarded as a serious offense and will result in disciplinary action.

All complaints about behavior that may violate this policy will be promptly investigated. Any student who feels that he/she has been a victim of hazing, harassment, intimidation or bullying should immediately report incidents to the building principals. A student may also report concerns to a teacher who will be responsible for notifying the principal.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. **See District Policy #3226.**

Sexual Harassment

The District has policy regarding sexual harassment and does not condone or allow harassment in the educational or employment setting.

Definition: Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal and/or visual contact of sexual or gender-directed nature when: 1) Submission is made, either explicitly or implicitly, as term or condition of an individual's employment or education. 2) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or educational environment 3) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment. Prevention, reporting, confidentiality, investigation, sanctions, notification and redemption policy is available for review in the District Board Policy.

Reporting Harassment

Students or employees who believe they may have been harassed or intimidated should contact the Title IX Coordinator, the Equal Employment Opportunity Officer, or the first level supervisor who is not involved in the alleged harassment. Persons who feel they are being harassed or intimidated should take the following steps:

1. Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. **DO NOT** assume or hope that the problem will go away.
2. Notify a counselor, the Title IX Coordinator or an administrator right away.
3. Early reporting assists in any investigation.
4. Request a copy of the District's sexual harassment policy so that reporting processes are clear.
5. Keep notes. Keep a record of dates, times, places and witnesses and descriptions of each incident.
6. Save all notes or records in a safe place.
7. Complainants are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the investigation of the report. Once a report has been filed with an administrator, Title IX. Coordinator or EEO Officer, a confidential and expeditious investigation shall begin following the procedures as outlined in board policy.

Substitutes/Guest Teachers

Throughout the year, students will have the opportunity to interact with a number of substitute or guest teachers. Directions given by substitute or guest teachers must be followed as if they were given by the regular teachers. Substitute teachers are to be treated with respect and courtesy.

Vandalism/Destruction of School Property

Pupils who willfully destroy school or individual property through vandalism, carelessness, or rowdiness will obligate themselves and their parents/guardians to be financially responsible for the repair or replacement of the damaged property.

STUDENT CONDUCT OFF-SCHOOL GROUNDS

Students are subject to discipline, up to and including, suspension and expulsion, for misconduct even if such misconduct occurs off school property during school sponsored activities or during the normal school day. The preceding discipline may result if the incident was initiated in the school building or on school grounds; or if the incident occurred or was initiated off school grounds and on school time, and if after the occurrence, there is a reasonable likelihood that there will be a disruptive effect on the school's education program or a threat to the health, safety or welfare of students and school property.

Examples of the type of off school property misconduct that may result in such discipline include but are not limited to: use, possession, sale or distribution of dangerous weapons, including knives or guns; use, possession, sale or distribution of controlled substances; and use of inappropriate physical force.

The Board may impose discipline up to and including suspension and/or expulsion, if it is determined that a student's use, possession, or sale of controlled substances in the community has a reasonable likelihood of endangering the safety of students or employees; use of weapons (guns, etc.) or violent conduct in the community has a reasonable likelihood of being continued or repeated in school or of bringing retaliation or revenge onto the school scene for such misconduct off school grounds.

DANCE CODE REGULATIONS

When District authorizes a dance, the students are required to stay. If a student leaves they will not be allowed to return. Students bringing a guest must obtain a guest pass in advance from the student office. Students from other schools without a guest pass will not gain admittance. Prom is for grades 9-12 students and 9-12 guests only!

A CHS student may bring a non-CHS guest; however, the guest must show proof of being a student in good standing at another high school and be between the ages of fourteen and nineteen. The policies of the other high school will be honored. Home school students may attend with principal approval. A dance guest pass for each guest must be completed and turned in to the principal by the specified deadline. Students who attend CHS dances may, based upon reasonable suspicion, be required to submit to a breath alcohol test. The administration may refuse admittance to anyone.

DRUG DETECTION DOGS

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

GAMBLING POLICY

Students are not permitted to gamble for money while in school, on school property, in school vehicles, while on school-sponsored trips, or when representing the school during activity or athletic functions. Students who are found to be betting, playing cards, rolling dice for money, playing keno or poker machines, gambling on the Internet, or involved in any other form of gambling shall be reported to the Principal. Appropriate discipline will be administered in accordance with the District's student discipline policies (See **District Policy #3345**).

GUN FREE SCHOOL POLICY

Gun-Free Schools Policy (#3311). The Board will expel any student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered or looks like a firearm, for a definite period of time of at least one (1) calendar year. The Board may modify an expulsion period on a case-by-case basis. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

When a student violating this gun-free policy is identified as disabled, either under the IDEA or Section 504 of the Rehabilitation Act of 1973, a building administrator must determine whether a student's conduct is related to disability. If a violation of policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed. The Board will grant a hearing for any student subject to an expulsion in accordance with § 20-5-202, MCA, and Policy 3300.

Possession of a Weapon in School Building

The District will refer to law enforcement for immediate prosecution of any person who possesses, carries, or stores a weapon in a school building, except as provided below, and the District may take disciplinary action as well in the case of a student. In addition, the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building.

For the purposes of this section only, "school building" means all buildings owned or leased by a local school district that are used for instruction or for student activities; "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nunchaku; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. This policy does not apply to on-duty law enforcement personnel.

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to other governmental agencies as required by law.

GANG ACTIVITY

Gangs which initiate, advocate/promote activities which threaten the safety/wellbeing of person/property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or other attribute which indicates or implies membership or affiliation with such a group presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts of violations of school regulation may occur. The superintendent will establish procedures and regulations to ensure that any student causing and/or participating in activities which intimidate or affect the attendance of another student, will be subject to disciplinary action.

SEARCH AND SEIZURE

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. See **Board Policy #3231**.

IV. Extracurricular

The District offers many different activities and clubs for interested students, including student government and service organizations. All student activities must be supervised by a staff member.

Students participating in school activities and riding a school bus must depart and return on the activity bus. Students not returning on the activity bus must follow the activity handbook requirements.

STUDENT ELIGIBILITY/EXTRACURRICULAR PROCEDURES

General: In order to be eligible for activities a student must be in regular attendance at school. Eligibility for passing will be determined weekly.

The District eligibility rules apply to all extracurricular (athletics) and co-curricular (clubs, organizations, Science Fair, Pep/Cheer, band, choir, etc.) activities. Students not meeting District eligibility requirements are allowed to participate in practice. Ineligible students will not participate in any activity or contest representing the District or any cocurricular activity taking place outside class time. Students in co-curricular activities are not allowed to participate in an activity that takes place outside the regularly scheduled class time.

Weekly “F” Policy: A student must be receiving a passing grade in ALL classes. Eligibility for passing will be determined weekly beginning on the third week of each quarter. The Activities Director will print off an Activity Eligibility Report by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. If their name appears on the list, in any class, they will be ineligible for participation in any activities until the following Monday afternoon. Students and parents should continually monitor “Infinite Campus” so they are aware of what their student athletes’ grades are in each class. Students involved in Middle School or High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.

Any student grades 9-12 who receive three or more Fs for a quarter or semester will be ineligible for an entire semester as per MHSA rules.

Ineligible students will be allowed to practice at coach’s discretion.

Ineligible students will not be allowed to travel with the team until eligible.

Ineligible students will not be allowed to compete at any level until eligible.

ASSUMPTION OF RISK STATEMENT

The coach/advisor/director, any other member of the school staff, or any member of the Board of Trustees will not be held liable or responsible in case of an accident incurred during practice, games, meets, matches, tournaments, concerts, or trips supervised by the District. Each parent or guardian will be responsible to sign an “assumption of risk” statement indicating that the parents/guardians assume all risks for injuries resulting from such participation. [Board Policy 2151]

NON-PARTICIPATING STUDENTS ATTENDANCE TO ACTIVITIES

To attend a ~~district, divisional, or state tournament and /or track meets~~ **post-season event**, the following must be done to obtain permission to attend:

- Students must sign up to attend the ~~tournament/track meet~~ **post-season event** in the office one day before the event.
- Students **must not have an “F”** must have a 2.0 grade point average, and be in good standing behaviorally.
- Everyone is expected to be in school on time the day following night games. When the proper procedure is followed, the student may attend the event and the absence will not count toward the eight-day rule. You are encouraged to plan ahead; get signed up and get your work done, then enjoy the event.

Commented [FK14]: Post season event

Commented [FK15]: Post season event

Commented [FK16]: Add F policy

FUNDRAISING

Fundraisers must be for non-profit, student groups and specifically related to school activities. The Principal and Activity Director will oversee a master schedule of activities and review and approve all proposals. All student groups must submit proposals for approval by completing a Fundraising Request Form in the fall of each school year to the Activities Director. Only school group fundraising is permitted. Individual students are prohibited from conducting fundraisers. At no time can a fundraising activity interfere with instruction or the school program. There is to be no solicitation of school personnel in the building before, during, or after school-

V. General Information

BOARD POLICY

The District School Board Policy is available for inspection by the public in the administrative office and the school Library.

EMERGENCY CLOSURES

In the event of hazardous or emergency conditions, school may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate. (Board Policy 2221 and 2221P)

In the event of delayed openings or school closures Infinite Campus ShoutPoint Messenger system will be used to notify parents, students, and staff. In the event that severe weather, fires, power failures, or natural disasters occur during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. In addition, information will be posted on the school website and appropriate social media platforms.

Electrical outages are often the result of hazardous weather conditions leading to school closure. Parents may not have access to a radio or television in these circumstances. In the event of a school closure while students are not in session coupled with power outages, teachers in grades K1-6 will make an earnest attempt to contact each parent by phone if possible so that each family is informed.

FAMILY INVOLVEMENT

Parent/Teacher Conferences

Parents are urged to attend these conferences as they are a vital tool in understanding their child's progress and individual problems. Special conferences can be held at any time by contacting the teacher or school office.

Family Night

The Cascade School Board has designated Wednesday evening as Family Night. There will be no school related student activities scheduled after 6:00 PM on Wednesdays. It is further recommended that no activities be scheduled for students in grades EK-5 after 5:00 PM on Wednesdays.

LUNCH & RECESS

Elementary Lunch and Lunch Recess Schedule

Lunch	Lunch Recess
K1-10:50-11:15	11:15-11:30
K-10:53-11:15	11:15-11:30
1- 10:56-11:15	11:15-11:30
2- 11:10-11:30	11:30-11:50
3- 11:10-11:30	11:30-11:50
4- 11:15-11:35	11:35-11:55
5- 11:30-11:50	11:50-12:10
6- 11:30-11:50	11:50-12:10

JH Lunch Schedule

11:42 am - 12:08 pm

HS Lunch Schedule

12:12 Pm - 12:40 pm

Cafeteria

Breakfast will be served from 7:30 AM.– 7:55 AM. Breakfast prices are ~~\$1.70~~ \$1.90 for students, ~~\$2.25~~ \$2.50 for adults. Lunch prices are ~~\$2.95~~ \$3.15 for all grade levels. Adult lunches are ~~\$3.75~~ \$4.00 each. Parents wishing to have lunch with their children are encouraged to contact the food service department by 9:00 AM. Free and Reduced lunches are available, please see section below for more information.

Commented [FK17]: Update meal prices on AJ's recommendation

Lunch count will be taken in each room, each morning. Students should:

- Purchase lunch or bring their cold lunch.
- Place \$25.00 or more in the student's lunch account.
- Only High School students, 9th-12th grade, will be permitted to leave campus for lunch.

If hot lunch is purchased, milk is included. Students may purchase extra milk in the cafeteria at ~~\$.50~~ **\$.65** per carton. If the student owes money on his/her account, they may not purchase additional items.

Parents are encouraged to fill out an application for free/reduced meals. If you qualified for free/reduced meals last year, you will need to fill out a new application at the start of the school year. You have 30 days to get the application to the food service dept. You will be responsible for any charges if the application is received beyond the 30-day grace period. Students who do qualify for free/reduced meals must receive a full meal to qualify. A la carte items will be charged to the student's accounts. It is the parent's responsibility to ensure your child is not charging without your permission. You may fill out a free and reduced application at any time throughout the year if your income changes.

Payments can be made through Infinite Campus or through the office. Money should be put into your child's account on a regular basis. If charges on a student's account begin to exceed \$10.00, the student will be told verbally of the charges by the food service staff. If charges continue to go beyond \$20.00, the food service department will contact the parent to make arrangements to pay the charges. If charges exceed \$100, the District office will be notified and parents will be contacted. The food service department will provide statements for any accounts that are less than \$5.00. Statements will also go out with report cards.

Lunchroom Behaviors

With both food items and milk, students are encouraged to taste each item.

Expected Behaviors:

1. Walk to the lunchroom with hallway behavior.
2. Cutting and grabbing food from others isn't appropriate.
3. Hand sanitizer is available by the door if wanted.
4. Get silverware needed for lunch.
5. Once in the serving area, no talking and keep your hands and feet in your space so that lunch requests can be heard.
6. Look at and listen to the server and know what you want for lunch.
7. Wait at the end of the tray area for computer space.
8. Type in your number at the computer.
9. Dump tray. Elementary grades EK-4 ask for okay, urging some healthy items to be eaten.
10. Clean your area.

JH and HS may leave when done. Elementary will wait to be excused for recess. Walk quietly back to class/recess/break area.

STUDENT FEES, FINES, AND CHARGES

Within the concept of free public education, the District will provide an educational program for students as free of costs as possible.

The Board may charge a student a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goals of the District or for any course or activity taking place outside normal school functions. The Board may waive fees in cases of financial hardship.

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing the collection of fees and asks the Superintendent to make annual reports to the Board regarding fee schedules. The Board also may require fees for actual cost of breakage and for excessive supplies used in commercial, industrial

arts, music, domestic science, science, or agriculture courses.

The District holds a student responsible for the cost of replacing materials or property that are lost or damaged because of negligence. A building administrator will notify a student and parent regarding the nature of violation or damage, how restitution may be made, and how an appeal may be instituted. The District may withhold a student's grades or diploma until restitution is made. **Students who have outstanding fees at the start of each quarter will not be allowed to participate in any activity until the fees have been paid.** A student or parent may appeal the imposition of a charge for damages to the Superintendent and to the Board.

FEDERAL PROGRAM INVOLVEMENT

The District has available the following federal programs, and informs you of your right to participate: Title I-Chapter I, Title VI-ESEA Chapter II, Special Education Services, Title IV-Drug-Free Schools and Communities, Title II-Dwight D. Eisenhower, and Title VII-Emergency Immigrant Education Program. A description of each program and more information can be obtained by contacting the superintendent's office.

Discrimination—Title IX and Section 504

No person in the District shall, on the basis of sex, religion, race, or handicapping condition, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. **Cascade Public Schools Title IX and Section 504 Compliance Coordinator is the ~~JH/HS~~ Principal.**

McKinney-Vento Homeless Assistance

Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and tuition for a homeless child. A "homeless individual" is defined as provided in the McKinney Homeless Assistance Act.

Should a child become homeless over the course of the school year, the child must be able to remain at the school of origin or be eligible to attend another school in the District. Homeless Students will have access to services comparable to those offered to other students, including but not limited to:

- Transportation services;
- Educational services for which a student meets the eligibility criteria (e.g., Title I);
- Educational programs for children with disabilities and limited English proficiency;
- Programs in vocational and technical education;
- Programs for gifted and talented students; and
- School nutrition program.

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children.

A "homeless individual" is defined as provided in the McKinney Homeless Assistance Act.

Anyone having a concern or complaint regarding placement or education of a homeless child should first present it orally and informally to the District homeless liaison. Thereafter, if a written complaint will be filed a McKinney-Vento Homeless Education Assistance Dispute Resolution form can be obtained from the District homeless liaison or the District office. **Cascade Public Schools homeless liaison is the school counselor.** Board Policy, References & Regulations: 3125, 3125F

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 the parent unless the interviewer raises

what the principal considers to be a valid objection. Per State Law, a parent is NOT required to be present during questioning.

- 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 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.
- Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

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.

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. 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, the student (if 18 or older), and school personnel 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 education 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. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information. The District forwards a student's records on request and without prior parental consent 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 to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's 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 requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 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.

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 postsecondary education; or (3) 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 the records during regular school hours, upon written request 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. 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.

Special Education Records

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

Student Directory Information

The District will maintain two (2) sets of school records for students: a permanent record and a cumulative record. A permanent record consists of basic information that identifies the student, academic transcripts, immunization records, and attendance records. The cumulative record may include but is not limited to aptitude test results, psychological reports, achievement test results, record of extracurricular activities, honors and awards received, teacher anecdotal records, and disciplinary information.

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians, and students over eighteen (18) years of age certain rights with respect to a student's education records. These rights include:

- The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.
- The right to request an amendment of student's education records which the parent(s), guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
- The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
- The right to a copy of any school student record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information concerning the parent's or guardian's child.

Throughout the school year, The District may release directory information regarding students. The following is a list of what The District defines as directory information:

- Student name
- Photograph
- Dates of attendance
- Grade level
- Weight and height of members of athletic teams
- Honors and awards
- Enrollment status (full or part-time)
- Participation in activities and sports
- The right to request that information not be released to military recruiters and/or institutions of higher education. By federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. Parent(s)/guardian(s) or eligible students may request that the District not release this information and the District will comply with the request. Parents, guardians, and eligible students should refer to the Student Directory Information Notification form in the yearly August Newsletter and also picked up in the student office. The form should be signed and returned to the school within ten (10) days of receipt of this handbook ONLY if you do NOT want directory information about your child disclosed to a third party in accordance with FERPA. If no response is received, the District will disclose all student directory information at its discretion and/or in compliance with the law. Note: If a student's name, grade level, or photograph is to be withheld, the student will not be included in the school's yearbook, program events, or other such publications.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. Parents, guardians, and eligible students should refer to the Student Directory Information Notification form which can be requested from the student office. Parents may check off any combination of boxes if they do NOT want directory information provided to any or all entities. The form must be signed and returned to the student office within ten (10) days of receipt of this handbook (Board Policy #3600).

Married Students

Married students may continue their "basic" education in our school. They may be members of school organizations and participate in extracurricular activities. All students between the ages of 7 and 15 must attend school unless excused by Montana law 20-5-102. Students who enter the school year late or exit early must make up all work to receive credit for that grading period. Those late entering students will also have their attendance for the current year counted toward CHS attendance roll.

HEALTH

The District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. To achieve that goal, The District will provide all students (EK-12) the opportunity, support, and encouragement to be physically active on a regular basis. The school will provide nutrition education and physical education to foster lifelong habits of healthy

eating and physical activity. Further, foods and beverages sold or served at school (during regular school hours) will meet the nutrition recommendations of the U.S. Dietary Guidelines for America.

Wellness Policy Guidelines and Goals

All foods and beverages sold individually (including those sold through a la carte lines, vending machines, student stores, or fundraising activities) during the school day will meet federal nutritional guidelines, including the following: No soft drinks or sports drinks will be allowed, and any food items sold individually will have no more than 35% of its calories from fat.

The District will make attempts to provide physical opportunities before, during, and after school, so that students can have opportunities to meet the national goal of 60 minutes of physical activity per day. This may include, but will **not** be limited to, extracurricular physical activity programs, interscholastic sports programs, or P.E. during school hours.

Illness During School

Students who at any time feel ill in school are urged to report to any teacher or the office. A sick room with minor first aid equipment is available to students. Minor first aid will be administered to students.

Every effort will be made to contact parents or guardians concerning serious illness or injury. If a parent or guardian cannot be located or is unable to transport students to a medical facility, the District will see to it that the student is transported.

Students who have a temperature that exceeds 100 Degrees F. will be sent home.

Conjunctivitis: Students who are diagnosed to have this condition must remain at home for no less than 24 hours after beginning medical treatment.

Health Checkups

Throughout the school year, the District provides the opportunity for selected grade level students to participate in screenings conducted by the City-County Health Department and/or our school.

Students may enter the PTSA Reflections Program as part of classroom activities or individually.

Any parent(s)/guardian(s) or eligible student may prohibit their child from participating by delivering a written objection to the building principal within (30) days of the date of this notice. No screening or local judging of PTSA entries will be conducted within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.

Head Lice

Due to its contagious nature, any student found to have head lice and/or nits, will be removed from class, and parents/guardians will be notified to take their child for treatment. Said student will be checked upon his/her return to school and should be able to offer proof of treatment which would include the total absence of any lice, and/or nits. Please note that re-admittance to class will depend upon the success of the treatment rendered.

Insurance

Students in the District will not receive insurance coverage paid for by the District. Students may purchase coverage at their own expense. These forms are available at the student secretary's office. It is the student's responsibility to send the insurance policy to the company.

Medication

The administration of medication to students in schools is permitted with written authorization of a physician or dentist and that of a parent, guardian, or caretaker relative. Proper authorization forms must be on file at the office for a student who needs to carry and self-administer specific medication on school grounds or at school sponsored activities. The authorization form must be completed by the prescribing physician and an authorizing parent, guardian, or caretaker relative. When applicable, and Education Authorization Affidavit must be completed and

signed by a caretaker relative for the current school year. Students who self-administer using epinephrine during school hours must immediately report to the school office, classroom teacher, or principal so that follow-up care can be provided.

If, under exceptional circumstances, a child is required to take oral medication during school hours, and the parent cannot be at school to administer the medication; then the following procedure will be used:

Written instructions signed by parent and physician (school form letter included in this handbook) will be required and will include:

- Child's name
- Name of medication
- Purpose of medication
- Time to be administered
- Dosage
- Possible side effects
- Termination date for administering the medication.

The medication must be brought to school by the parent or guardian in a labeled container as outlined above. It should be taken to and left at the student office for proper handling. The parent may bring medications for no more than one week at a time unless special arrangements are made through the office. Each initial daily dose must be administered at home by the parents, to avoid adverse reactions from occurring at school. School personnel may assist the student by reminding him/her what time to take the medication.

The school will:

- Contact the parent to discuss the medication request.
- Inform appropriate school personnel of the medication.

The parent of the child must assume responsibility for informing the school of any change in the child's health or change in medication. **The District retains the discretion to reject requests for administration of medicine.**

Asbestos Management Plan

The District has an Asbestos Management Plan that is available in the maintenance supervisor's office. The plan is available for inspection by contacting the superintendent.

SCHOOL BUILDING

Elementary Playground

The playground area has been established for elementary students. Adult supervision is provided for each recess and noon break. Students should follow the rules of their teacher or playground supervisor at all times. Students are not permitted on the playground without supervision.

Elementary Playground Rules

While at recess we expect students to conduct themselves in a safe and respectful manner. Students are to play in designated areas only.

The following rules will be enforced:

- Up the stairs and down the slide, only.
- Up and over the rock wall.
- Tag is played only on the grass.
- At least one hand on the monkey bars. No sitting on top.
- The bridge is for walking.
- One person down the hill at a time for rolling and sledding. Do not roll into people.
- Toys stay in the classroom or backpacks.
- Backpacks stay inside.
- One hand touch for tag and football.
- If balls go over the fence, they stay there until an adult gets them.

- Only basketballs go through the hoops.
- Do not climb on the fence.
- Wood chips and sticks stay on the ground.
- Shoes stay on your feet

Students are required to be appropriately dressed for the weather when at recess. This includes waterproof boots/hats/gloves or mittens when temperatures and precipitation dictates their use. Students won't be allowed to linger in the hallway or to go to any classroom without prearranged hall/classroom pass. Any student who refuses to cooperate with any faculty or staff member at the school, while they are under the jurisdiction of school time or any school sponsored event or program at The District or away, who threatens or indicates the same by gestures will be suspended from school. All CPS staff have authority to redirect any CPS student.

Junior High Playground Rules

While at recess we expect students to conduct themselves in a safe and respectful manner. The following rules will be enforced:

- Students are to play in designated areas only. This does not include the ramp, window areas, and hillside.
- Throwing or tossing any object(s) that could be harmful to yourself or others such as rocks, sticks, or snowballs is prohibited.
- All games will be conducted with a sense of fairness and without argument.
- Any behavior that includes pushing, tackling, hitting/fighting, name-calling, put downs, and/or obscene gestures will not be tolerated.

Students who violate any of these rules or conduct themselves in a disrespectful manner as noted by the supervisor may be reported to the principal. Further referrals will require a parent/principal meeting and a plan of improvement before student may be allowed to re-enter the playground for recess.

Students are required to be appropriately dressed for the weather when at recess. This includes waterproof boots/hats/gloves or mittens when temperatures and precipitation dictate their use. After finishing lunch, junior high students are to go directly to their designated areas as instructed by the teacher on duty. Students won't be allowed to linger in the hallway or to go to any classroom without prearranged hall/classroom pass. Students who violate this rule will be reported to the principal. Any student who refuses to cooperate with any faculty or staff member at the school, while they are under the jurisdiction of school time or any school sponsored event or program at The District or away, who threatens or indicates the same by gestures will be suspended from school. Any elementary teacher has as much authority over junior high and high school students as the junior high and high school instructors have over elementary students.

SCHOOL BUS RULES AND REGULATIONS

All rules apply to regular routes or to special trips. School bus riders are under the jurisdiction of the school bus driver while on the bus, unless the superintendent has designated some other adult to supervise (coach, teacher, activity sponsor). If these rules are not observed the student will be refused the privilege of riding the school bus.

Video cameras with audio capabilities have been installed on all regular route as well as Activities buses.

General Information

- The bus driver will stop only at designated stops.
- No firearms, illegal drugs, alcohol, matches, cigarette lighters or tobacco products are allowed on the bus.
- Observe the same rules on all trips under school sponsorship.
- Students riding school buses to any school activity will ride to and return from that activity on the school bus. The only exception will be if students' parents present a note of permission to the advisor. Any other arrangements must be made through the principal prior to the trip.
- Never tamper with the bus or the bus equipment.
- Remember you are a representative of the District when riding buses to other communities. Be respectful, courteous, and polite to those you see.

- No drinks allowed on bus unless secured in a container with a screw top lid.
- No animals or pets are permitted on the bus.
- No adult riders (parents or guests) are permitted on route buses.
- No food or drink on the buses, including after school activity bus.

Prior to Boarding the Bus

- Be on time at the designated bus stop.
- Stay off the road while waiting for the bus.
- Do not move toward the bus until it has come to a complete stop.
- Where it is necessary to cross the highway, proceed to the front of the bus on the right shoulder of the highway where oncoming traffic can be seen in both directions. Wait for a signal from the bus driver permitting you to cross.

While Riding the Bus

- In the event of a road emergency, remain in your seat until instructions are given by the bus driver.
- Students are to remain in their seats until they reach their destination and the bus has come to a full stop.
- Be absolutely quiet when approaching a railroad crossing stop.
- Avoid loud talking and laughing or unnecessary confusion.
- It is not permissible to throw anything within or out of the bus.
- Keep head and hands inside the bus at all times.
- Keep all articles out of the aisles.
- Help with the bus cleaning; do not throw refuse on the floor.

Exiting the Bus

- Exit the bus in a quiet and orderly manner.
- Be sure to take all your belongings with you.

Guest Riders

Students who normally do not ride a given school bus will be considered guest riders and may ride if the following conditions are met as such requests aren't on a regular basis. Determination of what is "regular basis" will be made by the principal. Guest riders must provide the transportation supervisor with a note written and signed by the parent or guardian. It will state the specific day and time transportation is requested, and the name of the person the guest is riding with. Upon receiving approval from the driver, the guest rider will be expected to abide by all rules and regulations set up for regular riders. The bus driver will not allow the guest rider to exit the bus unless the specified individual who is named in the note is present to receive the student. If no one is present to assume responsibility for the guest rider, he or she will remain on the bus until it returns to the District. Parents are expected to provide an alternative arrangement in the event the child is returned. This last stipulation does not apply if guest rider is riding directly to a regular rider's home.

Student Conduct on School Buses

The bus driver will have the responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's principal **ASAP**. The school principal will have the authority to suspend the riding privileges of students who are disciplinary problems on the bus. Parents of children whose behavior and misconduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. The safety of students during their transportation to and from school is a responsibility which the students and their parents share with the bus driver and school officials.

The school wants students to know what is expected of them when they wait for and ride on a school bus. Therefore, the rules of student conduct will be issued to every bus riding student at the beginning of the school year. Students who fail to observe these rules will be subject to immediate disciplinary action, since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to the principal on the same school day, if the incident occurs in the morning, or the next morning, if it occurs in the afternoon.

The following action will be taken:

The principal will determine if the offense warrants parent notification.

These offenses warranting parent notification will result in:

- *First Offense:* A warning card describing the incident will be sent home. The card must be signed by the parent and presented by the student to the driver for signature when the student next boards the bus and must then be returned to the principal.
- *Second Offense:* A card clearly labeled as Offense #2 will necessitate the parents appearing with the child in a meeting with the principal before the student may ride the bus again. A disciplinary plan will be developed with a possibility of up to 15 days lost bus ridership.
- *Third Offense:* A third offense card (so labeled) will result in suspension of bus riding privileges for a period of up to 30 days with possible additional disciplinary actions assigned by the principal.
- Any further offense will result in up to 45 days lost ridership or a maximum of permanent lost-ridership.
- Riding days lost during the last month of school will carry from school year to school year.
- Excessively dangerous behavior will result in immediate disciplinary action by the principal.

USE OF TECHNOLOGY- CHROMEBOOK AGREEMENT

All students at Cascade High School and Middle School will be issued a Chromebook for use in school and/or at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District-owned Chromebook, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, and/or legal action.

To understand the expectations of the District, students and their parents/guardians are responsible for reviewing the District's Internet Acceptable Use Policy which must be signed before any student is allowed Internet access.

Ownership of the Chromebook

The District retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes for the academic year. Moreover, the District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Care of the Chromebook

In order to instill and create a sense of responsibility with the students, the student is responsible for the cost of any damage to the issued Chromebook.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Acceptable Use Policy
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. (Note: A fully charged Chromebook should last at least 8 hours.)
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in a protective case which the District will provide when traveling.
- Students must promptly report any problems with their Chromebook to the District Technology Coordinator.
- Students may not remove or interfere with the serial number, school asset tag, or name sticker.
- Students must not alter the appearance of the Chromebook in any way. (You may only write on the name sticker.)
- Students must keep their device clean and use only approved Chromebook screen cleaners.

Commented [FK18]: Separate forms for internet & handbook

Commented [KF19R18]: Add in Schulte's form

- Food and drinks are not allowed by the Chromebooks. The cost of any damage that is a result of food or drink will be total responsibility of the student. Keep your Chromebook away from food and drinks.

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the District technology staff. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school -issued applications and is given no guarantees that data will be retained or destroyed.

Web Content Filtering

The school provides content filtering for the Chromebooks at home and school. Any attempt to bypass the content filtering is a violation of the Acceptable Use Policy.

Spare Equipment and Lending

If a student’s Chromebook is inoperable, the school has a limited number of spare devices for use while the student’s Chromebook is repaired or replaced. This agreement remains in effect for the loaner device. If a student does not bring his/her Chromebook to school, disciplinary action will result. (Warning the first time, Discipline Write Up after that). Failure to bring a fully charged Chromebook to school may result in disciplinary action (Warning the first time, Discipline Write Up after that.)

Chromebook Signature Form

By signing the handbook confirmation page, the student and their parent/guardian agree to follow and accept:

- Acceptable Use Policy
- Chromebook Agreement
- The Website and Social Media Guidelines
- That the District owns the Chromebook, software, cases and issued peripherals
- If the student ceases to be enrolled at Cascade Schools, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the device. In addition, the student must also return both the Chromebook charger and the Chromebook case. If one or both of these items are not returned, the student/parent must pay \$25 for the Chromebook charger and/or \$5 for the Chromebook case.
- In no event shall Cascade School District be held liable to any claim of damage, negligence, or breach of duty.

ACCEPTABLE USE AGREEMENT: INTRANET/INTERNET
CASCADE ELEMENTARY SCHOOL Grades EK-12

(PARENTS: READ EACH ITEM TO YOUR CHILD BEFORE THEY SIGN IT)

As a part of my schoolwork, my school gives me the use of computers and storage space on the server or in the Cloud for my work. My behavior and language are to follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:

1. I will use the computers only to do school work, and not for any other reason. I will not store material that is not related to my schoolwork.
2. I will use the Internet only in ways the teacher has approved.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others to unsecured public sites.
6. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
7. I will be polite and considerate when I use the computer. I will not use it to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.
9. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion or sex.
10. I will not damage the computer or anyone else's work.
12. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. If the problem is an inappropriate image I will turn off the monitor and then seek help.
13. I will not block or interfere with school or school system communications.
14. My computer use is not private; my teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.
15. I know that the conduct that is forbidden in school is also forbidden when I use electronics outside of school if it interferes with other students' education, and if I break the rules there will be consequences in school.

Parents: I have read and discussed with my child the Acceptable Use Agreement, and I give permission for his or her use of the resources. I understand that computer access is conditional upon adherence to the agreement. Although students are supervised using computers, and their use is electronically monitored, I am aware of the possibility that my child may gain access to material that school officials and I may consider inappropriate or not of educational value.

*** STUDENTS MAY NOT USE COMPUTERS UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE TEACHER.**

Student Directory Information Notification

Please request, sign and return the form 3660F to the school within ten (10) days of the receipt of this notice *ONLY* if you do not want directory information about your child disclosed to third parties in accordance with the Family Educational Rights and Privacy Act (FERPA). If we receive no response by that date, we will disclose all student directory information at our discretion and/or in compliance with law.

NOTE: If a student's name, grade level, or photograph is to be withheld, the student will not be included in the school's yearbook, program events, or other such publications. Following is a list of items this District considers student *directory information*.

-Student's name	-Enrollment status (e.g. full-time or part-time)
-Grade level	-Participation in officially recognized activities and sports
-Photograph (including electronic version)	-Weight and height of members of athletic teams
-Dates of attendance	-Honors and awards received

Form 3600F to withhold your child's directory information must be requested from the student office.

Student/Parent Handbook Confirmation

Student's Name: _____ Grade _____

Student's Name: _____ Grade _____

Student's Name: _____ Grade _____

Student's Name: _____ Grade _____

CASCADE PUBLIC SCHOOLS COMPUTER USE AGREEMENT EK-12

Website & Social Media Guidelines: Think before you act because your virtual actions are real and permanent!

Guideline	Student Initials	Parent Initials
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		

Please sign below and return to the office. Your signatures indicate that you have read the Cascade Public Schools Student/Parent Handbook and understand the rules and regulations as approved by the Trustees of School District #3 & B.

Student Signature _____

Student Signature _____

Student Signature _____

Student Signature _____

(Printed Name of Parent/Guardian) _____

(Signature of Parent/Guardian) _____

SECTION IV

- Certified Handbook:
 - Update all dates and personnel changes
 - Change all “EK/Early Kindergarten” to “K1”
 - Resignation of Staff:
 - Add: “requests”
 - Work Day:
 - Update times
 - Contracts and Compensation
 - Add: “Forms are due April 1st”
 - Employee Leave
 - Change Personal & Sick Leave to match CBA language on Discretionary Days
 - District Office Hours:
 - Change: “the office is open between the hours of 8:00 a.m. - 3:00 p.m. daily” to “make an appointment”
 - School Day Hours:
 - Update hours
 - Casual Days:
 - Change: “Friday” to “Thursday”
 - Add: “ it is encouraged that staff wear badger or other university wear on casual days.”
 - Emergency School Closings:
 - Change: cold temperatures, wind chill factors, snow, wind” to “extreme weather”
 - Lesson Plans:
 - Remove: “Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans using PlanBook.com are to be posted to the software no later than 8:00 a.m. Monday of the current week. In this way, lesson plans are available for teachers, administration, and substitute teachers. General plans which cover the length of the course of study may also be prepared and readily available for principal and/or student and parent review. Teachers who need training on PlanBook.com can make arrangements with the principal or technology director.”
 - XCELL! After-School Program
 - Remove: “Cascade Public Schools applied for and received a grant to implement a new program to benefit all EK-12 Students.”

Cascade School District



Certified Staff Handbook

MISSION:

Promoting Excellence for All Students Through:

- Engaging Curriculum with Rigor and Relevance
- High Quality Instruction
- 21st Century Technology
- Personal & Academic Pride

VISION:

Through collective efforts of our community and school, we strive to be an innovative educational system committed to excellence and focused on developing responsible citizens.

Our Core Purpose is built on the Core Values and Beliefs that open lines of communication are essential to understanding, independent and creative thinking, and problem solving for the success of all; that in order for our students to succeed, it is essential that we promote an environment in which students love to learn; that showing respect for others, being accountable for one's own actions and always maintaining integrity is essential to the success of all; and that is imperative to maintain a positive, compassionate and safe school environment.

GOALS:

- To deliver an academic program that inspires and motivates every student to value education for his/her lifetime.
- Customize and individualize our educational program to meet every student's strengths and needs.
- Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 21st century.
- Strategically focus resources on student's achievement and identified wants and needs of the Cascade Community.
- Connect our curriculum and assessment data to common core standards.

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Introductory Statement

This handbook is designed to acquaint you with Cascade School District 3 & B (referred to as “the District” throughout this document) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. The material covered within this staff handbook is intended as a method of communicating to employees regarding general District information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the District to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the District continues to change, the need may arise and the District reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of changes to the handbook as they occur.

Any information contained in this staff handbook is subject to unilateral revision or elimination, from time to time, without notice.

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

Equal employment opportunity and treatment shall be practiced by the Cascade School District regardless of race, color, national origin, religion, sex, age, marital status, and disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the Cascade superintendent office for additional information and/or compliance issues:

Title I: Michael Wilson

Title VI (Social Security): Karsen Floerchinger

Title VII, Civil Rights or discrimination issues: Michael Wilson

Title IX: Michael Wilson

Equal Employment Opportunities (EEO): Levi Collins

Americans with Disabilities Act: Levi Collins

Section 504 of the Rehabilitation Act of 1973: Michael Wilson



As we envision our future, we commit to the mission that all Cascade School students will flourish leaving our system as compassionate, responsible citizens with the skills to be productive citizens and prepared for a global society. We visualize a system in which:

- Parents are highly engaged in their child’s education;
- Every student has access to technology they need in order to be successful and the District is able to provide technology education for all who have technology challenges;
- The District, the community and law enforcement work in a cohesive, collaborative manner for the betterment of our students, school, and community;

- The community views the school as “their school,” active in all programs and offerings and highly engaged in all that we do for students;
- A customized educational program fits the unique needs of all students from academics to vocational education to programs that address the social needs of students;
- A program where our employees are rewarded for their extraordinary efforts; a rigorous professional development program where our employees are provided with the tools necessary to meet the needs of all our students;
- A 100% graduation rate; and
- An Advanced Placement program that provides students with increased educational offerings.

I. Employment Information

ASSIGNED DUTY LIST

A list of the assigned duties of school personnel delineates the responsibilities individuals in the system have either been assigned or have willingly agreed to perform.

ASSOCIATIONS

The Cascade Education Association is the bargaining unit for all certified staff.

EQUAL EDUCATION/EMPLOYMENT OPPORTUNITY POLICY

As required by Title IX of the Education Amendments of 1971, Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the District is committed to a program of equal opportunity for education, employment and participation in school activities without regard to race, color, religion, sex, marital status, age, disability or national origin. This right will be guaranteed to all students presently enrolled, students applying for admission and approved, employees, and applicants for employment at the District.

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The District recognizes a responsibility to avoid discrimination in policies and practices regarding personnel and students. No discrimination, against any person with a disability, will knowingly be permitted in any program.

IMMIGRATION LAW COMPLIANCE

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

JOB DESCRIPTIONS

The District makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), essential duties and responsibilities section, a qualifications section (including education and/or experience, necessary skills and abilities, and certifications required), a physical demands section, and a work environment section.

The District maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The superintendent will prepare job descriptions when new positions are created or current positions have and change in duties and responsibilities. Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the superintendent if there are questions or concerns about a job description.

DUTY SCHEDULES

To create and support a safe, orderly, and caring school environment, extra duties will be required of all teachers during the school day. Assigned duties involve supervising areas such as hallways, lunchroom, and the commons; playground; and the bus departure sidewalk. It is important that common areas of the building in which students pass or socialize are monitored for safety, appropriate behavior and language, and orderly movement and operation.

Duty assignments will be made on a weekly basis and rotated as fairly as possible. Duty assignments, scheduled by the principal, will be adjusted from year-to-year, and even within a school year, depending on the needs at hand. If teachers are absent from school or find it necessary to be absent from an assigned duty, the substitute must cover the duty or a replacement must be found.

All teachers, except those on morning or lunch hall or recess duty, will be expected to be in their classrooms ready for the opening class in the morning and following the lunch hour. All teachers are responsible for monitoring the hallway outside their classrooms for general orderliness and appropriate behavior while students pass between classes or different breaks throughout the school day.

Teachers of grades early kindergarten through six are required to meet their respective classes at the recess doors following each recess to supervise students returning to classrooms.

EVALUATION OF STAFF

The District's evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities, and receive administrative responses to them; to have formal and informal observations of the teaching of licensed staff and the performance of assigned duties and job responsibilities of all other staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have clear opportunities to make improvement within specific timelines.

The Montana Educator Performance Appraisal System (MT-EPAS) is the evaluation tool for administrators who are responsible for making decisions about promotion, retention, dismissal, and discipline. EPAS is based on the Charlotte Danielson's Framework for Teaching. Certified probationary staff will be formally evaluated at least three (3) times during the school year. All other licensed staff will be formally evaluated at least twice annually.

Copies of the District's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable District evaluation procedures, negotiated agreements, and Montana Code Annotated. (Board Policy 5222)

PERSONNEL RECORDS

An official personnel file is established for each person employed by the District. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions. It is the responsibility of each employee to notify the District of any changes in personnel data. Personal mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the district clerk.

All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection by only the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the administrative office to inspect the contents of his/her personnel file on any day the administrative office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as be removed from their central location for personal inspection;
4. A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Attorneys for the District or the District's designated representative on matters of District business.

The superintendent may permit persons other than those specified above, to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine, in each case, the appropriateness and extent of such access.

In accordance with federal law, the District is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/paraprofessionals to parents upon request, for any teacher or aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order. (Board Policy 5231)

RESIGNATION OF STAFF

Resignation is a voluntary act initiated by the employee to terminate employment with the District. All District employees are covered by a specific one-year employment contract.

Although advance notice is not required, the District **requests** at least two (2) weeks' written resignation notice from all employees. (Board Policy 5251)

Commented [FK1]: requests

RETIREMENT

To assist the District in its planning efforts, staff members considering retirement are encouraged to notify the District as early as possible, preferably at the beginning of the school year in which the retirement will take place.

STAFF DEVELOPMENT

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

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on factors such as availability of funds, consistency with District and school goals and job assignment. Requests require principal approval and are to be made in writing no less than two (2) weeks prior to the meeting or conference.

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

TEACHER CERTIFICATION/RE-CERTIFICATION

Proper certification is the responsibility of each individual teacher. Every teacher must file a proper teaching certificate in the superintendent's office and the Cascade County Superintendent of Schools within the timeline established by law. Every teacher should also file current transcripts in the superintendent's office.

VACANCIES/TRANSFERS

Announced vacancies for certified positions will be posted in the staff room and bulletin boards outside the administrative office at least two (2) weeks prior to closing the application period. Postings will include qualifications for the announced position.

Teachers in the District may apply for any vacancy for which they are certified and qualified. The Board will consider the professional background and attainments as well as other relevant factors such as, but not limited to, District goals and objectives in the review of all applicants. If two applicants are of equal standing and one is a

teacher in the District, said teacher shall have the advantage in selection. (Cascade Schools Collective Bargaining Agreement 2021 - 2023)

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on District personnel needs and in accordance with District procedures and negotiated agreements. (Board Policies 5210 and 5213)

WORK DAY

The length of the work day for a full-time certified employee is from **7:40 35 a.m. to 4:26 0 p.m.** in accordance with the school calendar. Monday through Thursday. Certain Fridays will be designated a non-student day and ½ day professional development for teachers. This day of professional development is mandatory and all teaching staff are expected to attend.

Commented [FK2]: Update times

The work day includes lunch, preparation time and assigned duties. School begins at 7:55 a.m. **Required arrival time for all teachers is twenty (15) minutes before the start of school, or 7:40 35 a.m.** Dismissal for students in grades ~~early~~ kindergarten through grade 3 can begin at 3:48 p.m. Grades 4 – 12 are dismissed at 3:52 p.m.

Commented [FK3]: Update times

Teacher Training days may have adjusted hours, but will not exceed the total duty time of an instructional day. Parent-teacher Conferences which are scheduled in the evenings are duty (paid) hours. If a teacher is unable to attend a P-T conference session, a leave request will need to be submitted.

Attendance and Punctuality

To maintain a safe and productive environment, the District expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees, the District as a whole, and its students. Poor attendance and excessive tardiness are disruptive and deprive students of a high-quality educational experience.

When employees cannot avoid being late to work, they should notify their supervisor as soon as possible in advance of the anticipated tardiness. If an employee is unable to work as scheduled, you should contact your direct supervisor, as soon as possible and in advance enough so that a substitute can be secured.

Preparation Periods

As per the negotiated agreement, each teacher will receive a calendar that includes one period, duty-free time per day that is proportional to the other periods of the day spent with students. The District expects that a preparation period is a time for teachers to work on the delivery of instruction, the responsibilities of grading student work, developing curriculum, completing reports and other communications, writing and posting lesson plans – to name only a few of the tasks and responsibilities teachers face day-to-day. Teachers should be protective of their preparation period and refrain from having time taken up with non-preparatory activities. **It is not appropriate to use this time to leave the school building to conduct non-school related activities without permission from the principal.**

Work Day Checkout

Teachers may leave the building and District grounds during lunch as necessary. It is not appropriate or acceptable for a teacher to leave the building during a prep period without approval from the principal. All staff is required to check out/in with the office and/or the principal. This will enable office staff and administration to respond appropriately in the event of message and/or emergency situations that may arise.

Year-End Checkout

All teachers are to complete the Teacher Checkout List form by returning binders, manuals, books, grades, keys, and other materials and obtaining the respective signatures from individuals listed on the form. The form is handed out the day of check out to prevent disruption of staff work days, unless other arrangements are made with and approved by the administration. The completed form is to be submitted to the principal upon final checkout where the principal will do a final check of the teacher's classroom and issue the June, July, and August paychecks. All

materials and books in the classroom are to be boxed (and labeled) or stored in cupboards, closets, or shelves. All walls are to be cleared of posters and pictures and all bulletin boards are to be stripped.

For final checkout, teachers should reserve their checkout time with their supervising principal by signing up on the posted checkout schedules. Reservations are made in 30-minute increments. Teachers who are unable to check out on the designated checkout days may do so at any time following, provided that the Teacher Checkout List form has all necessary signatures. Please note that for those who checkout after the checkout days, ALL GRADES must still be completed and submitted to the school secretary within one (1) week of the last day of school so that all report cards can be compiled and mailed to parents.

II. Employee Salary & Benefits

CONTRACTS AND COMPENSATION

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

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

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

Teachers must obtain ten (10) semester lane credits for lane changes beyond a particular degree lane. In order to receive credit on the salary schedule for additional college coursework, it is understood that such course work shall enhance a teacher's abilities as jointly determined by the District and teacher. The teacher must complete and submit the appropriate form prior to taking the course work. In the event that a disagreement exists, the Board shall have the final determination authority. In order for credits to apply on the salary schedule, lane changes must be approved by the Board no later than the April Board meeting. Forms are due to the administration by April 1st.

Commented [FK4]: Form due april 1

Individual contracts will be modified to reflect qualified educational lane changes once each year, effective at the beginning of the school year provided a transcript of qualified credits is submitted to the superintendent's office no later than September 15 of each year. A teacher can move no more than one (1) step or year of experience in any one year. If a transcript is not available by September 15, other satisfactory evidence of successful completion of the course will be accepted, pending receipt of the official transcript. (Collective Bargaining Agreement, current)

Approval of Credits for Salary Advancement

In order to receive credit on the salary schedule for additional college coursework, it is understood that such course work shall enhance a teacher's abilities as jointly determined by the District and teacher. Prior to enrollment a teacher must complete an application form for course approval (See Cascade Schools Collective Bargaining Agreement) including the name and number of the course, the institution, a description or summary of the course content and a statement of how the course meets any one of the following criteria:

- District goals
- Curriculum targeted goals
- Pre-targeted goals between the teacher's supervisor and the teacher

In order for credits to apply on the salary schedule, lane changes must be approved by the Board no later than the April Board meeting.

PAYDAYS

All employees are paid monthly on the first (1st) day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the District. Employees will receive an itemized statement of wages when the direct deposit is made. Interested individuals should contact the district clerk.

The District does not provide pay advances on unearned wages to employees.

The District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the district clerk so that corrections can be made as quickly as possible.

BENEFITS

Certified employees at the District are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Other programs and benefits for which teachers are eligible and may, where applicable, voluntarily authorize deductions from their paychecks include:

- Cafeteria or Flexible Benefit (FSA)
- Employee Assistance Program
- Leave such as Personal, Jury Duty, Military, Sick
- 403(b) plans or tax-deferred annuities
- Health insurance
- Credit union payments
- Volunteer/charitable donation

Enrollment in any of the deductions programs must be made with the district clerk.

Admission to District Extracurricular Activities

Complimentary passes are provided to all staff attending school-sponsored extracurricular activities held in the District. Staff is highly encouraged to attend and assist in the supervision of students and in general crowd control as needed while attending such events.

Employee Assistance Program

The District believes it is in the interest of the employee, the employee's family and the District to provide an Employee Assistance Program (EAP) which deals with persistent problems. Individuals needing additional information about the District's EAP provider should speak with their principal or the Superintendent. (Board Policy 5001)

Flexible Spending Account (FSA)

The District provides a Flexible Spending Account (FSA) program, (also known as a Cafeteria Plan), that allows employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable unreimbursed health care expenses and dependent care expenses during the plan year. Through the FSA program, taxable income can be reduced without reducing real income so that the employee can keep more earned money.

Participation in the Health Care and/or Dependent Care FSA is optional and determined on an annual basis for the plan year. Employees must enroll for each plan year. The plan year runs from October 1 through September 30. The employee determines how much to contribute to the account, up to a specified maximum of \$3000 for Health Care and \$5000 for Dependent Care per year. Contributions are directed to the account through salary reduction on a pre-tax basis. This tax-free money is then available to the employee for reimbursement of out-of-pocket expenses. Since the amounts that remain in the account at the end of the plan year are forfeited, care should be taken to not over-fund an account.

Details of the FSA program and examples of reimbursable and non-reimbursable expenses are available from the district clerk. Paper and electronic reimbursement forms are available through the business office.

Health Insurance

The District's health insurance plan provides employees and their dependents access to medical insurance benefits. Regular full-time employees are eligible to participate in the health insurance plan, including dental and vision, subject to all terms and conditions of the agreement between the District and the insurance carrier.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). This gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Cascade Public Schools' health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Cascade Public Schools' group rates plus an administration fee. Blue Cross Blue Shield Health Coverage provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the District's health insurance plan. The notice contains important information about the employee's rights and obligations.

Details of the health insurance plan and information on the cost of coverage will be provided in advance of enrollment to eligible employees. Contact the district clerk for more information about health insurance benefits and the Health Savings Plan information.

Workers' Compensation Insurance

The District provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period, or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor **immediately** and fill out a District Accident report available from the district clerk. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the District nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the District.

All employees of the District are covered by workers' compensation benefits. In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment during an emergency;
2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and
4. Call or visit the administrative office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form. (Refer to Policy 5337)

III. Employee Leave

CERTIFIED LEAVE REQUESTS

The District utilizes Frontline Absence Management and Time & Attendance to manage employee leave and attendance.

Every teacher and administrator has an individual Frontline Absence Management account. Leave must be requested in advance through the account. The appropriate supervisor approves or denies the leave once requested.

If the request is approved, the Frontline system will automatically place calls to available substitutes if needed. If the absence is covered by peer coverage (see rules on peer coverage in CBA), it is the responsibility of teacher requesting leave to contact peers for coverage. Teacher must leave notes in the absence request documenting peer coverage so proper credit can be documented for peer covering teacher.

Request for a substitute must be initiated by the teacher through Frontline. Requests at short notice, or in the case of illness, should also be notified by phone or text to the supervising principal and/or administrative assistant so leave can be approved and substitute placed as soon as possible.

Teachers are to have complete lesson plans in hard copy, directions, duties, times, rosters, special arrangements, codes for copies, attendance directions and any other information that will make the day run smoothly for the substitute in their Substitute Folder. Lesson plans and any other notes can be sent to substitute through Frontline.

Leave requests may be denied if the supervisor determines that an employee's absence will cause undue burdens on other personnel or the needs of the staff or school cannot be met.

Administrative leave will be submitted in advance through Frontline to the superintendent for approval. Refer to administrative contracts for leave guidelines and procedures.

Unauthorized Absence

Teachers missing scheduled contract days which are not covered by the administration or by the above described leave policies will have a proportionate part of their salary deducted. A pay reduction for the time of unauthorized absence will be equal to the teacher's daily rate (daily rate of pay = ~~1/163~~ or 1/length of school year if less than ~~163 days~~).

BEREAVEMENT LEAVE

Up to five (5) days per year of bereavement leave at full pay for the death of one's immediate family may be granted. Immediate family will be defined as father, mother, sister, brother, husband, wife, significant other, children, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, or other persons related to the teacher. Additional time, if requested by the teacher, shall be deducted from accumulated sick leave.

One (1) day per year of bereavement leave may be used for the death of a close friend, relative, or member of the community not covered as defined by immediate family.

Bereavement leave is non-accumulative. Extended leave shall be granted under special circumstances by the administration. (Collective Bargaining Agreement, current)

JURY DUTY LEAVE

The District encourages employees to fulfill their civic responsibilities by serving jury duty when required. All employees qualify for paid jury duty leave. The District will continue to provide health insurance benefits for the full term of the jury duty.

Employees must show the jury duty summons to their supervisor as soon as possible so that arrangements can be made to accommodate their absence. Of course, employees are expected to report for work whenever the court

schedule permits.

Either the District or the employee may request an excuse from jury duty if, in the District's judgment, the employee's absence would create serious operational difficulties.

Payment received for "Jury Fee" from the Court system will be remitted by the teacher to the school district clerk. The teacher retains any mileage reimbursement. A copy or original official summons is to be submitted when requesting a substitute for Jury Duty. (Collective Bargaining Agreement, current)

MILITARY LEAVE

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Montana Military Service Employment Rights, the Superintendent shall grant military leave to employees for voluntary or involuntary service in the uniformed services of the United States, upon receipt of the required notice. Benefits shall be maintained for these employees as required by law and/or collective bargaining agreements. A service member who returns to the District for work following a period of active duty must be reinstated to the same or similar position and at the same rate of pay unless otherwise provided by law.

Time spent in active military service shall be counted in the same manner as regular employment for purposes of seniority or District service unless otherwise provided in a collective bargaining agreement. The District will not discriminate in hiring, reemployment, promotion, or benefits based upon membership or service in the uniformed services.

All requests for military leave will be submitted to the Superintendent, in writing, accompanied by copies of the proper documentation showing the necessity for the military leave request. When possible, all requests for military leave will be submitted at least one (1) full month in advance of the date military service is to begin.

Persons returning from military leave are asked to give the Superintendent notice of intent to return, in writing, at least one (1) full month in advance of the return date. (Board Policy 5322)

PROFESSIONAL LEAVE

Requests for continued educational experiences, professional growth activities and/or school sponsored events in which the teacher is an advisor or chaperone require principal approval and are to be submitted in Frontline no less than two (2) weeks prior to the meeting, conference and/or activity.

PERSONAL LEAVE

~~Teachers will be granted personal and emergency leave according to the terms of the current collective bargaining agreement. (Board Policy 5321)~~

~~Two (2) days of personal business leave without loss of pay or benefits will be allowed each teacher per school year. Requests for personal business leave must be submitted to the principal through Frontline in advance of the leave. No more than two (2) teachers may be absent on personal business leave on one day and personal leave may not be used to extend any vacation period during the school year nor used in the first week or last two weeks of the school year unless special permission is given by the Superintendent.~~

~~Refer to the Collective Bargaining Agreement for procedures on unused personal leave days.~~

~~Teachers who agree to substitute for a fellow teacher and in so doing lose their preparation time shall earn credit toward a personal day. For every six (6) hours or periods of substitution, the substitute teacher shall earn one extra personal day. (Collective Bargaining Agreement, current)~~

SICK LEAVE

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

Commented [KF5]: Update to match discretionary leave language in CBA

~~Sick Leave: Eight (8) days of sick leave per year shall be granted teachers. This leave will accumulate to a maximum of one hundred thirty (130) days. Leave over and above the accumulative total may be granted by the Board. Teachers with longer than a 10-month contract will receive one (1) day sick leave per month of contract.~~

~~Sick leave is granted for personal illness or disability, personal medical appointments, quarantine, or communicable disease, maternity, involving the teacher, his/her spouse and/or their children or parents. The administration shall make the final decision whether the illness in the family falls within this category.~~

~~Teachers who are absent 1 to 4 periods will use (1/2) day of sick leave; teachers who are absent more than 4 periods will use a full day of sick leave.~~

~~Teachers needing one (1) hour absence, and finding a peer teacher **with a prep hour** to substitute for that hour, will not lose a day or fraction of a day of leave. It is the responsibility of the teacher to:~~

- ~~1. secure a fellow teacher **with a prep hour** to cover for the 1-hour absence;~~
- ~~2. submit leave through Frontline in advance to be approved by the appropriate supervisor.~~

~~The principal has the final decision as to whether the absence/substitute arrangement upsets the educational setting and will be permitted. The teacher substituting can earn credit toward a personal day. This process may be used for 1-hour of absence for sick, personal, bereavement, jury, professional, or school activity leave.~~

Family and Medical Leave Act (FMLA)

Employees are eligible for twelve (12) weeks of FMLA to be used concurrently with paid sick leave. Employees are eligible for benefits under FMLA. Please refer to policies 5328 and 5328P.

Eligibility

Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year.

Length/Purpose of Leave

In accordance with the provisions of the Family Medical Leave Act of 1993 (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform the functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Contact the Superintendent for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA and MFLA leave. (Board Policy 5328 and 5329)

Sick Bank

The purpose of the sick leave bank is to provide additional leave only to the individually contracted teachers of the District who are in need of extended medical care, rehabilitation, or hospitalization. Sick bank privileges shall not extend beyond the individual teacher under contract. A teacher must have exhausted all of his/her accumulated sick and personal days and have incurred **one** day without pay before entitlement. Sick leave bank benefits may not be used for maternity/paternity/parental leave, or any other non-paid absence or leave.

A participating teacher must have donated sick days to the bank in order to withdraw from the bank. A participant must contribute a total of five (5) days over a three (3) year period of time and is eligible to then withdraw ten

(10) bank days for every day donated. For further information about the sick bank – the administrative committee, withdrawal process, maintaining a minimum balance, the repayment of days, **and the Emergency Sick Leave Bank provisions** – teachers should refer to the Cascade Schools Collective Bargaining Agreement current.

IV. General Information

BOARD OF TRUSTEES

Board Members

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of schools. Current board information is posted on the school website, www.cascade.k12.mt.us.

Board Meetings/Communications

Unless otherwise specified, all meetings will be held in the Board Conference Room. Regular meetings shall be held at 6:00 p.m. on the third Tuesday of each month, or at other times and places determined by a majority vote. The one exception will be the June Board Meeting. It will take place the fourth Tuesday of the Month. The date and time of special meetings will be set by the Board Chair. Except for an unforeseen emergency, meetings must be held in school buildings or, upon unanimous vote of the Trustees, in a publicly accessible building located within the District. If regular meetings are to be held at places other than the place stated above, or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day.

Meeting notices and agendas are posted on the Friday preceding every monthly meeting at the Cascade Town Hall, Stockman Bank in Cascade, Cascade Post Office, on bulletin boards outside and inside the school building, and on the school's website. (Board Policy 1400)

CARE, USE, AND RETURN OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all District-owned property. Such items as computer and video equipment, textbooks, athletic uniforms and gear, and musical instruments are priority items for theft and damage.

Incidents of theft or willful destruction of District property through vandalism or malicious mischief should be reported immediately to the principal.

Employees are responsible for all District property, materials, or written information issued to them or in their possession or control. Staff may check out certain District-owned equipment such as tables and folding chairs. Such equipment may not be used for personal financial gain. "Building Use and Equipment" forms are available in the office. There are no equipment-use fees. In the event of loss or damage, a fee will be assessed by the District according to the repair or replacement costs. All District property must be returned by employees on or before their last day of work. Where permitted by applicable laws, the District may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The District may also take all action deemed appropriate to recover or protect its property.

Each teacher is responsible to see that students treat District property appropriately and with respect. Do not allow students to sit on desktops, carve on furniture, or deface, damage, or destroy school property. The condition of a teacher's classroom is an indication of one's effectiveness as a classroom manager. Please model expected student behaviors by not sitting on desks and properly caring for school property.

Students are to keep the benches provided in student hallways clear of textbooks, bags, clothing and other personal belongings. School issued textbooks and other school issued equipment are to be kept in school lockers. Teachers should monitor the hallways and benches outside their classrooms to keep them free from books and unsightly clutter. Benches are to be cleared at the end of the school day.

Facility Use Request

When a teacher wishes to occupy and use any area of the school building or campus before, during, or after school that is not his or her own classroom, a Facility Use Request form must be completed and submitted to the secretary in sufficient enough time to get clearance from the personnel who work in or use the requested area. Areas subject

to collective use and requiring a Facility Use Request include, but are not limited to the gymnasiums, school grounds, the commons, the library, the lunchroom, or another teacher's classroom. Request forms are available in the administrative office or in the Staff Room.

Inventory

Inventory of District property is completed periodically, usually in the Spring, and is an electronic process. This information is for auditing purposes. When completing or updating an inventory sheet, consider those items in the classroom that you would want replaced if there were to be a fire or other damage/loss. Items valued over \$100 must be inventoried. Some classroom items, such as furniture, filing cabinets, and teacher desks, have been tagged during past inventory processes. If a tag number is found, it should be listed on the inventory sheet.

Corrections to the inventory should be made from year to year – quantities change, items are moved to different rooms, or are disposed of. Delete items that are listed but no longer in your classroom. If an item was removed and taken to another room, provide the room number. All changes or corrections should be made in red font.

Teachers also need to complete room inventory lists which include books and other supplies or equipment not on the computerized inventory sheets. These lists will need to be turned into the secretary in order to check out for the school year.

Keys/Fobs

Necessary keys/fobs are issued to staff by the secretary. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all school personnel are expected to follow these key/fob-control procedures:

1. The duplication of keys/fobs is prohibited.
2. Keys/fobs are not to be left unattended. Avoid having keys/fobs on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Under no circumstances should keys/fobs be loaned to students or to individuals not employed by the District.
4. Lost or stolen keys/fobs must be reported to the secretary within 24 hours of discovery of the loss or theft so that measures may be taken to protect District property. Three days will be allowed for the finding or recovery of keys/fobs before any charges are assessed.
5. Upon reporting lost or stolen keys/fobs, presentation of broken or damaged key(s)/fob(s), and submission of assessed fees, replacement keys will be issued as soon as they can be made.
6. Charges for lost or stolen keys/fobs or the installation of new locks will be made to the staff member to whom the key(s)/fob(s) have been issued. Charges are determined by the locksmith providing the service.
7. All keys/fobs will be inventoried at the end of the school year by the secretary.
8. If additional keys/fobs are needed during the school year, a Request for Keys/Fobs form must be completed for the Superintendent to approve. Forms are available from the secretary.

Printers/Copy Machines

Networked printers have been placed in several locations around the building (elementary and JH/HS copy rooms, JH and HS computer labs, library, and administrative offices). The following recommendations are provided to reduce printing costs and waste:

- Use “printer friendly” or “print version” options whenever possible;
- Copy and paste text from Internet articles into a Word document. This will avoid the cost and waste of printing ink-laden pictures, headlines, and advertisements;
- If several copies are needed, print one from the printer and use the photocopy machine to make duplicate copies. This is a much more economical method.
- When students are doing general research for your projects, they should ask your permission to print. ALWAYS check how many pages are being printed against what is truly needed.
- If possible, limit students to one printing. Require students to use their printing requests wisely;

- Teachers need to know how to tell what printer is being accessed, how many pages are going to be printed, and how to cancel printing in the middle of a print request. If you do not know how to determine these things, find out. Reducing teacher errors will guard against student errors and waste.

With the capabilities of the high capacity copy machines, staff should use every opportunity to print to the copy machines. Not only will this be faster, but considerably more cost effective.

Staff members are asked to keep personal printing to a minimum, especially on the color printer.

Two high capacity copy machines, one in each teacher workroom, can function as a copy machine or a printer as it is connected to the school computer network. Staff members will be trained to operate each machine and how to use the machines as printers from their desk computers. Reminders, assistance, and training for new staff will be provided by the administrative secretary or district clerk.

When using the copy machine for personal reasons, the District requests fifteen cents (\$0.15) per page to cover the cost of the ink, toner, electricity, (paper if used), and maintenance on the machine. Reimbursement for large quantity copying (over 20 copies) is to be made through the district clerk. Employees are asked to reimburse personal copying of under 20 copies.

Staff Room

A staff room is provided for staff use during lunch as may be appropriate. All staff are expected to “pitch in”, as needed, to help keep this gathering area clean and orderly. The District will provide a refrigerator and microwave in each teacher work room for all school personnel to use. A concerted effort should be made to keep these appliances clean for fellow staff members.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk.

The staff room may occasionally be used for small student group work. Unsupervised students are not permitted in the staff room.

COMMUNICATIONS

Cell Phones

The Board recognizes that the use of cellular telephones and other electronic communication devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities.

For certain District employees, cell phones are required as a tool to conduct school business to fulfill the job responsibilities. Eligibility requirements for wireless cellular service ensure that the use of a cell phone or Smartphone by an employee is for the benefit of the District, rather than the convenience of the employee. District employees are eligible to receive supplemental compensation if they are pre-approved by the Superintendent and the employee's Principal/Supervisor. In addition, the employee's job must require him or her to be readily accessible for frequent contact with the public or with District faculty staff or students, and there are limits to the employee's access to regular land line telephones that would satisfy the required business communication needs. Eligible employees must file a Cellular Device Reimbursement Contract with the district clerk.

Use of cellular telephones and other electronic communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal.

District employees are prohibited from using cell phones or other electronic communication devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles when transporting students on school-sponsored activities.

Emergency Use

Staff is encouraged to use any available cellular telephone in the event of an emergency that threatens the safety

of students, staff or other individuals.

Use of Personal Cell Phones and Communication Devices

In no event shall an employee's use of a cell phone interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with the terms of the collective bargaining agreement and Board policies. (Board Policy #5630)

Conferences

Planned conferences between teachers and parents are essential to the District's efforts to further understanding and close cooperation between the home and school. Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student. Parent-teacher conferences are scheduled throughout the school year. Teachers should refrain from scheduling appointments, meetings, or other activities that cause their absence from conferences. This is an important function for communicating student progress with parents. Absence from scheduled conferences requires a Leave Request be submitted and approved by the principal.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or preschool time to meet with students and parents as necessary. (Board Policy 2420)

District Telephones & Voicemail

Telephones are provided in each classroom for staff convenience. The primary function for classroom phones is to communicate within the building and Main Office. Long-distance calls for District business can be made from classroom and office phones; however, employees should make every attempt to access a toll-free business number. Employees will be required to enter their long-distance calling code in order to complete the call. Long distance phone calls for personal use are restricted. If it is absolutely necessary to place a personal long-distance phone call, staff members are responsible for all costs related to long-distance calls made for personal use. The district clerk monitors all billing statements. Staff are expected to pay the district clerk for their personal long-distance charges.

Employees are encouraged to study the accompanying manual for their phone and become familiar with the many features and capabilities of the telephone system. Depending on the phone provided, the system is capable of logging all incoming calls; setting up greetings; using a hold button while another call is made; intercom; redialing; speed dialing; conference calling; transferring; voice mail; and recording to name a few. **If it is necessary to record a telephone conversation, the individual being recorded must be informed that a recording is being made. It is a violation of privacy in communications to record a conversation without the knowledge of all parties to the conversation. The administrative secretary or the school secretary can provide instructions on how to record a phone call.**

It is the responsibility of each staff member to check his/her voice mail routinely. The digital phone system has virtually unlimited storage capacity of voice messages; but a timely response to messages is a mark of true professionalism.

Email and Computer Usage

Computers, computer files, software, and the network and email system furnished to employees are the District's property intended for educational business and purposes only. As per federal law, all email correspondence (internal, outgoing, and incoming) must be archived on the District's system. To ensure compliance with this policy, computer and email usage may be monitored. Because of the unique nature of email/Internet, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address email/Internet usage by all employees:

1. The District strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, the District prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale. The display or transmission of sexually explicit

images, messages, and cartoons is not allowed. Because of the sensitive environment in a school setting, the District network should not be used to forward unsolicited offensive, graphic messages. Recipients of offensive messages should delete the message and inform the administration of repetitive mailings. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

2. While occasional personal use is allowed, employees should have no expectation of privacy when using the e-mail or Internet system for any purpose.
 - a. Users of District email and Internet systems are responsible for their appropriate use. All illegal and improper uses of the email and Internet system, including but not limited to extreme network etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.
 - b. All e-mail/internet records are considered District records and should be transmitted only to individuals who have a need to receive them. If the sender of an email or Internet message does not intend for the email or Internet message to be forwarded, the sender should clearly mark the message "Do Not Forward."
3. In order to keep District e-mail and Internet systems secure, users may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the system administrator. The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.
4. E-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence. Employee email/Internet messages may not necessarily reflect the views of the District.
5. District employees are prohibited from accessing another employee's email without the express consent of the employee. All District employees should be aware that email messages can be retrieved, even if they have been deleted, and that statements made in email communications can form the basis of various legal claims against the individual author or the District.

Email sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-educational matters.

The District purchases and licenses the use of various computer software for business and educational purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the District does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on the local area network or on multiple machines according to the software license agreement. The District prohibits the illegal duplication of software and its related documentation.

Internet users should be alert to viruses that can infiltrate the network through attachments to email messages. Users should never open messages from unsolicited or unknown senders and are advised to inform the administration of suspicious emails. (Additions in bold and underlined from Policy #5450: Employee Electronic Mail and Online Service Usage)

Infinite Campus Shoutpoint Messenger

The District has contracted with an automated notification system called "Infinite Campus Shoutpoint

Messenger”. Infinite Campus message system will provide a notification system for parents, students, faculty, staff, relatives, emergency contacts, board members, first responders and local safety officials. It will provide an unlimited number of alerts and notifications that can be sent out District wide, school wide, or to specific groups such as grade level, team, club, and field trip participation. Notices may be sent via email, landline phone, cell phones (voice or text messages). ~~The system will provide an unlimited number of notification/alert contacts for each student, parent, faculty, and staff member.~~

Mail

Each staff member is provided a District mailbox in an area designated as the mailroom. Any mail that needs to be sent out or postage added is to be brought to the administrative office for delivery to the Post Office. The pre-paid, inked postage stamp is for District-related mailings only. The office has the ability to weigh and post boxes and larger articles up to five (5) pounds. Anything over five pounds should be left with the administrative office to take to the Post Office.

COMMUNITY USE OF BUILDING

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District’s conduct rules at all times.

Student, school-related, and community related organizations shall be granted the use of school facilities at no cost. Out-of-District organizations granted the use of the facility shall pay fees and costs. Contact the Superintendent for more information.

The administration approves and schedules the various uses of the school facilities. A master calendar, housed on the school website, will be kept and updated weekly for scheduling dates to avoid conflicts. Requests for use of the school facility must be submitted in advance of the event to the Superintendent’s office. Interested parties should submit a “Building Request” form available at the District office. (Board Policy #4330)

Visitors in the Workplace

To provide for the safety and security of students, employees and the facilities at the District, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards students and employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the building at the Commons or north entrance. Authorized visitors will receive a Guest Pass and may be provided directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized and/or unidentified individual is observed on the District’s premises, employees should immediately notify their supervisor or an administrator or intercede by directing the individual to the Attendance Office. If, in the judgment of the employee, the unauthorized individual poses a threat to students and employees, he or she is authorized to call law enforcement or 911 to report an intruder.

FINANCIAL MANAGEMENT & RESPONSIBILITIES

Business Travel Expenses

When employees are traveling for District related business, the District will cover the costs of the essential travel expenses. All business travel must be approved in advance by the Superintendent. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be paid for by the District. Employees are expected to limit expenses to reasonable amounts.

Employees will be required to fill out a requisition and check out a District credit card to use for essential travel expenses. With the approval of the Superintendent, the District may reimburse employees for reasonable business travel expenses incurred while on assignments if extenuating circumstances prevented the employee from using a District credit card. Upon return, employees are required to submit all receipts and travel expenditure

documentation to the district clerk.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the District may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

Employees should contact the district clerk for guidance and assistance on procedures related to travel arrangements, expenses or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Cash in District Buildings

Money collected by staff as a result of fundraisers or other school-related purposes is to be deposited in the office whenever the sum accumulated in any one day, by a class, staff member, or others, exceeds \$10. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

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

Credit Card Use Policy

The Board of Trustees permits the use of District credit cards by certain school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District.

Credit cards may only be used for legitimate District business expenditures. The use of credit cards is not intended to circumvent the District's policy on purchasing. Users must take proper care of District credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the business office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel, and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used. Failure to submit receipts within one week may result in card charges being paid by the employee and/or card revocation and employee discipline.

The district clerk monitors the use of each credit card every month and reports any serious problems and/or discrepancies directly to the Superintendent and the Board. Users should immediately report any serious problems to the district clerk or Superintendent. (Board Policy #7400)

Fundraising

Activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals. Fundraisers must be for non-profit, student groups and specifically related to school activities. Fundraising request forms are available in the office. Final approval is given through a Fundraising Committee. The request must include an explanation or justification for the proposal, consistent with the organization and/or District goals.

Fundraising must not interfere with or disrupt the school day or instructional time. Individual students will not be dismissed from other classes for fundraising activities or preparation for fundraisers. Instructional time in other classes cannot be impacted by fundraising activities.

Approval of fund-raising requests will be based on the needs of the student group or organization; the time of the fundraising activity so that there are not multiple activities taking place; the nature of the sales activity (students going out into the community versus community coming to the students); and the commitment of the student group to conduct a successful fundraising campaign.

Profits from the school's concession stand benefit all student groups. All monies raised are divided among athletics, student publications, all student organizations, and elementary teachers. Advisors, coaches, and all other staff members support this process by working a shift when the concession stand is open for business. Sign-ups for working the concession stand are done through the principal at the beginning of the school year. Any fundraisers that compete with the sale of food items from the concession will not be permitted. Individual students wishing to raise funds for individual needs cannot conduct a sales campaign in competition with school concession stand.

The solicitation of staff and all District personnel by sales people, including student groups, is prohibited in the building before, during, and after school. All money raised must be receipted and deposited with the District. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

The Activities Director will approve all Fundraising Requests.

Personal Reimbursements

While it is recommended that all purchases of goods or services be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the District from personal funds. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

1. It is clearly demonstrated that the purchase is of benefit to the District.
2. The purchase was made with the prior approval of an authorized administrator.
3. The item purchased was not available from resources within the District.
4. The claim for personal reimbursement is properly accounted for and documented with an invoice/receipt. (Board Policy #7335)

Purchase Requisitions/Ordering

No purchase will be authorized unless covered by an approved purchase requisition. Forms are available in the administrative office and staff work room. All departments must have prior approval on all purchases. No obligation may be incurred by any staff member, unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy. A final determination for department needs will be made by the District Superintendent (Board Policy #7320).

Following are the directions and information pertinent to a site-based method of ordering and budgeting.

1. **Department supply budget:** those items that are needed in your separate classrooms and can also be shared within your department; pertinent to your classroom and department to effectively deliver instruction within your curriculum. These are needed student supplies, instructional materials, teacher references and resources, and computer supplies such as specialized paper and printer cartridges.
 - a. Meet as a department/grade level to determine the best use of your department's budget. The department staff and budget allocations will be provided in the spring of each year.
 - b. Your department must operate within the budget you have been allocated for all spending through June of the coming school year. Projected class/grade enrollments will be provided to help better

determine the number of students you will be serving in your departments/grade levels. Prioritizing is to be done as a department. It will be assumed that items ordered are necessary and that they are within the department's allocation. Once your department has met the total budgeted amount, there is no more money to be spent.

- c. Current catalogs can be found in the gray filing cabinet in the teacher mailroom.
 - d. A final determination for ordering for department budgets will be made by the Superintendent.
2. **Textbooks:** Textbooks are a separate line item in the District's budget and as such, are separate from your department supply and the staff supply budget.
- a. Curriculum committees will coordinate and initiate these orders.
 - b. If you find that due to variance in class/grade enrollment figures, you have a shortage of textbooks; please notify the superintendent of your needs. Ordering textbooks will be prioritized and a final determination made by the Principal and Superintendent.

Student Activity Funds

All money raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the activities director and person in charge of the student activities program.

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff adviser. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those subjects currently in school who have contributed to the accumulation of the funds. (Board Policy #7425.)

HEALTH AND SAFETY

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

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the District;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the safety requirements listed in operating manuals;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying other employee(s) or seeing that proper safeguards/precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose

objects shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;

12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

To assist in providing a safe and healthful work environment for students, staff, parents, employees, and visitors, the District has established a workplace safety program. ~~This program is a top priority for the District.~~ The Superintendent has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all. The District provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe conditions to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents, whether occurring in the building or on school grounds, that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Superintendent or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Administering Medicines to Students

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, MUST provide a written request to administer medication, signed by the parent, in its original container to the student office secretary. All medications will be kept in locked storage in the student office unless a student must carry medication on his/her person during the school day.

Asbestos Management

The Environmental Protection Agency developed regulations, published in the Asbestos-Containing Materials in School's Rule, 1987, that provide for a comprehensive framework for addressing asbestos problems in schools. All schools with friable and nonfriable asbestos are required to inspect these areas and develop an asbestos management plan. The resulting Inspection Report and Management Plan provides compliance with that requirement and forms a base for future asbestos-related activities. The District has conducted inspections as directed by law and has developed the required plan. This plan, which is updated every three years, is available for review during regular business hours in the maintenance supervisor's office.

Breastfeeding in the Workplace

Recognizing that breastfeeding is a normal part of daily life for mothers and infants, and that Montana law authorizes mothers to breastfeed their infants where mothers and children are authorized to be, the District will support women who want to continue breastfeeding after returning from maternity leave. The District shall provide reasonable unpaid break time each day to an employee who needs to express milk for the employee's child. The District shall consider each case and make accommodations as possible. The District is not required to provide break time if to do so would unduly disrupt the District's operations. Principals are encouraged to consider flexible schedules when accommodating employees' needs.

The District will make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, where an employee can express the employee's breast milk. The available space will include the provision for lighting and electricity for the pump apparatus. If possible, supervisors will ensure that employees are aware of these workplace accommodations prior to maternity leave. (Board Policy 5325)

Child Abuse Reporting

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services or local law enforcement agency. The building principal is also to be immediately informed. Staff member may be asked to complete written documentation of this report and submit to the building principal.

Failure to report suspected child abuse is a violation punishable by law and by District disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good-faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law. (Board Policy #5232, 5232F)

Communicable Disease/Blood borne Pathogens/Infection Control Procedures

The District provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with the Montana Code Annotated and the Administrative Rules of Montana. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the District and with all rules set by the Montana State Health Department and the county health department.

School personnel have a responsibility to report to the District when infected with a communicable disease unless otherwise stated by law. (Board Policy #5130)

Life-Threatening Illnesses

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The District supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the District will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The District will take reasonable precautions to protect such information from inappropriate disclosure. Administration and supervisors have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the principal, Superintendent, or The District' Employee Assistance Program for information and referral to appropriate services and resources.

HOURS OF OPERATION

Building Hours

Staff members requiring access to the building outside of normal hours of operation, including weekends may do so by using the keys issued to them. Staff are asked to take special precautions that all lights are turned off, windows are closed and all doors are locked and secured when exiting the building in the evenings and on weekends.

District Office Hours

The district administrative office is open between the hours of 8:00 a.m.– 4:00 p.m. weekdays during the school year. The main office opens at 7:30 a.m. – 4:30 p.m. During summer months and other times during the school

year when school is not in session, ~~the office is open between the hours of 8:00 a.m. – 3:00 p.m. daily~~ please make an appointment.

School Day Hours

The length of the school day is from ~~8:00~~ 7:55 a.m. to ~~3:53~~ 3:51 pm. Monday through Thursday. The work day includes lunch and assigned duties.

After-School

All school personnel have the responsibility and authority to:

1. Question students who appear to be in the building after school unsupervised;
2. Ask the student's name;
3. Direct them to leave the building;
4. Escort them out of the building if necessary;
5. Report these incidents and the student names to the building principal when they occur.

INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided by the District to assist employees in obtaining work-related data and technology. All employees who use District provided computers and Internet must adhere to the District's Acceptable Use Policy (AUP). Copies of the AUP can be obtained at the office. It is signed by each employee and kept on file. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of The District and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the District. As such, the District reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the District in violation of law or the District policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law

- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

MATERIALS DISTRIBUTION

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

In an effort to ensure a productive and harmonious work environment, persons not employed by the District may not solicit or distribute literature in the workplace at any time for any purpose.

The District recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for religious groups
- The collection of money, goods, or gifts for political groups
- The circulation of petitions
- The distribution of literature not approved by the District

If employees have a message of interest to the workplace, they may submit it to the Principal for approval. All approved messages will be posted by the Principal.

Classified staff should be aware that non-school-related organizations may request permission to display posters in the area reserved for community posters or to have flyers distributed to students. Permission can only be granted by the building principals.

Posters and/or flyers must be student oriented and have the sponsoring organization's name prominently displayed. The District will not permit the posting or distribution of any material that would disrupt the educational process; violate the rights of others; invade the privacy of others; infringe on a copyright; be obscene, vulgar, or indecent; or promote the use of drugs, alcohol, tobacco, firearms, or certain products that create community concerns.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures, or class rings. No information from any candidates for non-student elective offices shall be posted in the school, except on Election Day, or distributed to the students. If permission is granted to distribute materials, the organization must arrange to have copies delivered to the school. Distribution of the materials will be arranged by administration.

Any notices posted in the school building that seem to be in violation of this policy should be brought to the attention of the building principals. (Board policy #4331)

Gifts and Solicitations

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without a principal's approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without Superintendent approval. Any solicitation should be reported at once to the Superintendent (Refer to Policy #5223)

PARTICIPATION IN POLITICAL ACTIVITIES

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

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

On all controversial issues, school personnel are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the District's official viewpoint.

No staff member may use District facilities, equipment, or supplies, including the District's computer network, in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes. (Board Policy #5224)

PRIVATELY-OWNED PROPERTY

The District shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or District function unless the use or presence of such property has been specifically requested in writing by the administration. (Board Policy #8340)

SECURITY AND COMPLIANCE

Canine Inspections

A minimum of two canine inspections of the school building and campus are conducted each year at random, unannounced times. Canine sweeps are made of those areas generally occupied by students such as hallways, bathrooms, student lockers, gymnasiums, locker rooms, Commons, stages, and parking lots. School staff vehicles may be subject to a canine inspection. At no time will a dog be allowed to be in a room or area where students are present. Students will be held in classrooms while an inspection is occurring. The controllers of the dogs are accompanied by at least one administrator who serves as a witness and keeps a record of what alerts the dogs. It is the responsibility of the school principal to follow up with any alerts with students, parents, and law authorities if necessary.

Classroom Security

When staff leave their classroom, locker room, or other work areas between classes or at the end of the day, staff are expected to shut all windows and secure all doors.

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

Security Cameras

Security cameras have been installed to record activity on all sides of the building, parking lots, at all main entrances and exits, the uppermost hallway, the playground, and the commons. Proper notice has been posted informing visitors and building occupants of the presence of video cameras. Security cameras cannot prevent an

incident, but they are a legally accepted record of an incident.

Security cameras will be viewed and excerpts recorded for legal record when incidents which have taken place in view of a camera are reported to school personnel. Reports should first be made to the principal who will then determine if it is helpful to research the data from the security cameras and save the visual data.

Security Inspections

The District wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the District prohibits the possession, transfer, sale, or use of such materials on its premises. The District requires the cooperation of all employees in administering this policy.

Desks, closets, lockers, and other storage areas and devices may be provided for the convenience of employees, but remain the sole property of the District. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the District at any time, including canine inspections, either with or without prior notice.

VEHICLE RULES AND REGULATIONS

Use of District Vehicles

The use of a school vehicle for District business is preferred. A request form should be submitted to the administrative secretary and the vehicle will be assigned in the order of requests received. In the event there are multiple requests for the same time period, preference will be given to first, the greater number of passengers, and second, to the farthest distance to be traveled. A fleet charge card is provided with the vehicle for fueling. All receipts for fuel are to be kept and turned into the district clerk.

Use of Private Vehicles for District Business

The use of private vehicles for District business is strongly discouraged. Employees should use District-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles.

No staff members may use a private vehicle for District business without permission from the Superintendent. If it is not possible to use District-owned vehicles for school related activities, the staff member must provide a copy of his/her personal automobile insurance coverage to the administrative office before departing.

Drivers of private vehicles for District assigned business must carry a minimum of \$100,000 bodily injury and property damage on personal insurance coverage. Copies of insurance coverage are to be filed with the Superintendent's office. If it is determined that coverage is not adequate, the District reserves the right to deny use of the personal vehicle.

Mileage will be paid by the District at the approved reimbursement rate. Mileage reimbursement forms are available in the office.

Vehicle Registration

Vehicles parked on school property are under the school's jurisdiction. All unauthorized or unidentified vehicles parked for more than 24 hours on campus will be towed at the owner's expense. Vehicle owners have full responsibility for the security of their vehicle and must make certain that it is locked.

V. Ethics & Etiquette

COMPLAINTS/PROBLEM SOLVING

Staff Complaints

Staff member complaints contending a violation, misinterpretation, or inappropriate application of District personnel policies and/or administrative regulations should be directed to the principal for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board Policy 5240.

Uniform Complaint Procedure

The Board of Trustees has adopted a Uniform Complaint Procedure as a consistent way to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all valid complaints except those involving challenges to educational material and collective bargaining.

The District requests all individuals use this complaint procedure when it is believed the Board or its employees have violated an individual's rights as guaranteed under state or federal constitutional law or Board policy. An individual is first encouraged to discuss it with the person immediately involved in the complaint such as a teacher, counselor, or principal with the objective of resolving the matter informally. It is hoped that any complaint can be resolved at this level rather than going first to a Board member or the Superintendent.

When a complaint cannot be resolved, a signed and dated written complaint can be filed with the principal. He or she will investigate, will attempt to resolve the issue and must respond, in writing, within thirty (30) calendar days. If a satisfactory resolution is not reached, either party may request, in writing, that the Superintendent review the principal's decision.

At this level the Superintendent will review the complaint and the principal's decision and must also respond within thirty (30) calendar days. The appeal process may involve meeting with both parties, conducting a separate investigation, or employing an outside investigator. If a satisfactory resolution is still not reached, an appeal to the Board may be submitted within fifteen (15) calendar days. Once a written appeal is received by the Board, the appeal must be placed on a regular or special Board meeting and be decided upon. A decision of the Board is final.

Grievances

Article 5 in the Cascade Schools Collective Bargaining Agreement, current delineates in detail the agreed upon grievance process and procedure. Teachers should refer to this document.

CONFIDENTIALITY/RIGHTS TO PRIVACY

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business. Employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication. (Board Policy #5223)

The protection of confidential information is vital to the interests and the success of the students and staff of the District. Such confidential information includes, but is not limited to information about employees, students, and parents. Employees who improperly use or disclose confidential information will be subject to disciplinary action.

Release of General Staff Information

The District will not release a staff member's address and personal phone number. Such information may be disclosed if a staff member authorizes the District to do so.

The District may also disclose information about a former employee's job performance to a prospective employer, under the following conditions:

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

The District will not disclose information that is knowingly false, deliberately misleading, rendered with

malicious purpose, or is in violation of the staff member's civil rights.

Release of Student Directory Information

School student records are confidential and information from them will not be released other than as provided by law. State and federal laws grant students and their parents certain rights, including the right to inspect, copy, and challenge school records (FERPA: Family Education Rights and Privacy Act). The District will ensure the information contained in student records is current, accurate, clear, and relevant.

Teachers, advisors, and coaches will be notified on an as-needed basis if a parent elects to 'opt-out' of the release of directory information as this will affect such things as the publishing of articles authored by the staff member, postings on the school web page, or the public announcements of awards and honors. (Board Policies 3600, 3600P, and 3600F)

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the District wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Superintendent for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the District's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. Personal gain may result not only in cases where an employee or relative has a significant ownership in a business with which the District does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business involving the District.

COPYRIGHT INFRINGEMENT

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting. However, infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards required of staff and students. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office.

"Fair use" guidelines (Board Policies 2312 and 2312P) are as follows:

Printed Materials:

1. Permissible uses — District employees may:
 - a. Make a single copy of the following for use in teaching or in preparation to teach a class:
 - i. A chapter from a book;
 - ii. An article from a periodical or newspaper;
 - iii. A short story, short essay, or short poem, whether or not from a collective work;
 - iv. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
 - b. Make multiple copies for classroom use (not to exceed one copy per student in a course) from the
 - i. A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
 - ii. A complete article, story, or essay of less than 2,500 words;
 - iii. Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;

- iv. One chart, graph, diagram, cartoon, or picture per book or per issue of a periodical;
 - v. An excerpt from a children's book, containing up to 10 percent of the words found in the text.
2. All permitted copying must bear an appropriate reference. References should include the author, title, date, and any other pertinent information.
 3. Prohibited uses — District employees may not:
 - a. Copy more than one work or two excerpts from a single author during one class term;
 - b. Copy more than three works from a collective work or periodical volume during one class term;
 - c. Copy more than nine sets of multiple copies for distribution to students in one class term;
 - d. Copy to create or replace or substitute for anthologies or collective works;
 - e. Copy "consumable" works, such as workbooks, exercises, standardized tests, answer sheets;
 - f. Copy the same work from term to term;
 - g. Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
 4. All sound recordings, including phonograph records, audiotapes, compact discs will be treated under the same provisions that guide the use of print materials unless as may otherwise be accepted by regulations governing the reproduction of works for libraries/media centers.

Sheet and Recorded Music

1. Permissible Uses — District employees may:
 - a. Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies will be substituted in due course;
 - b. Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement, or aria, but in no case no more than 10 percent of the whole work;
 - c. Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement, or aria if confirmed by the copyright holder to be out of print or the unit" is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
 - d. Edit or simplify printed copies which have been purchased, provided the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
 - e. Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
 - f. Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
 - g. Make a single copy of a sound recording, such as a tape, disc, or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.
2. Prohibited uses — District employees may not:
 - a. Copy to create or replace or substitute for anthologies, compilations, or collective works;
 - b. Copy works intended to be "consumable", such as workbooks, exercises, standardized tests, and answer sheets;
 - c. Copy for the purpose of performance, except as noted above (A. 1.) in emergencies;
 - d. Copy to substitute for purchase of music except as noted above (A. 1., 2., and 3.);
 - e. Copy without inclusion of the copyright notice on the copy.

Television-off-the-Air Taping

1. Permissible uses — District employees may:
 - a. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite retransmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each

additional copy will be subject to all provisions governing the original recording. Unless authorized by the library/media supervisor, at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately. Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the “Request for Off-Air Recording form to the library/ media supervisor for each program videotaped. The library/media supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 5-day retention period.

- b. Retain videotapes of commercial programs only with written approval of appropriate copyright holders;
 - c. Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive-calendar-day retention period;
 - d. Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days, up to the end of the 45-consecutive-calendar-day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
 - e. Use off-air recordings made from a satellite dish, if they conform to the 45-consecutive-calendar-day retention period established for broadcast or cable programming and are not subscription channels;
 - f. Use copies of all-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
 - g. Request that a library/media center record and retain for research purposes commercial television news programs from local, regional, or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format, and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.
 - h. Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate) schools. “Pay” programs received via satellite dish are also subject to these prohibitions.
2. Prohibited Uses — District employees may not:
- a. Record off-air programs in anticipation of an educator’s requests;
 - b. Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
 - c. Use the recording for instruction after 45 consecutive calendar days;
 - d. Hold the recording for weeks or indefinitely because:
 - i. Units needing the program concepts are not taught within the 45-day use period;
 - ii. An interruption or technical problem delayed its use; or
 - iii. Another teacher wishes to use it, or any other supposedly “legitimate” educational reason;
 - e. Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
 - f. Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
 - g. Exchange programs with other schools in the District or other school districts without the approval of the media/library supervisor;
 - h. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.
 - i. Use the recording for public or commercial viewing.
 - j. Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools. “Pay” programs received via satellite dish are also subject to these prohibitions.

Rental, Purchase, and Use of Videotapes

1. Permissible uses — District employees may:
 - a. Use purchased or rented videotapes such as feature films as part of a systematic course of instruction, in accordance with District policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
 - b. Use only rented, lawfully-made videotapes;
 - c. Arrange for the local school to transmit video tapes over their closed-circuit television systems for direct instruction;
 - d. Use off-air videotapes made at home for classroom instruction and only in accordance with television-off-air guidelines and District policy.
2. Prohibited uses — District employees may not:
 - a. Use rented or purchased videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation;
 - b. Use rented or purchased videotapes such as feature films for assemblies, fundraising, entertainment, or other applications outside the scope of direct instruction without public performance rights.

Computer Software

1. Permissible uses — District employees may:
 - a. Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
 - b. Make a copy of a program as an essential step in using the computer program as long as it is unused in conjunction with the machine and in no other manner;
 - c. Make a new copy from the archival program in the event that the program is use is damaged or destroyed;
 - d. Use a purchased program sent from a manufacturer labeled “archival”, simultaneously with the original copy of the program, provided its use is permitted (not excluded) by the terms of the sales agreement;
 - e. Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;
 - f. Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user, if not otherwise prohibited by the terms of a sales agreement.
 - g. Adapt a copyrighted program from one language to another for which it is not commercially available, or add features to a program to better meet local needs.
2. Prohibited uses – District employees may not:
 - a. Load the contents of one disk into multiple computers at the same time, in the absence of a license permitting the user to do so;
 - b. Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
 - c. Make or use illegal copies of copyrighted programs on District equipment;
 - d. Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board;
 - e. Make copies of the software provided by a software publisher for review or approval;
 - f. Make multiple copies of copyrighted software (or a locally-produced adaptation or modification) even for use within the school or District;
 - g. Make replacement copies from an archival or backup copy;
 - h. Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted, or even given away to other users;
 - i. Make multiple copies of the printed documentation that accompanies copyrighted software.

3. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

Reproduction of Works for Libraries/Media Centers

1. Permissible uses – District employees may:
 - a. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
 - b. Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
 - c. Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship, or research;
 - d. Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
 - e. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
 - f. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture, or other audiovisual work, if the current copy owned by the library/media center is damaged, deteriorating, lost, or stolen, and it has been determined that an unused copy cannot be obtained at a fair price.
2. Prohibited uses – District employees may not:
 - a. Make copies for students, if there is reason to suspect that the students have been instructed to obtain copies individually;
 - b. Copy without including a notice of copyright on the reproduced material.

Performance

1. Permissible uses – District employees must:
 - a. Contact the copyright holder, in writing, for permission when copyrighted works such as plays and musical numbers are to be performed.

Research/Copyrights and Patents

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

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

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

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

DISCIPLINE AND DISCHARGE

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

No tenured teacher shall be disciplined, reprimanded, reduced in rank or compensation, terminated or discharged without just cause. Discharge and termination do not include nonrenewal without cause under Section 20-4-206, MCA

DRESS AND GROOMING

Teaching as a profession, demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

The District dress code policy is designed to help us all provide a consistent professional appearance to students, community and fellow staff members. Our appearance reflects on ourselves and the school. The goal is to be sure that we maintain a positive and professional appearance during school hours or when representing the District.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Employees are expected to dress in business casual attire unless the day's tasks require otherwise.
- Employees must always present a clean, tasteful, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Clothing should not be too revealing.
- Clothing and grooming styles dictated by religion or ethnicity are exempt.

Casual Days

The following information is intended to serve as a guide to help define appropriate casual wear for all employees during designated **Friday Thursday** casual days at the District. The primary objective is to have employees project a professional image while taking advantage of more casual, relaxed fashions and contributing to school spirit. **It is encouraged that staff wear Badger or other university wear on these days.** Casual dress offers a welcome alternative to the formality of typical professional attire.

Commented [FK6]: Thursday

However, not all casual clothing is appropriate for the school setting. **Casual wear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the school setting. If you are considering wearing something and you are not sure if it is acceptable, choose something else.**

Commented [FK7]: Wear badger or university attire

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be yours.

DRUG AND ALCOHOL USE/DRUG-FREE WORKPLACE

It is the District's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, the District supports a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988. Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on District premises and while conducting school-related activities off District premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, the District has established an Employee Assistance Program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy. They may also wish to discuss these matters with their supervisor or the Superintendent to receive assistance or referrals to appropriate resources in the community. (Board Policy #5226)

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment

program through the District's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from the use of the problem substance; abides by all District policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the District any undue hardship. employ

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the District of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Superintendent without fear of reprisal.

Tobacco-Free Environment

In order to protect the health of students, staff, and the general public, provide a healthy working environment, and promote good health for students, the use of all tobacco products is prohibited on all District property, in District-owned vehicles and in all public-school buildings.

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

Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette, e-cigarette, smoking tobacco, smokeless tobacco, nicotine and any other tobacco innovation or any other smoking equipment or material or the chewing or sniffing of a tobacco product.

"Public school building or public-school property" means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children, that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles. (Board Policy 8225)

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the District expects employees to follow rules of conduct that will protect the interest and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of business travel expenses
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating District-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of District-owned or student-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Use of tobacco products on school property in direct violation of Montana law
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives, firearms, in the workplace
- Absence without notice or approval

Compliance with this policy of ethics and conduct is the responsibility of every District employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment. (Board Policy 5223)

Educational Ethics and Conduct

The successful operation, reputation, and educational success of the District is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the District is dependent upon our community's trust, and we are dedicated to preserving that trust. Employees owe a duty to the community and the District, its students and families, to act in a way that will merit the continued trust and confidence of the public.

The District will comply with all applicable laws and regulations and expects its administrators, supervisors, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action the matter should be discussed openly with your immediate supervisor and, if necessary, with the superintendent.

Compliance with the policy of educational, professional ethics and conduct is the responsibility of every District employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

ETIQUETTE

The District strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. All employees are encouraged to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting both students and another employee's ability to be effective and successful.

The following etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the school environment. Please contact the principal if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Try to minimize unscheduled interruptions of other teachers while they are actively teaching. Do not enter a teacher's classroom until you have been recognized at the door and invited to enter. Communicate by email or phone whenever possible instead of walking unexpectedly into someone's office or classroom.
- Retrieve print jobs in a timely manner and be sure to collect all your pages; be prompt when using the manual feed on the printer. Keep the area around the copy machine and printers orderly and picked up.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Be conscious of how your voice travels through doorways and down hallways and try to lower the volume of your voice when talking on the phone or to others in open areas. Try to conduct conversations in areas where the noise will not be distracting to others.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Clean up after yourself and do not leave behind waste or discarded papers.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard. Avoid

discussions of confidential issues regarding students and parents that can be easily overheard. Students have a right to privacy and protection of their privacy from the adults in the system. Inappropriate disclosure of confidential information is a breach of professional etiquette.

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of District business.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by state law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication. (Board Policy 5223)

HARASSMENT

Harassment of school personnel is strictly prohibited on District property, including non-District property, while personnel are attending any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, in which students are under the control of the District or where personnel are engaged in District business.

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

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

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

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

Personnel whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal.

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

There will be no retaliation by the District against any person who, in good faith, reports harassment. (Board Policies #5010 and 5012)

Sexual Harassment/Sexual Intimidations

The District is committed to providing a work and educational environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

The District shall do everything in its power to provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law. The District has a policy regarding sexual harassment and does not condone or allow harassment in the educational or employment setting. Sexual harassment is defined as unwelcome sexual advances, requests for favors and other verbal and/or visual contact of sexual or gender-directed nature when:

1. Submission is made either explicitly or implicitly, a term or condition of an individual's employment or education;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education;
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication, that such conduct or communication is offensive and must stop. Employees who believe they may have been sexually harassed or intimidated should contact the Title IX coordinator or an administrator, who will assist them in filing a complaint. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure. (Board Policies #5012 and 1700)

PERSONAL RELATIONSHIPS IN THE WORKPLACE

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. The District also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases, where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

VI. Emergency Procedures & Information

EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the District's emergency procedures plan detailing staff responsibilities in the event of such emergencies as natural disasters, fire, illness or injury of a student or staff member, and the authorized use of force on school property. Copies of the emergency procedures plan will be available in the office and other strategic locations throughout the building. (Board Policy #8301)

EMERGENCY SCHOOL CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt school District operations. In extreme cases, these circumstances may require the closing of the school facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

School Closure

All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is an official notification from the Superintendent to the contrary. Such notice will be given via public media.

In the event ~~extremely cold temperatures, wind-chill factors, snow, wind,~~ of extreme weather conditions or other circumstances require a modification of the normal routine, the Superintendent will make the modification decision prior to 6:00 a.m. and contact the public radio stations for broadcast to the community and will initiate the emergency fan-out communication procedure to all administrators. A phone tree will be distributed to all staff for use in the event of delayed openings or school closures **but will only be used if the Infinite Campus ShoutPoint Messenger system is not functioning. Infinite Campus Message System will be used to contact all school groups, parents, and employees in the event of an emergency closure.**

In the event of hazardous or emergency conditions, school may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate. (Board Policy 2221 and 2221P)

In the event of delayed openings or school closures Infinite Campus ShoutPoint Messenger system will be used to notify parents, students, and staff. In the event that severe weather, fires, power failures, or natural disasters occur during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. In addition, information will be posted on the school website and appropriate social media platforms.

Electrical outages are often the result of hazardous weather conditions leading to school closure. Parents may not have access to a radio or television in these circumstances. In the event of a school closure while students are not in session coupled with power outages, teachers in grades EK-6 will make an earnest attempt to contact each parent by cell phone if possible so that each family is informed.

RESUSCITATION

No employee may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of District staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained District staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, employees are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life, until relieved by paramedics or other appropriate medical personnel. (Board Policy #3431)

VII. Certified Employee Responsibilities & Expectations

CURRICULUM & INSTRUCTION

Curriculum guides are available for all courses taught in the District. Curriculum guides reflect a consistent and coherent structure for the education of District students.

The curriculum established for the courses and grade levels of this District provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles.

All teachers should have full knowledge of the standards and benchmarks for their curriculums. Standards and benchmarks for their subject areas and grade levels are to be posted in full view in each classroom and used to demonstrate for students and parents what is being taught and why it is being taught.

Deviations from established curriculum, textbooks, and instructional materials are not permitted without principal approval. Teachers with questions should contact their principal.

Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction. (Board Policies 2120 and 2123.)

Feature Films/Videos

The use of full-featured movies is not considered an effective use of instructional time; rather it is far more effective to show short clips that pertain to a concept or learning objective. Using full-feature films as a classroom reward is discouraged and is considered an infringement of copyright material (see Copyright, Section IV). Today’s students are inundated with visual images, and the use of movies as rewards may not be perceived as special to them. Netflix does not allow for the public classroom display of their streaming videos.

Principal approval is required prior to showing a full feature film/video/DVD to students. Only films/videos/DVDs rated G, PG, or PG-13 may be authorized for classroom use. Requests are to be submitted to the principal in writing in sufficient enough time for the principal to consider the request prior to the proposed showing.

The following information should be included:

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

The showing of all feature films/videos/DVDs with a G rating requires prior parent notification from the teacher. For “G-rated” films only, posting them on lesson plans which are then put on the school web site is sufficient. Feature films/videos with a PG or PG-13 rating must have prior parental consent. If a student objects to viewing a film for religious reasons or opposition to the language or violent content, the teacher must allow the student to opt out and provide an alternative activity.

Field Trips and Special Events

Field trips and other student activities involving travel are to be authorized by the principal, when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the principal no later than two (2) weeks in advance of the proposed activity. All such requests will be considered, based on such factors as the availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program, availability of District transportation services, and availability of appropriate supervision, either from within school staff or from volunteers.

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

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms. **See Appendix A for a sample of Bus Request form.**

All out-of-state travel must be approved by the Board. (Board Policy 2320)

Friday School

Students who are experiencing academic, disciplinary, and/or attendance problems may be assigned to Friday/Saturday School. Friday/Saturday School will be run from 8:00 a.m. to 12:00 noon. Students must report on time and must have assigned work to make their time useful, pertinent and productive. Classroom teachers should provide class work, make-up work, or specific directions for students with this in mind.

Grading

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

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

Letter grades will be used as follows:

A+	98-100%	C+	77-79%
A	94-97%	C	73-76%
A-	90-93%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
		F	0-59%

P — Pass, credit granted, non-graded course

I — Incomplete

W — Withdrawal

Minus (-) or plus (+) signs are used in grading on report cards.

Due-process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability, or an excused absence as determined by District policy. Such notice is to be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP). (Board Policy 3122P)

Guest Speakers/Controversial Speakers

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

Prior principal approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial. (Board Policy 4320)

Homework

Teachers at all grade levels are encouraged to assign meaningful and reasonable homework.

Homework may refer to an assignment which requires individual work in the home, in a period of supervised study in class, in a scheduled study hall, or during the after-school program.

Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student. Homework should be an application or adaptation of a classroom experience and should **not** be assigned for disciplinary purposes.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Teachers should provide information about homework assignments on their respective web pages for students and parents. (Board Policy 2430)

Coupled with posting weekly lesson plans on the teacher pages of the school website, teachers are encouraged to post daily homework assignments, due dates for projects, and quiz and test dates.

Make-Up Work

It is reasonable to expect that some coursework cannot be replicated due to the nature of the assignment. However, it is the *student's* responsibility to inquire about make-up course work. The student should know assignment expectations and due dates. Students must make prior arrangements with their teacher for planned absences. If the student has a pre-assigned assignment due during an absence, the student will submit the completed assignment upon returning to school.

Per Board policy, any student truant from school must make up missed work within the guidelines of the Attendance Policy. Refer to Staff Operations: Attendance Policy.

A student suspended from school must, as provided by Board Policy 3300, make up school work upon his/her return from the suspension. The student is allowed to make up homework assignments, final, midterm, and unit examinations, without any academic penalty. Students may not, however, be allowed to make up laboratory experiments conducted in class, class discussions or presentations missed while under suspension. A student in ISS should be completing all assigned work (daily work, quizzes, tests) while in suspension. Experiments or presentations can be made up at the discretion of the teacher.

Lesson Plans

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with District curriculum and appropriate to the individual needs of students.

~~Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans using PlanBook.com are to be posted to the software no later than 8:00 a.m. Monday of the current week. In this way, lesson plans are available for teachers, administration, and substitute teachers. General plans which cover the length of the course of study may also be prepared and readily available for principal and/or student and parent review. Teachers who need training on PlanBook.com can make arrangements with the principal or technology director.~~

Substitute Folder

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the District-approved course of study. All pertinent information should be contained within the Substitute Folder for the smooth, seamless operation of a classroom while a teacher is absent. If possible, paper copies of lesson plans can be kept by teachers for use by a substitute. In addition to lesson plans, an up-to-date seating chart, class schedules, Top 10 List, substitute evaluation forms, classroom student aides or other special student needs are to be in the Substitute Folder. Additional information

unique to the teacher's classroom setting, content, or grade level that would contribute to the success of a substitute may include:

- Classroom rules
- Behavior problems/consequences
- Students in special classes
- Emergency procedures
- Routines and procedures e.g. bathroom, drinks, recess, pencil sharpening, lunch money attendance, free time
- A list of students or teachers to go to for help.
- Schedule-include beginning and ending times
- Class roster
- Code for copies
- Duties

Refer to Substitute Folder. (Board Policy 2123)

Progress Reports

Secondary teachers are expected to report their students' progress to students and their parents. Progress reports are issued at the first, second, third, and fourth quarter grading periods, indicating academic and citizenship progress to date.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers. ***No grade of "D" or "F" should be issued without a written progress report having been sent home, notifying the student and parents of academic deficiencies.*** By keeping up on weekly Grade book entries, teachers will find that filing Progress Reports should be a seamless process.

Teachers are encouraged to issue positive reports for those students deserving of praise for their effort and success. (Board Policy 2420)

Religious Teachings

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters.

However, as religion influences many areas of education, such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.

Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief. (Board Policy 2332)

Special Interest Materials

Supplementary materials from non-school sources require principal approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources. Generally, materials that are of obvious educational quality by supplementing and enriching instructional and reference materials for definite school courses will be considered for approval.

Textbooks

The teacher will keep a record of all textbooks issued to students – the number, date issued, and general condition of the book. **Teachers should note the 'base' condition of the textbook when first issued to a student – notable marks, tears, condition of the binding – and make appropriate notes on the cover of the book. When books are returned, the condition should be noted again by comparing it to the 'base' condition notes.** A fine may be levied if the book has been mistreated or misused. Students must pay all fines for damaging books before receiving their final report card. The same book issued to the student at the beginning of the school year should be returned on the day textbooks are collected.

Elasticized, cloth book covers are discouraged as they place a constant tension and twist on the bindings of books and bring about a quicker deterioration of the book. Whether or not textbook covers are to be used is at the discretion of the teacher. However, it is advised that covers be made of paper.

Textbooks are not to be left on hall benches. Students are to keep the benches provided in student hallways clear of textbooks and personal belongings. **Textbooks are to be kept in school lockers.**

Tutoring

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

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

If a teacher is contracted to tutor a homebound student by the school District, mileage will be paid by the District at the approved reimbursement rate. Mileage reimbursement forms are available in the administrative office. (See Appendix)

XCELL! After-School Program

~~Cascade Public Schools applied for and received a grant to implement a new program to benefit all EK-12 students.~~ The XCELL! (eXCcellent Enrichment for the Love of Learning!) Community Learning Center is an after-school program for all students who would like to be involved in fun activities led by community partners and volunteers. The first invitation to participate in this additional educational resource should go to students who have scored below proficient on the CRT test and/or have been referred by a teacher or parent. However, the program is open to all students of all grade levels and will run from the end of school until 6:00 pm on all school days. Teacher referrals should be made to the program directors.

Students will be given time for homework help, computer assistance, online math and reading activities. Program, presentations, and field trips for all ages of students are planned with the cooperation of approximately 100 community partners (businesses, agencies, and associations within Cascade County) who have agreed to take part in the program and make sure it is a positive experience for students.

EXTRA DUTIES

Assigned Extracurricular Duties

Assigned extracurricular duties shall mean duties for which compensation is not already being received and shall be limited to activities for which the general public will attend. The teachers will sign up for, and complete three of these duties throughout the school year. Any teacher may sign up for more of these duties and will be compensated for those duties, beyond the three, at the rate of \$12 per hour. (Collective Bargaining Agreement, current)

Class Advisors

High School

All junior high and high school teachers will be assigned a class to advise. An assignment as advisor begins with a freshmen class and the same advisors (2 per class) stay with that class through graduation. Advisor assignments are on a rotating schedule so that a teacher who has been with a class for four years has a reprieve of at least one year before beginning another assignment.

The advisor's primary responsibility is to assist a class of young adults in conducting its affairs as a group. The most crucial year for individuals to learn to work as a class is the freshmen year. Advisors need to recognize that young people have had limited experience working together and that freshmen by nature have limited access to cars, trailers, tools, and ideas.

- **Homecoming:** Assist class in generating ideas and a trailer for floats, securing a car for class candidates; provide supervision for hall and float decorating, provide supervision the day of the parade, require class to clean-up. No student is permitted to drive in the Homecoming parade to pull the class float. An adult (parent) must be asked to do this.
- Conduct a successful freshman class fundraiser. This fundraiser is what class members will use for the next four years to pay for their expenses (Prom, Homecomings, graduation). Motivate class to commit to a successful fundraising campaign.
- **Prom:** Depending on the class and its resources, this event may require little to extensive guidance. Assist in managing class finances to cover such things as securing a location, printing tickets, music, decorations, and security. Monitor the voting for Prom king and queen. Advisors are responsible for supervision the night of the Prom. Require class to clean-up.
- Monitor class meetings to assure they are conducted with a sense of democracy and are productive. Be in attendance at all homeroom class meetings. Monitor the election of class officers. Provide advice and guidance to class officers.
- Be aware of class finances.
- **Graduation:** Assist in planning a speaker, decorations, and the ceremony with the class as needed. Advisors are to be present on the stage for the ceremony and to present diplomas.
- Conduct beginning of the year business as directed from the principal and student office such as distributing schedules, forms, information, and reviewing the Student Handbook.

Junior High

Junior High class advisors will be assigned and rotated in a fair manner. Two teachers are assigned per class to assist with class meetings, especially on the first and last day of school, monitor the election of officers, and supervise whole class events such as field trips or dances. Eighth grade class advisors are expected to guide and assist with the eighth grade graduation ceremony.

PARENTS/GUARDIANS

Complaints

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

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy 5240.

When a complaint is made directly to the Principal, a “Parent Concern Form” will be completed and submitted to the teacher summarizing the complaint and recommended course of action for the teacher to best resolve the complaint. (See Appendix: Parent Concern Form)

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

All staff members should familiarize themselves with Board policy regarding the handling of complaints. (Board Policy 5240)

Parental Custodial Rights

The District encourages parents to be involved in their student’s school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the

other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the District any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student's welfare and education.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

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

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

Parent Portal

Parent Portal is a positive and effective method for communicating a student's academic progress directly to parents. Through password-protected access, a parent can view the grades entered by classroom teachers via the web at any time. Our parents appreciate and expect this program and complain when current grades are not entered by the teachers. Because of the strong, positive feedback from parents, it is a required task for all teachers in grades 4-12. The process is simple using IC gradebook. The challenge will be to get grades entered in a timely manner. Teachers are asked to establish the habit of entering grades from the onset of the school year and diligently continue to the process or the duration of the year. Weekly grades need to be entered by noon Mondays.

This is an expectation and a responsibility of ALL teachers that will be closely monitored. NOT FULFILLING THIS EXPECTATION ON A WEEKLY BASIS MAY RESULT IN DISCIPLINARY ACTION. In addition, keeping up with weekly entries will ease the workload when mid-term progress reports and quarterly report card grades are due to the office.

Retention of Students

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. If a teacher wishes to pursue retaining a student in grade EK-8, the principal can apprise the teacher of the appropriate timeline and correct process for retention.

Parental decisions are final, but when the parents' decision is not in agreement with the school's recommendation, parents must sign a "release from responsibility" form to be placed in the student's file. (Board Policy 2421)

Student/Parent Handbook

A student/parent handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the District at other times of the year.

All staff are expected to familiarize themselves with the general information, administrative rules and procedures pertaining to students, as set forth in the student/parent handbook and in Board policy 3520.

Teachers are expected to review the handbook with students as directed by the principal.

Student Withdrawal from School

Upon notification by the office of a student withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date.

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment, or other District property, including replacement costs, if known. Submit the list to the office.

STUDENT SUPERVISION

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities.

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

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

Absenteeism

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Jr. High/High School teachers will take attendance in Infinite Campus within the first 5 minutes of each class. Elementary teachers will take attendance in Infinite Campus within the first 5 minutes of each day. Before the end of the school day, the secretary shall attempt to contact every parent, guardian, or custodian whose child is absent but has not reported the child as absent. This is to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

Classification of Absences:

Absence: Missing more than 10 minutes of class.

Tardy: Not in the classroom/seat by the time the bell rings and up to 10 minutes after the bell rings.

Excused Absence: Caused by illness, family emergency, medical and/or weather. All other absences will be considered unexcused.

Unexcused Absence: Caused by truancy, skipping, or failure to verify an excused absence in a timely manner. Students shall NOT be permitted to complete make-up work for this type of absence. Any quizzes or tests previously scheduled *must* be taken by a student who has been absent, immediately upon their return.

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

Tardy Policy

- All tardiness will be considered unexcused unless extenuating circumstances warrant otherwise
- Students arriving late due to a bus arriving late are NOT considered tardy
- Students detained by another teacher must obtain a written pass from that teacher or this will be considered an unexcused tardy.
- Any student who is 10 minutes tardy to a class will receive an unexcused absence for that class. The teacher will record the absence.
- Three unexcused tardies in one class constitutes an unexcused absence in that class. This is cumulative for the semester.
- *For students who are tardy to any class*, detention will be served the following day. A student will serve one lunch detention for *every* tardy they receive to any class.

Assemblies

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

Benches

Hallways where benches have been provided must not be allowed to become cluttered with books and personal belongings left on or under the benches. It is unsightly and unsafe. Students are expected to put books and belongings in their assigned lockers and closed backpacks under the bench. All backpacks are to be removed nightly. Teachers are expected to monitor the order and safety of the benches and hallways outside their classrooms.

Contests for Students

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

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

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

Corporal Punishment

The use of corporal punishment in any form is strictly prohibited by the District. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain. A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others, or doing harm to District property. (Board Policy 3310)

Dismissal of Classes

It is the teacher who controls the movement of students, not the dismissal bell. Do not dismiss a class before the established dismissal time. Do not allow students to gather at the door while you and they wait for the dismissal bell. Detaining the entire class for an extended period of time after dismissal time is also discouraged. Whenever individual students are detained after class, the detaining teacher is expected to provide the student a note for the student's next class teacher as students reporting to class late will need to account for their tardiness.

Emergency Drills

There will be at least eight (8) disaster drills a year, at least four (4) of which will be fire drills. All teachers will discuss fire drill procedures with their class at the beginning of each year. The drills will be held at different hours of the day or evening to avoid distinction between drills and actual disasters. (Board Policy 8301)

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

1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, or restrooms, along the way;
2. **Close windows, turn lights on, close the classroom door and leave unlocked;**
3. Take roll-call book and Emergency/Crisis Manual;
4. Escort class to assigned area and take roll. Report any unaccounted students to the principal;
5. Upon "all clear" signal, announced by administration, escort students directly back to class. Check roll.

Extracurricular Activities

Teachers and advisors who supervise students during after-school activities are responsible for their safety and well-being, as well as the safety and security of the building. The following is expected of teachers/advisors:

- Students will be properly supervised.
- Stay with students who are waiting for parents/guardians to pick them up.
- Clean up the area being used, leaving it in a state of readiness for the next school day or next activity.

- Complete and send out an Activity Trip Student Participation Roster to classroom teachers and the following individuals: EK-6 and 7-12 Principals, A.D., Superintendent, and the Main Office. This can be done electronically (via email).

Teachers/advisors/ coaches in charge of activity groups that fall under the jurisdiction of the MHSA will be expected to enforce all rules and regulations that are applicable to their particular group.

All students representing Cascade Public Schools on an athletic team, a group activity, or as part of a class related field trip are ambassadors and representatives of Cascade Public Schools and the Cascade community. All students are required to maintain a high degree of citizenship while away from the school. All Cascade Public School rules, procedures, and policies are in force while students are away from the school participating in school-sponsored activities.

Fundraising

Fundraising must be for non-profit, student groups and specifically related to school activities. Activity Director and Principals will oversee a master schedule of activities and review and approve all proposals. **All student groups must submit proposals for approval by completing a Fundraising Request Form in the fall of each school year to the Activities Director.** Only school group fundraising is permitted. Individual students are prohibited from conducting fundraisers. At no time can a fundraising activity interfere with instruction or the school program. There is to be no solicitation of school personnel in the building before, during, or after school. (See Appendix B: Student Fundraising Request)

Lunchroom Conduct

As a teacher on duty, help see that students follow the behaviors listed below

Expected Behaviors:

1. Walk to the lunchroom with appropriate hallway behavior.
2. Sharing food is not appropriate.
3. Hand sanitizer is strongly recommended.
4. Get silverware needed for lunch.
5. Once in the serving area, use quiet voices and keep your hands and feet in your space.
6. Look at and listen to the server and know what you want for lunch.
7. Wait at the end of the tray area for computer space.
8. Type in your number at the computer.
9. Dump tray (EK-6 with permission)
10. Clean your area.
11. JH and HS may leave when done. Elementary wait to be excused for recess. Walk quietly back to class/recess/break area.

Media Access to Students

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

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

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

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

Moving Class/Holding Class Outdoors

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.

As holding classes outdoors often presents a distraction to students in the class, as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned by the principal. In the event that a class assignment may be more appropriately conducted outdoors, prior principal approval is required for all such activities.

Student Conduct

All teachers are expected to review the student conduct rules contained in the Student/Parent Handbook with their students during the first week of the school year. It cannot be assumed that students know appropriate conduct in the social, educational setting called 'school'. Teachers should teach, and model, the expected behaviors in the school's common areas. Individual students who do not exhibit evidence of expected behaviors may need to refocus, either orally or written, with the teacher. Refocusing should take place before calling upon the principal for non-compliant students.

Student conduct rules unique to individual classrooms should be developed and if necessary, taught by teachers. All such rules must be consistent with District policy and administrative regulations governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents.

Classroom rules and consequences are to be submitted to the building principal for review and approval within the first two weeks of school. (Board Policy 3310)

Student Release

Teachers/Staff do not have the authority to give students permission to leave the school building at any time. Do **NOT** give students permission to go to the parking lot, to their car, permission to 'run' home for any reason. If something were to happen to that student or as a result of that student leaving the building, you have put yourself and the school District in jeopardy.

Student Transportation in Private Vehicles

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the District is provided by the District's transportation system in accordance with District policy.

Parents and employees may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior approval from the principal and/or superintendent. Students wishing to use private vehicles to ride home from an out-of-District activity must complete an "Alternative Travel Form" and secure all required signatures. If a coach, advisor, or teacher does not have an Alternative Travel Form with ALL of the required signatures, the student cannot be released to a parent or third party. **Employees using a personal vehicle to transport students MUST submit proof of insurance and adequate coverage to the Superintendent's office.** See USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS.

Without exception, no student is permitted to perform District business with his/her own vehicle, a staff member's vehicle, or a District-owned vehicle.

Vehicle Registration

All unauthorized or unidentified vehicles parked for more than 24 hours on campus will be towed at the owner's expense. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his/her vehicle and must make certain that it is locked and that the keys are not given to others. Teachers are asked to monitor student vehicles for a parking decal and report any unidentified vehicles to the office.

All vehicles driven to school by students must be parked on school premises and are not to be parked by the church or off the premises. Vehicles are to be left on the premises until the close of the school day unless special permission is granted by the principal. Parking of students' vehicles will be limited to the parking area north of the school. Careless or reckless driving will not be tolerated. Teachers should report any student who does not comply with safe driving rules to the principal and/or local police.

Visitors

Students are not permitted to bring visitors to school without prior approval of the principal. Any authorized visitors, student or adult, will be identified by having a Guest Pass.

Staff members are expected to report any unauthorized person on school property to the principal. All visitors are to present themselves to the Main Office, state their business in the building, and if it is necessary to move about the building, obtain an official Guest Pass.

Cascade School District



Certified Staff Handbook

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Cascade School District, and I understand that I should consult my supervisor, the Principal or Superintendent regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of Cascade School District has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

*Certified Staff, please print this page, sign it, and return it to the office. Thank you.

SECTION V

- Classified Staff Handbook
 - Update all dates and personnel changes
 - Change all “EK/Early Kindergarten” to “K1”
 - Classified Staff Pay Matrix
 - Insert updated pay matrix
 - Infinite Campus Shoutpoint Messenger
 - Remove: “The system will provide an unlimited number of notification/alert contacts for each student, parent, faculty, and staff member.”
 - Health and Safety:
 - Remove: “This program is a top priority for the District.”
 - District Office Hours:
 - Change: “The office is open between the hours of 8:00 a.m. - 3:00 p.m. daily” to “make an appointment”
 - School Day Hours:
 - Update times, if needed
 - Internet Usage:
 - Review AUP
 - Emergency School Closings:
 - Change: cold temperatures, wind chill factors, snow, wind” to “extreme weather”

Cascade School District



Classified Staff Handbook

MISSION:

Promoting Excellence for All Students Through:

- Engaging Curriculum with Rigor and Relevance
- High Quality Instruction
- 21st Century Technology
- Personal & Academic Pride

VISION:

Through collective efforts of our community and school, we strive to be an innovative educational system committed to excellence and focused on developing responsible citizens.

Our Core Purpose is built on the Core Values and Beliefs that open lines of communication are essential to understanding, independent and creative thinking, and problem solving for the success of all; that in order for our students to succeed, it is essential that we promote an environment in which students love to learn; that showing respect for others, being accountable for one's own actions and always maintaining integrity is essential to the success of all; and that is imperative to maintain a positive, compassionate and safe school environment.

GOALS:

- To deliver an academic program that inspires and motivates every student to value education for his/her lifetime.
- Customize and individualize our educational program to meet every student's strengths and needs.
- Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 21st century.
- Strategically focus resources on student's achievement and identified wants and needs of the Cascade Community.
- Connect our curriculum and assessment data to common core standards.

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Introductory Statement

This handbook is designed to acquaint you with Cascade School District 3 & B (referred to as “the District” throughout this document) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the District to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Cascade School District continues to grow, the need may arise and the District reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or the District to end our relationship for any reason at any time.

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

Any information contained in this classified staff handbook is subject to unilateral revision or elimination, from time to time, without notice. Employees will, of course, be notified of such changes to the handbook as they occur. No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Cascade School District.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and may be contacted at the Cascade Superintendent office for additional information and/or compliance issues:

Title VI (Social Security): Karsen Floerchinger

Title VII, Civil Rights or Discrimination Issues: Levi Collins

Title IX: Michael Wilson

Equal Employment Opportunities (EEO): Levi Collins

Americans with Disabilities Act: Levi Collins

We wish you every success here at Cascade School District. We believe that each employee contributes directly to Cascade School District's growth and success, and we hope you will take pride in being a member of our team. We hope that your experience here will be challenging, enjoyable, and rewarding.

I. Employment Information

CLASSIFIED SUBSTITUTES

Each department (custodial, kitchen, secretarial, bus drivers) supervisor will develop, oversee, and monitor an effective and efficient process for training and scheduling substitutes.

All prospective substitutes must:

1. Be formally approved by the Board of Trustees;
2. Have successfully completed a fingerprint background check;
3. Complete all required District, state, and federal forms with the Superintendent's office;
4. Have met all other requirements as necessary for all others hired in that department e.g. bus driver substitutes must have proper licensing, first aid and so on; and
5. Receive the appropriate training and orientation for that department before assuming the role of a substitute.

CONTRACTS AND COMPENSATION

Under § 39-2-912, MCA, each classified employee will be employed under a written contract for a specified term. Each employee will be subjected to a six-month probationary period. Should the employee satisfy the probationary period, such employee shall have no expectation of continued employment beyond the current contract term. Contracts of employment may be renewed or non-renewed during the summer of each year at the District's sole discretion.

The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The Superintendent and the Board will determine salary and wages for classified personnel. (Board Policy 5140)

Assignments, Reassignments, Transfers

All school personnel are subject to assignment, reassignment and/or transfer of position and duties by the Superintendent. The right of assignment, reassignment, and transfer remains with the District. Written notice of a reassignment or involuntary transfer will be given to the employee. Opportunity will be given for the employee to discuss the proposed transfer or reassignment with the Superintendent. (Board Policy 5210)

CRIMINAL RECORD CHECKS/FINGERPRINTING

Any finalist recommended for hire to a paid or volunteer position with the District, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. The results of the name-based check shall be presented to the Board concurrent with the recommendation for employment or appointment. Any subsequent offer of employment or appointment shall be contingent upon the results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion. Each prospective employee will be responsible for the payment of the background check. At the termination of employment, the employee may take the original fingerprints and results with them.

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

- a certified teacher seeking full- or part-time employment within the District;

- an educational support personnel employee seeking full- or part-time employment within the District;
- an employee of a person or firm holding a contract with the District, if the employee is assigned to the District;
- a volunteer assigned within the District who has REGULAR unsupervised access to students.
- substitute teachers

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. (Board Policy #5122)

DISABILITY ACCOMMODATION

The District is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

The District is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The District will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The District is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

EMPLOYMENT CATEGORIES

It is the intent of Cascade Schools to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the District.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the District's management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or probationary/introductory status and who are regularly scheduled to work the District's full-time schedule. Generally, they are eligible for the District's

benefit package, subject to the terms, conditions, and limitations of each benefit program.

PROBATIONARY/INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the District is appropriate. Employees who satisfactorily complete the introductory period (6 months from the date of hire) will be notified of their new employment classification.

PER DIEM employees are those who routinely work either a full-time or a part-time schedule and who accept additional compensation in lieu of participation in all but legally mandated benefit programs. The District offers this category in limited classifications and to limited numbers of employees. Individuals participating in this program must sign waivers of their rights to participate in the benefit programs applicable to regular employees. Service in this category cannot be credited in any way toward any benefit program, even if the employee is later assigned to a benefit-eligible category. A change to or from this category can be accomplished only with the written consent of the District.

CASUAL employees are those who have established an employment relationship with the District but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the District's other benefit programs.

EQUAL EDUCATION/EMPLOYMENT OPPORTUNITY POLICY

As required by Title IX of the Education Amendments of 1971, Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the District is committed to a program of equal opportunity for education, employment and participation in school activities without regard to race, color, religion, sex, marital status, age, disability or national origin. This right will be guaranteed to all students presently enrolled, students applying for admission and approved, employees, and applicants for employment at the District.

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The District recognizes a responsibility to avoid discrimination in policies and practices regarding personnel and students. No discrimination, against any person with a disability, will knowingly be permitted in any program.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the District will be based on qualifications, years of experience, education and abilities. The District does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Superintendent. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

EVALUATION OF STAFF

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis.

The District's evaluation program is designed to provide an opportunity for staff to set goals and objectives, to receive administrative and supervisory responses to them; to have formal and informal observations of job

performance for assigned duties and responsibilities; to identify and correct weaknesses; to encourage and recognize strengths; to receive verbal and written comments and suggestions for improvement from supervisors; and to have clear opportunities to make improvement within specific timelines.

Probationary staff will be formally evaluated at the end of the six (6) month period to determine eligibility for recommendation for permanent hire. All permanent classified staff will be formally evaluated at least once and will be conducted in accordance with established Board policy and applicable District evaluation procedures and Montana Code Annotated. (Board Policy 5222)

IMMIGRATION LAW COMPLIANCE

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

JOB DESCRIPTIONS

The District makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), essential duties and responsibilities section, a qualifications section (including education and/or experience, necessary skills and abilities, and certifications required), a physical demands section, and a work environment section.

The District maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Superintendent will prepare job descriptions when new positions are created or current positions have and changes in duties and responsibilities. Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Superintendent if there are questions or concerns about a job description.

JOB POSTINGS

The District provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although the District reserves its discretionary right to not post a particular opening. Vacancies may be advertised in-District only or they may be advertised in-District and through Job Service, local public advertising, and where appropriate, if time permits, through a broader regional and/or national basis. A vacancy need not be advertised as determined by the Superintendent. (Board Policy #5213)

OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the District. All employees will be judged by the same performance standards and will be subject to the District's scheduling demands, regardless of any existing outside work requirements.

If the District determines that an employee's outside work interferes with performance or the ability to meet the

requirements of the District as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the District

Outside employment will present a conflict of interest if it has an adverse impact on the District.

PERSONNEL RECORDS

An official personnel file is established for each person employed by the District. A personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions. It is the responsibility of each employee to notify the District of any changes in personnel data. Personal mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the administrative secretary.

All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the administrative office to inspect the contents of his/her personnel file on any day the administrative office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The Superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Attorneys for the District or the District's designated representative on matters of District business.

The Superintendent may permit persons other than those specified above, to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The Superintendent will determine, in each case, the appropriateness and extent of such access.

In accordance with federal law, the District is required to release information regarding the professional qualifications of aides/paraprofessionals to parents upon request, for any aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order. (Board Policy #5231)

PHYSICAL EXAMINATIONS AS A CONDITION OF EMPLOYMENT

To help ensure that employees are able to perform their duties safely, medical examinations will be a required condition of employment for custodial and kitchen staff and bus drivers.

The District participates in a Pre-Placement Physical Program for all custodial, maintenance and kitchen personnel. Subsequent to a conditional offer of employment but before commencement of work, the District requires an applicant to have a medical examination and to meet any other health requirements which may be imposed by the state. The District conditions an offer of employment on the results of such examination. The

report shall certify the employee's ability to perform the job-related functions of the position for which the employee is being considered. Such examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions.

All bus drivers, whether full-time, regular part-time, or temporary part-time, are required by state law to have a satisfactory medical examination before employment. (Board Policy #5130)

PROBATIONARY/INTRODUCTORY PERIOD

The probationary or introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The District uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the District may end the employment relationship at any time during the introductory period, with or without cause or advance notice.

All new employees work on an introductory basis for six (6) months after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. Each classified employee will be employed under a written contract for a specified term, of a beginning and ending date, within the meaning of § 39-2-912, MCA, after the employee has satisfied the requisite probationary period of six (6) months. Should the employee satisfy the probationary period, the employee shall have no expectation of continued employment beyond the current contract term.

The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The Board will determine salary and wages for classified personnel. (Board Policy #5140)

RESIGNATIONS

Resignation is a voluntary act initiated by the employee to terminate employment with the District. All District employees are covered by a specific one-year employment contract. The Board has authorized the Superintendent to accept on its behalf resignations from any school District employee. The Superintendent shall provide written acceptance of the resignation, including the date of acceptance, to the employee, setting forth the effective date of the resignation.

Once the Superintendent has accepted the resignation, it may not be withdrawn by the employee. The resignation and its acceptance should be reported as information to the Board at the next regular or special meeting. Although advance notice is not required, the District requests at least two (2) weeks' written resignation notice from all employees. (Board Policy 5251)

TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- End of a specific term contract – non-renewal at end of yearly contract.
- Resignation – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by the Board of Trustees
- Layoff – involuntary employment termination initiated by the District for non-disciplinary reasons.
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service,

and any other criteria for retirement for the organization.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Payment of Wages Upon Termination

When a District employee separates from employment wages owed will be paid on the next regular payday for the pay period in which the employee left employment or within fifteen (15) days, whichever occurs first.

In the case of an employee discharged for allegations of theft connected to the employee's work, the District may withhold the value of the theft, provided:

The employee agrees in writing to the withholding; or the District files a report of the theft with law enforcement within seven (7) business days of separation.

If no charges are filed within thirty (30) days of the filing of a report with law enforcement, the wages are due within a thirty-(30)-day period. (Board Policy 5500)

TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

WORK DAY

Length of Workday

The length of a classified work day is governed by the number of hours for which the employee is assigned in accordance to each individual contract.

Lunch

The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by the individual contract. The schedule will be established by the supervisor. Classified staff is permitted to leave the building and District grounds during the lunch break. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Breaks

Montana law no longer requires the provision of scheduled breaks. However, a daily morning and afternoon

unpaid rest period of fifteen (15) minutes **MAY** be available to all full-time, classified employees. To the extent possible, hourly personnel may take one (1) fifteen-(15)-minute unpaid rest period for each four (4) hours that are worked in a day. Breaks will normally be taken approximately in mid-morning and mid-afternoon and should be scheduled in accordance with the flow of work and with the approval of the employee's supervisor. Employees are expected to adhere to the break schedule established by the supervisor and should not be far from their work station. Deviation from the regularly scheduled break period requires prior supervisor approval.

If it is necessary to leave the building during the hours that school is in operation, an employee is required to check in/out with the main office. This will enable office personnel to respond appropriately in the event of a message or an emergency situation that may arise. (Board Policy 5221)

WORK SCHEDULES

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Attendance and Punctuality

To maintain a safe and productive environment, the District expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees, the District as a whole, and its students. Poor attendance and excessive tardiness are disruptive. When employees cannot avoid being late to work, they should notify their supervisor as soon as possible in advance of the anticipated tardiness.

Fair Labor Standards Act

Regular working hours for all classified staff will be set by the supervisor, principal, or Superintendent. Classified staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the supervisor. Any changes to a work schedule, including the taking of vacation leave and sick leave (when possible) is to be pre-approved by the supervisor. An appropriately completed and signed leave request form must be submitted to the supervisor well in advance of an anticipated leave. The supervisor will indicate his/her approval by signing the leave request and moving it onto the Superintendent.

All timesheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours. Overtime is defined as time worked over 40 hours in one week. Overtime hours cannot be taken within the same week that sick or vacation hours are taken. A week is defined as seven consecutive days covering Monday through Sunday. (Refer to Policies #5221 & 5336)

Failure to comply will result in a written corrective statement to the employee stating the non-compliance with established procedures and the expected corrective measures. Continued non-compliance with directives or procedures may be cause for dismissal.

Overtime

Classified employees who work more than forty (40) hours in a given workweek may receive overtime pay of one and one-half (1½) times the normal hourly rate, unless the District and the employee agree to the provision of compensation time at a rate of one and one-half (1½) times all hours worked in excess of forty (40) hours in any workweek.

The Superintendent must approve any overtime work of a classified employee.

Under Montana law and the Federal Fair Labor Standards Act, a classified employee may not volunteer to work without pay in an assignment similar to the employee's regular work.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action. (Board

II. Employee Salary & Benefits

CLASSIFIED STAFF PAY MATRIX

The classified staff pay matrix is set and approved by the Board of Trustees. The most current edition was approved in ~~August 2022~~. May 2023

Commented [KF1]: Insert new matrix

	Classified Staff Pay Matrix						
	Revised March 2020						
Dept.	Aide	Custodian	Bus Driver	Secretary	Admin Assistant	General Kitchen	Head Kitchen
Sub Pay	14.25	13.5	14.50	14.25	NA	9.75	NA
Hiring Pay							
0-6 months	14.25	13.50	14.50	14.25	15.50	9.75	13.50
Base Pay	14.50	14.50	15.00	14.50	15.75	10.00	13.75
2	14.75	14.75	15.25	14.75	16.00	10.25	14.00
3	15.00	15.00	15.50	15.00	16.25	10.50	14.25
4	15.25	15.25	15.75	15.25	16.50	10.75	14.50
5	15.50	15.50	16.00	15.50	16.75	11.00	14.75
6	15.75	15.75	16.25	15.75	17.00	11.25	15.00
7	16.00	16.00	16.50	16.00	17.25	11.50	15.25
8	16.25	16.25	16.75	16.25	17.50	11.75	15.50
9	16.50	16.50	17.00	16.50	17.75	12.00	15.75
10	16.75	16.75	17.25	16.75	18.00	12.25	16.00
11	17.00	17.00	17.50	17.00	18.25	12.50	16.25
12	17.25	17.25	17.75	17.25	18.50	12.75	16.50
13	17.50	17.50	18.00	17.50	18.75	13.00	16.75
14	17.75	17.75	18.25	17.75	19.00	13.25	17.00
15	18.00	18.00	18.50	18.00	19.25	13.50	17.25
16	18.25	18.25	18.75	18.25	19.50	13.75	17.50
17	18.50	18.50	19.00	18.50	19.75	14.00	17.75
18	18.75	18.75	19.25	18.75	20.00	14.25	18.00
19	19.00	19.00	19.50	19.00	20.25	14.50	18.25
20	19.25	19.25	19.75	19.25	20.50	14.75	18.50

When the food service program is operating under the Summer Food Program, the food service workers shall receive an additional wage above their contracted hourly rate. The additional wages shall be in the total of \$1.50 for the Food Service Supervisor and \$0.50 for General Kitchen Assistants. This shall only be applicable in the summer months, after the conclusion of the current school year and before the commencement of the upcoming school year.

PAYDAYS

All employees are paid monthly on the first (1st) day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the

regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the District. Employees will receive an itemized statement of wages when the direct deposit is made. Interested individuals should contact the district clerk.

The District does not provide pay advances on unearned wages to employees.

The District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the district clerk so that corrections can be made as quickly as possible.

BENEFITS

Classified employees at the District are provided a wide range of benefits. A number of the programs (such as Montana Public Employees' Retirement System (PERS), Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Other programs and benefits for which classified personnel are eligible and may, where applicable, voluntarily authorize deductions from their paychecks include:

- Cafeteria or Flexible Benefit (FSA)
- Employee Assistance Program
- Leave such as Vacation, Jury Duty, Military, Sick
- 403(b) plans or tax-deferred annuities
- Health insurance
- Credit union payments
- Volunteer/charitable donations

Enrollment in any of the deduction programs must be made with the district clerk.

Admission to District Extracurricular Activities

Complimentary passes are provided to all school personnel attending school-sponsored extracurricular activities held on the District campus. The complimentary pass does not exempt a student of an employee from purchasing an Activity Card.

Employee Assistance Program

The District believes it is in the interest of the employee, the employee's family and the District to provide an Employee Assistance Program (EAP) which deals with persistent problems. Individuals needing additional information about the District's EAP provider should speak with their principal or the Superintendent. (Board Policy 5001)

Flexible Spending Account (FSA)

The District provides a Flexible Spending Account (FSA) program, (also known as a Cafeteria Plan), that allows employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable unreimbursed health care expenses and dependent care expenses during the plan year. Through the FSA program, taxable income can be reduced without reducing real income so that the employee can keep more earned money.

Participation in the Health Care and/or Dependent Care FSA is optional and determined on an annual basis for the plan year. Employees must enroll for each plan year. The plan year runs from October 1 through September

30. The employee determines how much to contribute to the account, up to a specified maximum of \$3000 for Health Care and \$5000 for Dependent Care per year. Contributions are directed to the account through salary reduction on a pre-tax basis. This tax-free money is then available to the employee for reimbursement of out-of-pocket expenses. Since the amounts that remain in the account at the end of the plan year are forfeited, care should be taken to not over-fund an account.

Details of the FSA program and examples of reimbursable and non-reimbursable expenses are available from the district clerk. Paper and electronic reimbursement forms are available through the business office.

Health Insurance

The District's health insurance plan provides employees and their dependents access to medical insurance benefits. Regular full-time employees are eligible to participate in the health insurance plan, including dental and vision, subject to all terms and conditions of the agreement between the District and the insurance carrier.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). This gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Cascade Public Schools' health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Cascade Public Schools' group rates plus an administration fee. Blue Cross Blue Shield Health Coverage provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the District's health insurance plan. The notice contains important information about the employee's rights and obligations.

Details of the health insurance plan and information on the cost of coverage will be provided in advance of enrollment to eligible employees. Contact the district clerk for more information about health insurance benefits and the Health Savings Plan information.

Retirement Programs

All District employees shall participate in retirement programs under the Federal Social Security Act and the Public Employees' Retirement System (PERS) in accordance with state retirement regulations.

Those employees intending to retire, who are not contractually obligated to complete the school year, should notify the Superintendent as early as possible and no less than sixty (60) days before their retirement date.

The District will contribute to the PERS whenever a classified employee is employed for more than the equivalent of one hundred twenty (120) full days (960 hours) in any one (1) fiscal year. Part-time employees who are employed for less than 960 hours in a fiscal year may elect PERS coverage, at their option and in accordance with § 19-3-412, MCA.

To assist the District in its planning efforts, employees considering retirement are encouraged to notify the District as early as possible, preferably at the beginning of the school year in which the retirement will take place.

Workers' Compensation Insurance

The District provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits

after a short waiting period, or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor **immediately** and fill out a District Accident report available from the district clerk. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the District nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the District.

All employees of the District are covered by workers' compensation benefits. In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment during an emergency;
2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and
4. Call or visit the administrative office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form. (Refer to Policy 5337)

III. Employee Leave

CLASSIFIED LEAVE REQUESTS

The District utilizes Frontline Absence Management and Time & Attendance to manage employee leave and attendance.

All staff has an individual Frontline Absence Management account. All staff is required to provide notice of leave in an adequate amount of time prior to leave date. The appropriate supervisor approves or denies the leave once requested, at the supervisor's discretion.

If the request is approved, the Frontline system will automatically place calls to available substitutes if needed.

Request for a substitute must be initiated by the staff member through Frontline. Requests at short notice, or in the case of illness, should also be notified by phone or text to the supervising principal and/or administrative assistant so leave can be approved and substitute placed as soon as possible.

Leave requests may be denied if the supervisor determines that an employee's absence will cause undue burdens on other personnel or the needs of the staff or school cannot be met.

Administrative leave will be submitted in advance through Frontline to the Superintendent for approval. Refer to administrative contracts for leave guidelines and procedures.

HOLIDAY LEAVE

The District will grant holiday time off to all full-time classified employees on the holidays listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)

- Christmas (December 25)
- 4th of July for those working the summer months

The District will grant paid holiday time off to all eligible employees. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

When an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee's regular pay for all time worked on the holiday.

When one of the above holidays falls on Sunday, the following Monday will not be a holiday. When one of the above holidays falls on Saturday, the preceding Friday will not be a holiday. When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee's annual leave. (Board Policy 5333)

JURY DUTY LEAVE

The District encourages employees to fulfill their civic responsibilities by serving jury duty when required. All employees qualify for paid jury duty leave. The District will continue to provide health insurance benefits for the full term of the jury duty. Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Employees must show the jury duty summons to their supervisor as soon as possible so that arrangements can be made to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the District or the employee may request an excuse from jury duty if, in the District's judgment, the employee's absence would create serious operational difficulties.

PROFESSIONAL LEAVE

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of District funds.

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

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on factors such as the availability of funds, consistency with District and school goals and job assignment. Requests require Superintendent approval and are to be made in writing no less than two (2) weeks prior to the meeting or conference.

All District bus drivers are required by the Office of Public Instruction to attend a minimum of ten (10) hours of training and professional development each year. The transportation supervisor will plan and schedule training that is pertinent to driver needs and timely topics of interest.

MILITARY LEAVE

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Montana Military Service Employment Rights, the Superintendent shall grant military leave to employees for voluntary or involuntary service in the uniformed services of the United States, upon receipt of the required notice. Benefits shall be maintained for these employees as required by law and/or collective bargaining agreements. A service member who returns to the District for work following a period of active duty must be reinstated to the same or similar position and at the same rate of pay unless otherwise provided by law.

Time spent in active military service shall be counted in the same manner as regular employment for purposes of seniority or District service. The District will not discriminate in hiring, reemployment, promotion, or benefits based upon membership or service in the uniformed services. All requests for military leave will be submitted to the Superintendent, in writing, accompanied by copies of the proper documentation showing the necessity for the military leave request. When possible, all requests for military leave will be submitted at least one (1) full month in advance of the date military service is to begin.

Persons returning from military leave are asked to give the Superintendent notice of intent to return, in writing, at least one (1) full month in advance of the return date. (Board Policy 5322)

SICK LEAVE

Classified employees will be granted sick leave benefits in accordance with § 2-18-618, MCA.

For classified nonexempt staff, “sick leave” is defined as a leave of absence, with pay, for a sickness suffered by an employee or an employee’s immediate family. Sick leave may be used by an employee when they are unable to perform job duties because of:

- A physical or mental illness, injury, or disability;
- Maternity or pregnancy-related disability or treatment, including prenatal care, birth, or medical care for the employee or the employee’s child;
- Parental leave for a permanent employee as provided in § 2-18-606, MCA;
- Quarantine resulting from exposure to a contagious disease;
- Examination or treatment by a licensed health care provider;
- Short-term attendance, in an agency’s discretion to care for a person (who is not the employee or a member of the employee’s immediate family) until other care can reasonably be obtained;
- Necessary care for a spouse, child or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or
- Death or funeral attendance of an immediate family member or, at an agency’s discretion, another person.

Nothing in this policy guarantees approval of the granting of such leave in any instance. The District will judge each request in accordance with this policy. Abuse of sick leave is cause for disciplinary action up to and including termination.

Classified employees shall be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, “sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. Classified staff may use sick leave for illness; injury; medical disability; maternity-related disability, including prenatal care, birth, miscarriage, abortion; quarantine resulting from exposure to contagious

disease; medical, dental, or eye examination or treatment; necessary care of or attendance to an immediate family member or, at the District's discretion, another relative for the above reasons until other attendants can reasonably be obtained, and death or funeral attendance for an immediate family member. Leave without pay may be granted to employees upon the death of persons not included on this list.

Persons simultaneously employed in two (2) or more positions will accrue sick leave credits in each position according to the number of hours or the proration of the contract (in the case of certified) worked. Leave credits will be used only from the position in which the credits are earned and with the approval of the supervisor. Hours in a pay status paid at the regular rate will be used to calculate leave accrual. Sick leave credits will not accrue for those hours exceeding forty (40) hours in a workweek that are paid as overtime hours or are recorded as compensatory time hours. A full-time employee shall not earn less than or more than the full-time sick leave accrual rate provided classified employees.

When an employee who has not worked the qualifying period for use of sick leave takes an approved continuous leave of absence without pay exceeding fifteen (15) working days, the amount of time on leave of absence will not count toward completion of the qualifying period. The approved leave of absence exceeding fifteen (15) working days is not a break in service, and the employee will not lose any accrued sick leave credits or lose credit for time earned toward the qualifying period. An approved continuous leave of absence without pay of fifteen (15) working days or less will be counted as time earned toward the ninety-(90)-day qualifying period.

Calculation of Sick Leave Credits

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

Lump Sum Payment Upon Termination

When a classified employee terminates from the District, the employee is entitled to cash compensation for unused sick leave credit equal to one-fourth (1/4) of the compensation the employee would have received if the employee had used the credits, provided the employee has worked the qualifying period. The value of unused sick leave is computed based on the employee's salary rate at the time of termination. (Board Policy 5321)

Family and Medical Leave Act (FMLA)

Employees are eligible for benefits under FMLA. Please refer to policies 5328 and 5328P.

Eligibility

Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year.

Length/Purpose of Leave

In accordance with the provisions of the Family Medical Leave Act of 1993 (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform the functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Contact the Superintendent for additional information regarding length of leave entitlements under state and

federal law and provisions governing two family members eligible for FMLA and MFLA leave. (Board Policy 5328 and 5329)

Service Member Family Leave

Subject to Section 103 of the FMLA of 1993, as amended, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve-(12)-month period to care for the service member. The leave described in this paragraph shall only be available during a single twelve-(12)-month period. (Refer to policy 5328 & 5328P)

VACATION LEAVE

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time and part-time employees are eligible to earn and use vacation time as described in this policy:

The classified employee shall accrue annual vacation leave benefits in accordance with §§ 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA.

The amount of paid vacation time employees receives each year increases with the length of their employment as shown in the following schedule:

RATE-EARNED SCHEDULE

<u>Years of Employment</u>	<u>Working Days Credit per Year</u>
1 day - 10 years	15
10 - 15 years	18
15 - 20 years	21
20 years on	24

Employees are not entitled to any vacation leave with pay until they have been continuously employed for a period of six (6) calendar months. (Refer to Policy 5334)

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.) Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned.

Paid vacation time can be used in minimum increments of one-half hour. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including school District needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, bonuses, or shift differentials. Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. (Board Policy 5334)

IV. General Information

CARE, USE, AND RETURN OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all District-owned property. Such items as computer and video equipment, textbooks, athletic uniforms and gear, and musical instruments are priority items for theft and damage.

Incidents of theft or willful destruction of District property through vandalism or malicious mischief must be reported immediately to the principal.

Employees are responsible for all District property, materials, or written information issued to them or in their possession or control. Staff may check out certain District-owned equipment such as tables and folding chairs. Such equipment may not be used for personal financial gain. "Building Use and Equipment" forms are available in the office. There are no equipment-use fees. In the event of loss or damage, a fee will be assessed by the District according to the repair or replacement costs. All District property must be returned by employees on or before their last day of work. Where permitted by applicable laws, the District may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The District may also take all action deemed appropriate to recover or protect its property.

Each employee is responsible to see that students treat District property appropriately and with respect. Students are not allowed to sit on desktops, carve on furniture, or deface, damage, or destroy school property.

Benches

Hallways where benches have been provided must not be allowed to become cluttered with books and personal belongings left on or under the benches. Custodial staff has the authority to remove books and bags left on the benches to the lost and found areas or, for repeat offenders, to the principal's office.

Keys/Fobs

Necessary keys/fobs are issued to staff by the secretary. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all school personnel are expected to follow these key/fob-control procedures:

1. The duplication of keys/fobs is prohibited.
2. Keys/fobs are not to be left unattended. Avoid having keys/fobs on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Under no circumstances should keys/fobs be loaned to students or to individuals not employed by the District.
4. Lost or stolen keys/fobs must be reported to the secretary within 24 hours of discovery of the loss or theft so that measures may be taken to protect District property. Three days will be allowed for the finding or recovery of keys/fobs before any charges are assessed.
5. Upon reporting lost or stolen keys/fobs, presentation of broken or damaged key(s)/fob(s), and submission of assessed fees, replacement keys will be issued as soon as they can be made.
6. Charges for lost or stolen keys/fobs or the installation of new locks will be made to the staff member to whom the key(s)/fob(s) have been issued. Charges are determined by the locksmith providing the service.
7. All keys/fobs will be inventoried at the end of the school year by the secretary.
8. If additional keys/fobs are needed during the school year, a Request for Keys/Fobs form must be completed for the Superintendent to approve. Forms are available from the secretary.

Staff Room

A staff room is provided for staff use during lunch as may be appropriate. All staff are expected to "pitch in", as needed, to help keep this gathering area clean and orderly. The District will provide a refrigerator and microwave in each teacher work room for all school personnel to use. A concerted effort should be made to keep these appliances clean for fellow staff members.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk.

The staff room may occasionally be used for small student group work. Unsupervised students are not permitted in the staff room.

COMMUNICATIONS

Cell Phones

The Board recognizes that the use of cellular telephones and other electronic communication devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities.

For certain District employees, cell phones are required as a tool to conduct school business to fulfill the job responsibilities. Eligibility requirements for wireless cellular service ensure that the use of a cell phone or Smartphone by an employee is for the benefit of the District, rather than the convenience of the employee. District employees are eligible to receive supplemental compensation if they are pre-approved by the Superintendent and the employee's Principal/Supervisor. In addition, the employee's job must require him or her to be readily accessible for frequent contact with the public or with District faculty staff or students, and there are limits to the employee's access to regular land line telephones that would satisfy the required business communication needs. Eligible employees must file a Cellular Device Reimbursement Contract with the district clerk.

Use of cellular telephones and other electronic communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal.

District employees are prohibited from using cell phones or other electronic communication devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles when transporting students on school-sponsored activities.

Emergency Use

Staff is encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff or other individuals.

Use of Personal Cell Phones and Communication Devices

In no event shall an employee's use of a cell phone interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with the terms of the collective bargaining agreement and Board policies. (Board Policy #5630)

District Telephones & Voicemail

Telephones are provided in each classroom for staff convenience. The primary function for classroom phones is to communicate within the building and Main Office. Long-distance calls for District business can be made from classroom and office phones; however, employees should make every attempt to access a toll-free business number. Employees will be required to enter their long-distance calling code in order to complete the call. Long distance phone calls for personal use are restricted. If it is absolutely necessary to place a personal long-distance phone call, staff members are responsible for all costs related to long-distance calls made for personal use. The district clerk monitors all billing statements. Staff are expected to pay the district clerk for their personal long-distance charges.

Employees are encouraged to study the accompanying manual for their phone and become familiar with the many features and capabilities of the telephone system. Depending on the phone provided, the system is capable of logging all incoming calls; setting up greetings; using a hold button while another call is made; intercom; redialing; speed dialing; conference calling; transferring; voice mail; and recording to name a few. **If it is necessary to record a telephone conversation, the individual being recorded must be informed that a recording is being made. It is a violation of privacy in communications to record a conversation without**

the knowledge of all parties to the conversation. The administrative secretary or the school secretary can provide instructions on how to record a phone call.

It is the responsibility of each staff member to check his/her voice mail routinely. The digital phone system has virtually unlimited storage capacity of voice messages; but a timely response to messages is a mark of true professionalism.

Email and Computer Usage

Computers, computer files, software, and the network and email system furnished to employees are the District's property intended for educational business and purposes only. As per federal law, all email correspondence (internal, outgoing, and incoming) must be archived on the District's system. To ensure compliance with this policy, computer and email usage may be monitored. Because of the unique nature of email/Internet, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address email/Internet usage by all employees:

1. The District strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, the District prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale. The display or transmission of sexually explicit images, messages, and cartoons is not allowed. Because of the sensitive environment in a school setting, the District network should not be used to forward unsolicited offensive, graphic messages. Recipients of offensive messages should delete the message and inform the administration of repetitive mailings. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.
2. While occasional personal use is allowed, employees should have no expectation of privacy when using the e-mail or Internet system for any purpose.
 - a. Users of District email and Internet systems are responsible for their appropriate use. All illegal and improper uses of the email and Internet system, including but not limited to extreme network etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.
 - b. All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. If the sender of an email or Internet message does not intend for the email or Internet message to be forwarded, the sender should clearly mark the message "Do Not Forward."
3. In order to keep District e-mail and Internet systems secure, users may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the system administrator. The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.
4. E-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence. Employee email/Internet messages may not necessarily reflect the views of the District.
5. District employees are prohibited from accessing another employee's email without the express consent of the employee. All District employees should be aware that email messages can be retrieved, even if they have been deleted, and that statements made in email communications can form the basis of various legal claims against the individual author or the District.

Email sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-educational matters.

The District purchases and licenses the use of various computer software for business and educational purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the District does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on the local area network or on multiple machines according to the software license agreement. The District prohibits the illegal duplication of software and its related documentation.

Internet users should be alert to viruses that can infiltrate the network through attachments to email messages. Users should never open messages from unsolicited or unknown senders and are advised to inform the administration of suspicious emails. (Additions in bold and underlined from Policy #5450: Employee Electronic Mail and Online Service Usage)

Infinite Campus Shoutpoint Messenger

The District has contracted with an automated notification system called "Infinite Campus Shoutpoint Messenger". Infinite Campus message system will provide a notification system for parents, students, faculty, staff, relatives, emergency contacts, board members, first responders and local safety officials. It will provide an unlimited number of alerts and notifications that can be sent out District wide, school wide, or to specific groups such as grade level, team, club, and field trip participation. Notices may be sent via email, landline phone, cell phones (voice or text messages). ~~The system will provide an unlimited number of notification/alert contacts for each student, parent, faculty, and staff member.~~

Mail

Each staff member is provided a District mailbox in an area designated as the mailroom. Any mail that needs to be sent out or postage added is to be brought to the administrative office for delivery to the Post Office. The pre-paid, inked postage stamp is for District-related mailings only. The office has the ability to weigh and post boxes and larger articles up to five (5) pounds. Anything over five pounds should be left with the administrative office to take to the Post Office.

Meetings

Department meetings (transportation, custodial, kitchen, secretarial) will be scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, emails, or departmental or committee structure. Classified staff members will be notified in the event that a combined certified and classified, all personnel, meeting needs to be held.

COMMUNITY USE OF BUILDING

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student, school-related, and community related organizations shall be granted the use of school facilities at no cost. Out-of-District organizations granted the use of the facility shall pay fees and costs. Contact the Superintendent for more information.

The administration approves and schedules the various uses of the school facilities. A master calendar, housed on the school website, will be kept and updated weekly for scheduling dates to avoid conflicts. Requests for use of the school facility must be submitted in advance of the event to the Superintendent's office. Interested parties should submit a "Building Request" form available at the District office. (Board Policy #4330)

Visitors in the Workplace

To provide for the safety and security of students, employees and the facilities at the District, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards students and employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the building at the Commons or north entrance. Authorized visitors will receive a Guest Pass and may be provided directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized and/or unidentified individual is observed on the District's premises, employees should immediately notify their supervisor or an administrator or intercede by directing the individual to the Attendance Office. If, in the judgment of the employee, the unauthorized individual poses a threat to students and employees, he or she is authorized to call law enforcement or 911 to report an intruder.

FINANCIAL MANAGEMENT & RESPONSIBILITIES

Business Travel Expenses

When employees are traveling for District related business, the District will cover the costs of the essential travel expenses. All business travel must be approved in advance by the Superintendent. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be paid for by the District. Employees are expected to limit expenses to reasonable amounts.

Employees will be required to fill out a requisition and check out a District credit card to use for essential travel expenses. With the approval of the Superintendent, the District may reimburse employees for reasonable business travel expenses incurred while on assignments if extenuating circumstances prevented the employee from using a District credit card. Upon return, employees are required to submit all receipts and travel expenditure documentation to the district clerk.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the District may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

Employees should contact the district clerk for guidance and assistance on procedures related to travel arrangements, expenses or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Credit Card Use Policy

The Board of Trustees permits the use of District credit cards by certain school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District.

Credit cards may only be used for legitimate District business expenditures. The use of credit cards is not intended to circumvent the District's policy on purchasing. Users must take proper care of District credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the business office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent

of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel, and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used. Failure to submit receipts within one week may result in card charges being paid by the employee and/or card revocation and employee discipline.

The district clerk monitors the use of each credit card every month and reports any serious problems and/or discrepancies directly to the Superintendent and the Board. Users should immediately report any serious problems to the district clerk or Superintendent. (Board Policy #7400)

Personal Reimbursements

While it is recommended that all purchases of goods or services be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the District from personal funds. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

1. It is clearly demonstrated that the purchase is of benefit to the District.
2. The purchase was made with the prior approval of an authorized administrator.
3. The item purchased was not available from resources within the District.
4. The claim for personal reimbursement is properly accounted for and documented with an invoice/receipt. (Board Policy #7335)

Purchase Requisitions/Ordering

No purchase will be authorized unless covered by an approved purchase requisition. Forms are available in the administrative office and staff work room. All departments must have prior approval on all purchases. No obligation may be incurred by any staff member, unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy. A final determination for department needs will be made by the District Superintendent (Board Policy #7320).

HEALTH AND SAFETY

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

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the District;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the safety requirements listed in operating manuals;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying other employee(s) or seeing that proper safeguards/precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or

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

To assist in providing a safe and healthful work environment for students, staff, parents, employees, and visitors, the District has established a workplace safety program. ~~This program is a top priority for the District.~~ The Superintendent has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all. The District provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe conditions to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents, whether occurring in the building or on school grounds, that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Superintendent or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Administering Medicines to Students

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, MUST provide a written request to administer medication, signed by the parent, in its original container to the student office secretary. All medications will be kept in locked storage in the student office unless a student must carry medication on his/her person during the school day.

Asbestos Management

The Environmental Protection Agency developed regulations, published in the Asbestos-Containing Materials in School's Rule, 1987, that provide for a comprehensive framework for addressing asbestos problems in schools. All schools with friable and nonfriable asbestos are required to inspect these areas and develop an asbestos management plan. The resulting Inspection Report and Management Plan provides compliance with that requirement and forms a base for future asbestos-related activities. The District has conducted inspections as directed by law and has developed the required plan. This plan, which is updated every three years, is available for review during regular business hours in the maintenance supervisor's office.

Breastfeeding in the Workplace

Recognizing that breastfeeding is a normal part of daily life for mothers and infants, and that Montana law authorizes mothers to breastfeed their infants where mothers and children are authorized to be, the District will support women who want to continue breastfeeding after returning from maternity leave. The District shall provide reasonable unpaid break time each day to an employee who needs to express milk for the employee's child. The District shall consider each case and make accommodations as possible. The District is not required to provide break time if to do so would unduly disrupt the District's operations. Principals are encouraged to consider

flexible schedules when accommodating employees' needs.

The District will make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, where an employee can express the employee's breast milk. The available space will include the provision for lighting and electricity for the pump apparatus. If possible, supervisors will ensure that employees are aware of these workplace accommodations prior to maternity leave. (Board Policy 5325)

Child Abuse Reporting

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services or local law enforcement agency. The building principal is also to be immediately informed. Staff member may be asked to complete written documentation of this report and submit to the building principal.

Failure to report suspected child abuse is a violation punishable by law and by District disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good-faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law. (Board Policy #5232, 5232F)

Communicable Disease/Blood borne Pathogens/Infection Control Procedures

The District provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with the Montana Code Annotated and the Administrative Rules of Montana. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the District and with all rules set by the Montana State Health Department and the county health department.

School personnel have a responsibility to report to the District when infected with a communicable disease unless otherwise stated by law. (Board Policy #5130)

Life-Threatening Illnesses

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The District supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the District will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The District will take reasonable precautions to protect such information from inappropriate disclosure. Administration and supervisors have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the principal, Superintendent, or Cascade Schools' Employee Assistance Program for information and referral to appropriate services and resources.

HOURS OF OPERATION

Building Hours

Staff members requiring access to the building outside of normal hours of operation, including weekends may do

so by using the keys issued to them. Staff are asked to take special precautions that all lights are turned off, windows are closed and all doors are locked and secured when exiting the building in the evenings and on weekends.

District Office Hours

The District administrative office is open between the hours of 8:00 a.m.– 4:00 p.m. weekdays during the school year. The main office opens at 7:30 a.m. – 4:30 p.m. During summer months and other times during the school year when school is not in session, ~~the office is open between the hours of 8:00 a.m. – 3:00 p.m. daily.~~ please make an appointment.

Commented [FK2]: Schedule an appointment

School Day Hours

The length of the school day is from 8:00 7:55 a.m. to 3:53 3:30 pm. Monday through Thursday. The work day includes lunch and assigned duties. Classified staff schedules are assigned according to the needs of the District.

After-School

All school personnel have the responsibility and authority to:

1. Question students who appear to be in the building after school unsupervised;
2. Ask the student's name;
3. Direct them to leave the building;
4. Escort them out of the building if necessary;
5. Report these incidents and the student names to the building principal when they occur.

INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided by the District to assist employees in obtaining work-related data and technology. All employees who use District provided computers and Internet must adhere to the District's Acceptable Use Policy (AUP). Copies of the AUP can be obtained at the office. It is signed by each employee and kept on file. The following guidelines have been established to help ensure responsible and productive Internet usage.

Commented [FK3]: Check on existence?

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Cascade Schools and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the District. As such, the District reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the District in violation of law or the District policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions

and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

MATERIALS DISTRIBUTION

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

In an effort to ensure a productive and harmonious work environment, persons not employed by the District may not solicit or distribute literature in the workplace at any time for any purpose.

The District recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for religious groups
- The collection of money, goods, or gifts for political groups
- The circulation of petitions
- The distribution of literature not approved by the District

If employees have a message of interest to the workplace, they may submit it to the Principal for approval. All approved messages will be posted by the Principal.

Classified staff should be aware that non-school-related organizations may request permission to display posters in the area reserved for community posters or to have flyers distributed to students. Permission can only be granted by the building principals.

Posters and/or flyers must be student oriented and have the sponsoring organization's name prominently displayed. The District will not permit the posting or distribution of any material that would disrupt the educational process; violate the rights of others; invade the privacy of others; infringe on a copyright; be obscene, vulgar, or indecent; or promote the use of drugs, alcohol, tobacco, firearms, or certain products that create community concerns.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures, or class rings. No information from any candidates for non-student elective offices shall be posted in the school, except on Election Day, or distributed to the students.

If permission is granted to distribute materials, the organization must arrange to have copies delivered to the school. Distribution of the materials will be arranged by administration.

Any notices posted in the school building that seem to be in violation of this policy should be brought to the attention of the building principals. (Board policy #4331)

Gifts and Solicitations

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without a principal's approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without Superintendent approval. Any solicitation should be reported at once to the Superintendent (Refer to Policy #5223)

PARTICIPATION IN POLITICAL ACTIVITIES

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

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

On all controversial issues, school personnel are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the District's official viewpoint.

No staff member may use District facilities, equipment, or supplies, including the District's computer network, in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes. (Board Policy #5224)

PRIVATELY-OWNED PROPERTY

The District shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or District function unless the use or presence of such property has been specifically requested in writing by the administration. (Board Policy #8340)

SECURITY AND COMPLIANCE

Canine Inspections

A minimum of two canine inspections of the school building and campus are conducted each year at random, unannounced times. Canine sweeps are made of those areas generally occupied by students such as hallways, bathrooms, student lockers, gymnasiums, locker rooms, Commons, stages, and parking lots. School staff vehicles may be subject to a canine inspection. At no time will a dog be allowed to be in a room or area where students are present. Students will be held in classrooms while an inspection is occurring. The controllers of the dogs are

accompanied by at least one administrator who serves as a witness and keeps a record of what alerts the dogs. It is the responsibility of the school principal to follow up with any alerts with students, parents, and law authorities if necessary.

Classroom Security

When staff leave their classroom, locker room, or other work areas between classes or at the end of the day, staff are expected to shut all windows and secure all doors.

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

Security Cameras

Security cameras have been installed to record activity on all sides of the building, parking lots, at all main entrances and exits, the uppermost hallway, the playground, and the commons. Proper notice has been posted informing visitors and building occupants of the presence of video cameras. Security cameras cannot prevent an incident, but they are a legally accepted record of an incident.

Security cameras will be viewed and excerpts recorded for legal record when incidents which have taken place in view of a camera are reported to school personnel. Reports should first be made to the principal who will then determine if it is helpful to research the data from the security cameras and save the visual data.

Security Inspections

The District wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the District prohibits the possession, transfer, sale, or use of such materials on its premises. The District requires the cooperation of all employees in administering this policy.

Desks, closets, lockers, and other storage areas and devices may be provided for the convenience of employees, but remain the sole property of the District. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the District at any time, including canine inspections, either with or without prior notice.

VEHICLE RULES AND REGULATIONS

Use of District Vehicles

The use of a school vehicle for District business is preferred. A request form should be submitted to the administrative secretary and the vehicle will be assigned in the order of requests received. In the event there are multiple requests for the same time period, preference will be given to first, the greater number of passengers, and second, to the farthest distance to be traveled. A fleet charge card is provided with the vehicle for fueling. All receipts for fuel are to be kept and turned into the district clerk.

Use of Private Vehicles for District Business

The use of private vehicles for District business is strongly discouraged. Employees should use District-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles.

No staff members may use a private vehicle for District business without permission from the Superintendent. If it is not possible to use District-owned vehicles for school related activities, the staff member must provide a copy of his/her personal automobile insurance coverage to the administrative office before departing.

Drivers of private vehicles for District assigned business must carry a minimum of \$100,000 bodily injury and property damage on personal insurance coverage. Copies of insurance coverage are to be filed with the Superintendent's office. If it is determined that coverage is not adequate, the District reserves the right to deny use of the personal vehicle.

Mileage will be paid by the District at the approved reimbursement rate. Mileage reimbursement forms are available in the office.

Vehicle Registration

Vehicles parked on school property are under the school's jurisdiction. All unauthorized or unidentified vehicles parked for more than 24 hours on campus will be towed at the owner's expense. Vehicle owners have full responsibility for the security of their vehicle and must make certain that it is locked.

V. Ethics & Etiquette

COMPLAINTS/PROBLEM SOLVING

As circumstances allow, the District will attempt to provide the best working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question is answered quickly and accurately by District supervisors or administration.

The District will endeavor to promote fair and honest treatment of all employees. Administrators and employees are all expected to treat each other with mutual respect. Each employee has the right to express his or her views concerning policies or practices to the administration in a businesslike manner, without fear of retaliation. Employees are encouraged to offer positive and constructive criticism.

Each employee is expected to follow established rules of conduct, policies, and practices. Should an employee disagree with a policy or practice, the employee can express his or her disagreement through the District's grievance procedure. No employee shall be penalized, formally or informally, for voicing disagreement with the District in a reasonable, businesslike manner, or for using the grievance procedure. School personnel complaints contending a violation, misinterpretation, or inappropriate application of District personnel policies and/or administrative regulations should be directed to their supervisor or principal for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board Policy #5240

Uniform Complaint Procedure

The Board of Trustees has adopted a Uniform Complaint Procedure as a consistent way to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all valid complaints except those involving challenges to educational material and collective bargaining.

The District requests all individuals use this complaint procedure when it is believed the Board or its employees have violated an individual's rights as guaranteed under state or federal constitutional law or Board policy. An individual is first encouraged to discuss it with the person immediately involved in the complaint such as a classified staff member, a teacher, counselor, or principal with the objective of resolving the matter informally. It is hoped that any complaint can be resolved at this level rather than going first to a Board member or the Superintendent.

When a complaint cannot be resolved, a signed and dated written complaint can be filed with the principal. He or she will investigate, will attempt to resolve the issue and must respond, in writing, within thirty (30) calendar days. If a satisfactory resolution is not reached, either party may request, in writing, that the Superintendent review the principal's decision.

At this level the Superintendent will review the complaint and the principal's decision and must also respond within thirty (30) calendar days. The appeal process may involve meeting with both parties, conducting a separate investigation, or employing an outside investigator. If a satisfactory resolution is still not reached, an appeal to

the Board may be submitted within fifteen (15) calendar days. Once a written appeal is received by the Board, the appeal must be placed on a regular or special Board meeting and be decided upon. A decision of the Board is final.

CONDUCT ON SCHOOL PROPERTY

In addition to prohibitions stated in other District policies, no person on school property shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the District;
3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
4. Smoke or otherwise use tobacco or nicotine products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
7. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
8. Willfully violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. District administrators will take appropriate action, as circumstances warrant. (Board policy #4332)

CONFIDENTIALITY/RIGHTS TO PRIVACY

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business. Employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication. (Board Policy #5223)

The protection of confidential information is vital to the interests and the success of the students and staff of the District. Such confidential information includes, but is not limited to information about employees, students, and parents. Employees who improperly use or disclose confidential information will be subject to disciplinary action.

Release of General Staff Information

The District will not release a staff member's address and personal phone number. Such information may be disclosed if a staff member authorizes the District to do so.

The District may also disclose information about a former employee's job performance to a prospective employer, under the following conditions:

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

The District will not disclose information that is knowingly false, deliberately misleading, rendered with

malicious purpose, or is in violation of the staff member's civil rights.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the District wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Superintendent for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the District's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. Personal gain may result not only in cases where an employee or relative has a significant ownership in a business with which the District does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business involving the District.

DISCIPLINE AND DISCHARGE

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

District employees who fail to fulfill their job responsibilities or follow the reasonable directions of their supervisors or who conduct themselves on or off the job in ways that affect their effectiveness on the job or in other such ways that the law determines to be good cause shall be subject to discipline. Behavior, conduct or action which may institute disciplinary action or dismissal may include, but is not limited to, reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District's operation, or other legitimate business reason.

Discipline will be reasonably appropriate to the circumstance and will include but is not limited to a supervisor's right to reprimand an employee and the Superintendent's right to suspend with or without pay or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Board may terminate an employee.

The Superintendent is authorized to suspend a staff member immediately.

Although employment with the District is based on mutual consent and both the employee and the District have the right to terminate employment, the District may use progressive discipline at its discretion. (Board Policy #5255)

DRESS AND GROOMING

The District dress code policy is designed to help us all provide a consistent professional appearance to students, community and fellow staff members. Our appearance reflects on ourselves and the school. The goal is to be sure that we maintain a positive and professional appearance during school hours or when representing the District.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Employees are expected to dress in business casual attire unless the day's tasks require otherwise.
- Employees must always present a clean, tasteful, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps are not allowed.

- Clothing should not be too revealing.
- Clothing and grooming styles dictated by religion or ethnicity are exempt.

Casual Days

The following information is intended to serve as a guide to help define appropriate casual wear for all employees during designated **Friday** Thursday casual days at the District. The primary objective is to have employees project a professional image while taking advantage of more casual, relaxed fashions and contributing to school spirit. It is encouraged that staff wear Badger or other university wear on these days. Casual dress offers a welcome alternative to the formality of typical professional attire.

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However, not all casual clothing is appropriate for the school setting. Casual wear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the school setting. If you are considering wearing something and you are not sure if it is acceptable, choose something else.

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be yours.

DRUG AND ALCOHOL USE/DRUG-FREE WORKPLACE

It is the District's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, the District supports a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988. Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on District premises and while conducting school-related activities off District premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, the District has established an Employee Assistance Program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy. They may also wish to discuss these matters with their supervisor or the Superintendent to receive assistance or referrals to appropriate resources in the community. (Board Policy #5226)

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the District's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from the use of the problem substance; abides by all Cascade Schools policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the District any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the District of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Superintendent without fear of reprisal.

Tobacco-Free Environment

In order to protect the health of students, staff, and the general public, provide a healthy working environment, and promote good health for students, the use of all tobacco products is prohibited on all District property, in District-owned vehicles and in all public school buildings.

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

Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette, e-cigarette, smoking tobacco, smokeless tobacco, nicotine and any other tobacco innovation or any other smoking equipment or material or the chewing or sniffing of a tobacco product.

“Public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children, that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles. (Board Policy 8225)

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the District expects employees to follow rules of conduct that will protect the interest and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of business travel expenses
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating District-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of District-owned or student-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Use of tobacco products on school property in direct violation of Montana law
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives, firearms, in the workplace
- Absence without notice or approval

Compliance with this policy of ethics and conduct is the responsibility of every District employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment. (Board Policy 5223)

ETIQUETTE

The District strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. All employees are encouraged to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting both students and another employee's ability to be effective and successful.

The following etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the school environment. Please contact the principal if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Try to minimize unscheduled interruptions of other teachers while they are actively teaching. Do not enter a teacher's classroom until you have been recognized at the door and invited to enter. Communicate by email or phone whenever possible instead of walking unexpectedly into someone's office or classroom.
- Retrieve print jobs in a timely manner and be sure to collect all your pages; be prompt when using the manual feed on the printer. Keep the area around the copy machine and printers orderly and picked up.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Be conscious of how your voice travels through doorways and down hallways and try to lower the volume of your voice when talking on the phone or to others in open areas. Try to conduct conversations in areas where the noise will not be distracting to others.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Clean up after yourself and do not leave behind waste or discarded papers.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard. Avoid discussions of confidential issues regarding students and parents that can be easily overheard. Students have a right to privacy and protection of their privacy from the adults in the system. Inappropriate disclosure of confidential information is a breach of professional etiquette.

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of District business.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by state law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication. (Board Policy 5223)

HARASSMENT

Harassment of school personnel is strictly prohibited on District property, including non-District property, while personnel are attending any District-sponsored, District-approved, or District-related activity or function, such as

field trips or athletic events, in which students are under the control of the District or where personnel are engaged in District business.

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

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

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

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

Personnel whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal.

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

There will be no retaliation by the District against any person who, in good faith, reports harassment. (Board Policies #5010 and 5012)

Sexual Harassment/Sexual Intimidations

The District is committed to providing a work and educational environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

The District shall do everything in its power to provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law. The District has a policy regarding sexual harassment and does not condone or allow harassment in the educational or employment setting. Sexual harassment is defined as unwelcome sexual advances, requests for favors and other verbal and/or visual contact of sexual or gender-directed nature when:

1. Submission is made either explicitly or implicitly, a term or condition of an individual's employment or education;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education;
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication, that such conduct or communication is offensive and must stop. Employees who believe they may have been sexually harassed or intimidated should contact the Title IX coordinator or an administrator, who will assist them in filing a complaint. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure. (Board Policies #5012 and 1700)

PERSONAL RELATIONSHIPS IN THE WORKPLACE

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. The District also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases, where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

POSSESSION OF A WEAPON IN A SCHOOL BUILDING

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in a school building, except as provided below, and the District may take disciplinary action as well in the case of a student. In addition, the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building.

For the purposes of this section only, "school building" means all buildings owned or leased by a local school District that are used for instruction or for student activities; "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used

to inflict self-injury, including but not limited to any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building.

This policy does not apply to on-duty law enforcement personnel. (Board Policy 3310)

VI. Emergency Procedures & Information

EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the District's emergency procedures plan detailing staff responsibilities in the event of such emergencies as natural disasters, fire, illness or injury of a student or staff member, and the authorized use of force on school property. Copies of the emergency procedures plan will be available in the office and other strategic locations throughout the building. (Board Policy #8301)

EMERGENCY SCHOOL CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt school District operations. In extreme cases, these circumstances may require the closing of the school facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, employees may use available paid leave time, such as unused vacation benefits.

School Closure

All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is an official notification from the Superintendent to the contrary. Such notice will be given via public media.

In the event ~~extremely cold temperatures, wind chill factors, snow, wind,~~ of extreme weather conditions or other circumstances require a modification of the normal routine, the Superintendent will make the modification decision prior to 6:00 a.m. and contact the public radio stations for broadcast to the community and will initiate the emergency fan-out communication procedure to all administrators. A phone tree will be distributed to all staff for use in the event of delayed openings or school closures **but will only be used if the Infinite Campus ShoutPoint Messenger system is not functioning. Infinite Campus Message System will be used to contact all school groups, parents, and employees in the event of an emergency closure.**

In the event of hazardous or emergency conditions, school may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate. (Board Policy 2221 and 2221P)

In the event of delayed openings or school closures Infinite Campus ShoutPoint Messenger system will be used to notify parents, students, and staff. In the event that severe weather, fires, power failures, or natural disasters occur during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. In addition, information will be posted on the school website and appropriate social media platforms.

Electrical outages are often the result of hazardous weather conditions leading to school closure. Parents may not have access to a radio or television in these circumstances. In the event of a school closure while students are not in session coupled with power outages, teachers in grades EK-6 will make an earnest attempt to contact each parent by cell phone if possible so that each family is informed.

Work Schedules and Responsibilities for School Closures

Building-Level Administrators, Non-Teaching "Exempt" Personnel, and Key Support Staff

Non-teaching "exempt" personnel will report for duty per their normal shifts or as otherwise directed each day during the school closure, together with the head of building maintenance and at least one (1) secretary, insofar as is safely possible. The building administrator will ascertain that the building has been adequately secured and that any child who mistakenly reports to school in the event school has been closed is properly and safely cared

for and returned home per District policy. The administrator and this minimal support staff shall notify other staff and/or other support employees of the situation and will respond to telephone questions. When the situation has been stabilized, the personnel who reported to work may choose to return home. An exempt employee who does not work a normal day will then adjust his/her work year by the number of hours not worked on the day or days of school closure.

12-Month Classified Employees

In the event of school closure, 12-month classified personnel may report for duty or not report for duty, as directed by their immediate supervisor. Building secretaries and secretaries to key central administrative personnel who are required to be on duty are expected to report for duty. If a 12-month classified employee is unable to or does not report for duty, the employee will complete a leave request form to declare the day as personal leave, vacation, or leave without pay.

10- and 11-Month Classified Employees

Ten- and 11-month employees may report for duty or not report for duty as directed by their immediate supervisor. If such employees do not report for duty, they will complete a District leave request form to declare the day as personal leave, vacation, or leave without pay.

All Other Employees

These employees work only those days school is in session and are not expected to work when school is not in session. If school has been closed, 9¼-month employees should not report for duty unless otherwise directed by their immediate supervisor. 9¼-month employees will complete a leave request form to declare the day as personal leave, vacation, or leave without pay. (Board Policy 2221)

RESUSCITATION

No employee may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of District staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained District staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, employees are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life, until relieved by paramedics or other appropriate medical personnel. (Board Policy #3431)

Cascade School District



Classified Staff Handbook

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Cascade School District, and I understand that I should consult my supervisor, the Principal or Superintendent regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of Cascade School District has the ability to adopt any revisions to the policies in this handbook.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

*Classified Staff, please print this page, sign it, and return it to the office. Thank you.

SECTION VI

- Transportation Handbook
 - Update all dates and personnel changes
 - Change all “EK/Early Kindergarten” to “K1”
 - Twelve Common Sense Rules for Bus Operation
 - Change: “Twelve” to “Thirteen”
 - Route Schedules & Bus Stops:
 - Update to current route information
 - Insert new forms
 - Add signature page

Cascade School District



Transportation Handbook

MISSION:

Promoting Excellence for All Students Through:

- Engaging Curriculum with Rigor and Relevance
- High Quality Instruction
- 21st Century Technology
- Personal & Academic Pride

VISION:

Through collective efforts of our community and school, we strive to be an innovative educational system committed to excellence and focused on developing responsible citizens.

Our Core Purpose is built on the Core Values and Beliefs that open lines of communication are essential to understanding, independent and creative thinking, and problem solving for the success of all; that in order for our students to succeed, it is essential that we promote an environment in which students love to learn; that showing respect for others, being accountable for one's own actions and always maintaining integrity is essential to the success of all; and that is imperative to maintain a positive, compassionate and safe school environment.

GOALS:

- To deliver an academic program that inspires and motivates every student to value education for his/her lifetime.
- Customize and individualize our educational program to meet every student's strengths and needs.
- Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 21st century.
- Strategically focus resources on student's achievement and identified wants and needs of the Cascade Community.
- Connect our curriculum and assessment data to common core standards.

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Introductory Statement

This handbook is designed to acquaint you with Cascade School District 3 & B (referred to as “the District” throughout this document) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the District to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

This handbook is designed for school board members, county superintendents, school administrators, school bus drivers, teachers, students and parents. Its purpose is to assist in providing the highest attainable degree of efficiency and safety in pupil transportation for the District.

Public transportation is an integral part of education. Personnel involved in pupil transportation can assist students in realizing maximum benefits from the education opportunities provided by the District. A capable and conscientious effort by each member of the school bus team will reflect a quality pupil transportation program in Cascade.

This handbook is to be used in conjunction with “Montana Pupil Transportation Handbook” and applicable directives required by law.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and may be contacted at the Cascade Superintendent office for additional information and/or compliance issues:

Title VI (Social Security): Karsen Floerchigner

Title VII, Civil Rights or Discrimination Issues: Levi Collins

Title IX: Michael Wilson

Equal Employment Opportunities (EEO): Levi Collins

Americans with Disabilities Act: Levi Collins

We wish you every success here at Cascade School District. We believe that each employee contributes directly to Cascade School District's growth and success, and we hope you will take pride in being a member of our team. We hope that your experience here will be challenging, enjoyable, and rewarding.

I. Employment Information

DRIVER RECRUITMENT

The District will analyze and review its recruitment procedures to identify and eliminate any discriminating practices. All position vacancies will be listed in the Cascade Courier and possibly other local newspapers. The District will prohibit any job qualification or selection standard, which disproportionately screens out members of any of the “affected class”. All applicants will be given an Applicant Information Sheet. In order to be considered for the vacant position, each applicant must comply with the requirements on the Applicant Information Sheet. All information furnished to the District will be confidential.

DRIVER QUALIFICATIONS

A driver shall be qualified to operate any District school bus by compliance with the following requirements:

1. Has a minimum of five (5) years of licensed driving experience.
2. Is the holder of a valid commercial driver’s license that includes endorsement for passenger, air brakes and school endorsement?
3. Has filed with the medical examination certificate (MEC), signed by a licensed physician of the State of Montana.
4. Has completed a standard first-aid/CPR course and holds a valid certificate from a certified instructor.
5. Has complied with any other qualifications established by the board of public education.
6. Has a current TR35 certificate filed with both the county superintendent and state superintendent of schools certifying compliance with the driver qualifications enumerated above.
7. Adheres to the Districts controlled substances & alcohol use policy, which includes passing the pre-employment and subsequent random drug tests.
8. Fingerprint and driving background check will be completed.

The District has the right, in accordance with written District policy to set qualifications in addition to the state requirements. A driver must have a physical examination every two years up to age 65. Over age 65 a physical examination is required every year.

GENERAL INSTRUCTIONS TO BUS DRIVERS

1. The bus routes are run for the benefit of the eligible transportees.
2. Drivers are placed on routes at District discretion.
3. Stay in your bus and take charge of pupils as they enter and maintain good order on the bus. Check bus after pupils leave for books, clothing, and for any material damage every time the bus is driven.
4. Do not start forward motion of the bus until the boarding passengers are seated.
5. Give the child a little break if you see him coming down the lane. We are all a little late once in a while.
6. Do not change bus route schedules, unless ALL parents are notified. The Transportation Supervisor must approve any change. A lost child, even for a short time, is a frightening experience.
7. The closing of schools in storms will be announced by 6:30 a.m. over the Great Falls radio stations.
8. Be alert to the condition of your vehicle and notify the maintenance person as soon as possible in writing when maintenance is needed.
9. Driving is hard work. Be patient with the children and be willing to help your fellow drivers.
10. Keep in good physical condition. Get adequate rest on the evenings preceding the days you drive.
11. Keep your bus clean and in good mechanical condition.
12. Certified bus drivers must pass tests and must also keep qualified. Required test must be taken on schedule and the results must reach the transportation supervisor before the expiration date.
13. Fifteen hours of training is required each year. Training opportunities will be provided by the District. If driver does not attend District provided training he/she must get fifteen hours state mandated training on own time.

RESPONSIBILITIES

1. The bus driver is responsible to the patrons of the District for the safe transportation of students to and from school.
2. In providing the safest environment possible for the passengers, the bus driver must be alert to all traffic and road conditions must be capable in the operation of the bus and must establish and maintain workable disciplinary practices.
3. The bus driver is responsible for adherence to the Montana Motor Vehicle code, policies and regulations of the Board of Public Education and superintendent of Public Instruction, city ordinances in the city of operation and written District transportation policy.
4. The bus driver is responsible for implementing an adequate daily inspection of the bus and for reporting any defects in writing to the maintenance person.
5. The bus driver is expected to use good judgment in all phases of the pupil transportation service. Never use a District credit to charge personal items such as coffee or food.
6. All drivers are to wear their seat belts at all times while the bus is in motion. There are no exceptions.
7. The school bus will pick up all children living on a public road three miles or more from school. No bus will drive in a private lane to pick up children unless requested by parent, Transportation Supervisor or the Superintendent.
8. Each bus driver is responsible for the cleanliness and care of his or her bus. Drivers must maintain a good time schedule consistent with safety, and observe all rules of the road.
9. Each bus driver must attend and participate in conferences and training classes for school bus drivers held in the vicinity. The **“Montana Advanced Drivers Education Program”** is recommended for all drivers to have taken within the 1st year of employment.
10. Drivers are required to turn in the following reports to the transportation supervisor on a regular basis:
 - a. Daily student check sheet(s) – monthly
 - b. Daily maintenance log – monthly
 - c. Pre-trip inspection – monthly
 - d. Activity trip inspections – within 24 hours of trip or during the following school day
 - e. Discipline Reports – timely verbal contact with transportation supervisor
 - f. School bus stop violation reports – as needed
 - g. Student evacuation drills –two times a school year
 - h. Time cards – monthly
 - i. Other reports as needed.
11. The driver shall not leave the bus with passengers aboard if the motor is running.
12. The driver must report route problems to the transportation supervisor. A driver who neglects to report hazardous conditions on a route must be prepared to accept responsibility for an accident as a result of the hazard.
13. It is the responsibility of the driver to make every effort to follow the prescribed route and be on time at bus stops. At the beginning of the school year, parents should be informed when the bus will arrive and the consequences of students not being at the bus stop on time.
14. No motor vehicle shall be driven unless the driver has checked that the following parts and accessories are in good working order. Service (foot) brake, parking (hand) brake, steering mechanism, lighting devices and reflectors, tires, horn, windshield wipers, rear vision mirror, and cross over mirrors.
15. A driver must demonstrate capability in operation of a bus. Each new substitute driver, upon receiving a learner’s permit will operate each route bus qualified to drive under the supervision of the regular driver.
16. Driver reports on the vehicle, students and route must be completed in accordance with written District policy.
17. The driver is responsible for students from the loading point to the designated stop. At no time should a driver allow a student to leave the bus at other designated stops, except in an emergency or written directive of the responsible school official or parent.
18. The bus driver will have the responsibility to maintain orderly behavior of students on his/her bus and will report misconduct to the director of transportation who will notify the student’s principal.
19. The driver must observe the state law which provides that yellow flashing lights be actuated by the driver

approximately five hundred (500) feet before receiving or discharging passengers on a highway. Failure to use the proper light constitutes negligence on the part of the driver.

20. The driver should report to the transportation supervisor infractions by motorists who pass a school bus when it's loading or unloading students with its red flashing lights on. This is a violation of State law 61-8-351.
21. The Transportation Director is responsible to arrange for a qualified substitute driver in the event that the regular driver is unavailable.
22. Every effort will be made to conduct monthly transportation meetings if training is needed. All regular route drivers and any long-term substitutes currently driving are expected to attend.

RULES AND REGULATIONS

All rules apply to regular routes or to special trips. School bus riders are under the jurisdiction of the school bus driver while on the bus, unless the superintendent has designated some other adult to supervise (coach, teacher, activity sponsor). If these rules are not observed, the student may lose the privilege of riding the school bus.

1. Stay off the road while waiting for the bus
2. Be on time at the designated bus stop
3. Do not move toward the bus until it has come to a complete stop
4. Do not leave your seat for any reason while the bus is moving
5. Remain in the bus in the event of a road emergency until instructions are given by the driver
6. Keep hands and heads inside the bus at all times
7. Do not throw anything within or out of the bus.
8. Help with the bus housekeeping; do not throw refuse on the floor; save garbage for wastebaskets once bus has stopped
9. Avoid loud talking and laughing or unnecessary confusion
10. Be absolutely quiet when approaching a railroad crossing stop
11. No animals are allowed on the bus under any circumstances.
12. Keep all articles out of the aisles
13. Students are to board the bus and remain on it until reaching their destination
14. Never tamper with the bus or any of its equipment
15. Be courteous to others
16. Do not ask the driver to stop at places other than the regular bus stop. The bus driver's route has been established and does not include grocery shopping, banking, or postal service
17. Where it is necessary to cross the highway, proceed to the front of the bus on the right shoulder of the highway where oncoming traffic can be seen in both directions. Then wait for a signal from the bus driver permitting you to cross
18. Observe the same rules on all trips under school sponsorship
19. No tobacco products, alcohol or drugs are allowed on the bus
20. Remember you are a representative of The Districts when riding buses to other communities. Be respectful, courteous and polite to those you see
21. Once you board the bus, you are to **STAY ON THE BUS**
22. Students riding school buses to any school activity will ride to and return from that activity on the school bus. Variance from this policy is by way of a properly completed alternative travel form only. Any other arrangements must be made through the principal prior to the trip.
23. **Family members are prohibited from riding activity busses unless they are performing a duty or employed by the District.**

PUBLIC RELATIONS

The school bus driver, more than anyone else, establishes the image of the transportation system, as seen by the public. The driver is the one who directs the path of the bus.

The driver controls every movement of the bus whether it is fast or slow, careful or reckless, on time, early or late.

The driver's ability to handle the bus and his attitude toward his passengers, the traveling public, the schoolteacher or principal, and all other people who may in some measure be affected by the school bus, determine the relationship between the transportation system and the public.

~~TWELVE~~ THIRTEEN COMMON SENSE RULES FOR BUS OPERATION

Commented [FK1]: Thirteen

1. Avoid jerky stops and starts, and fast corner turning.
2. Do not back your bus any place except at the garage or the scheduled turn-around route.
3. Avoid side-by-side operation of buses on the multi-lane highways or streets.
4. Avoid passing other buses unless necessary.
5. Avoid pulling out from the school and driving around the bus ahead of you unless absolutely necessary.
6. Make all approaches to bus stops in a careful and prudent manner.
7. All pupils must be seated when the bus is in motion; arms and heads must not extend out of the windows.
8. Smoking is not permissible for either driver or passenger.
9. Stay in your bus when loading or unloading, and assume charge of all occupants.
10. Follow schedules as closely as possible, but never forsake safety to maintain a schedule.
11. Be familiar with all traffic laws; stop at ALL railroad crossing.
12. Do not hesitate to become acquainted at the schools. The school bus is an extension of the classroom, making your job as important as any in the school with the added responsibility of safe conduct for the pupil between home and school. Your job as a school bus driver is very important to the pupils, the parents, the school and patrons. Please keep it important to you.
13. All drivers will conduct a student check when arriving at the destination or returning to the school

WORKING HOURS

Route drivers are expected to be at their bus twenty minutes before departure time. This time is for bus warm-up, daily routine checks, and cleaning. The diesel buses also require a cooling period of about ten to fifteen minutes. This time frame can start when you reach the city limits of Cascade. A total of forty minutes is allowed each day in addition to the time required running the route for the purpose of fueling, maintenance and cleaning of the bus during inclement weather.

CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING

Introduction

This booklet provides a general overview of the Department of Transportation rules on alcohol misuse and drug use. A review of the effects of alcohol and certain drugs on the body is also included. Throughout this booklet the terms alcohol abuse, drug use and substance abuse are used interchangeably.

In addition to this booklet you will receive a copy of your school's alcohol and drug policy and the name of the person who can answer any questions you may have about the alcohol and drug rules.

Abbreviations

BAT: Breath Alcohol Technician
CDL: Commercial Driver's License
CMV: Commercial Motor Vehicle
DHHS: Department of Health and Human Services
DOT: Department of Transportation
EAP: Employee Assistance Program
EBT: Evidential Breath Testing
MRO: Medical Review Officer

Definitions

Alcohol

Intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Concentration (or content)

Alcohol in a volume of breath (shown as grams of alcohol/210 liters of breath) as indicated by an evidential breath test.

Alcohol Use

Consumption of any beverage, mixture or preparation, including medications, containing alcohol.

Breath Alcohol Technician (BAT)

An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing (EBT) device.

Confirmation Test

In alcohol testing, a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. In controlled substances testing, a second test to identify the presence of a specific drug or metabolite. In order to ensure reliability and accuracy, this test is separate from and uses a different technique and chemical principle from that of the screening test.

Controlled Substances

In regulation, the terms “drugs” and “controlled substances” are interchangeable and have the same meaning. Unless otherwise provided, these terms refer to: marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines, including methamphetamines.

Driver

Any person who operates a commercial motor vehicle (CMV), including:

- full time, regularly employed driver
- casual, intermittent or occasional drivers
- leased drivers
- independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operates a commercial motor vehicle (CMV) at the direction of or with the consent of an employer.

Evidential Breath Testing (EBT) Device

A device used for alcohol breath testing that has been approved by the National Highway Safety Administration.

Medical Review Officer (MRO)

A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer’s drug testing program. The MRO must have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual’s confirmed positive test, medical history and other relevant biomedical information.

Performing (a safety-sensitive function)

A driver is considered to be performing a safety-sensitive function when he or she is actually performing, ready to perform or immediately available to perform any safety-sensitive function.

Screening Test (initial test)

In alcohol test, a procedure to determine if a driver has a prohibited concentration of alcohol in his or her system. In controlled substances test, a screen to eliminate “negative” urine specimens from further consideration.

Substance Abuse

Refers to patterns of use that result in health consequences or impairment in social, psychological, and occupational functioning.

Substance Abuse Professional

A licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

Who is Covered by the Alcohol and Drug Rule?

The Federal Highway Administration, Department of Transportation Alcohol and Drug ruling applies to every person who operates a commercial motor vehicle (CMV) in interstate or intrastate commerce, and is subject to the commercial drivers' license (CDL) requirements of part 383.

The following DOT agencies also have alcohol and drug rules for employees who perform safety-sensitive functions:

- Federal Aviation Administration-flight crews, attendants, instructors, air traffic controllers, aircraft dispatchers, maintenance, screening and ground security coordinator personnel.
- Federal Railroad Administration-hours of Service Act employees, engine, train and signal services, dispatchers, operators.
- Federal Transit Administration-mass transit vehicle operators, controllers, mechanics and armed security personnel.
- Research and Special Programs Administration-pipeline operations, maintenance and emergency response personnel.
- United States Coast Guard

What is a Safety-sensitive Function?

Safety-sensitive functions for operators of (CMV's) are listed under Part 395.2, On-duty time, paragraphs 1-7. This includes the following times and/or activities:

- at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver is relieved from duty by the motor carrier
- inspecting the following equipment:
 - service brakes, including trailer brake connections
 - parking (hand) brakes
 - steering mechanism
 - lighting devices and reflectors
 - tires
 - horn
 - windshield wipers
 - rear vision mirrors
 - coupling devices
 - fire extinguisher
 - spare fuses
 - warning devices for stopped vehicles
- inspecting, servicing, or conditioning any (CMV) at any time
- at the driving controls of a (CMV) in operation
- while in or upon any (CMV) except when resting in a sleeper berth
- supervising or assisting in loading or unloading a vehicle
- attending a vehicle being loaded or unloaded
- performing the driver requirements of section 392.40 and 392.41 of part 392, Driving Motor Vehicles, relating to accidents
- repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

What are the Alcohol and Drug Prohibitions?

The DOT refers to the restrictions for the use of both alcohol and controlled substances as prohibitions.

Alcohol prohibitions are tied to the performance of safety-sensitive functions:

1. A driver may not report for duty or stay on duty:
 - a. with an alcohol concentration of 0.04 or greater
 - b. if in possession of alcohol
 - c. if using alcohol
 - d. within four hours of using alcohol
2. A driver who has an accident may not use alcohol until post-accident testing is done or for a period of eight (8) hours, whichever comes first.
3. Drivers cannot refuse to submit to alcohol testing
4. Employers who know about any of the above acts cannot permit the driver to perform a safety-sensitive function

The Federal Highway Administration bans the use of controlled substances by drivers. Drivers who use drugs are considered medically unqualified to drive in interstate commerce.

Drug Prohibitions:

1. Drivers may not report for duty or stay on safety-sensitive duty while using any controlled substance. There may be an exception to this ruling if a physician has prescribed a substance and has advised you that it does not interfere with your ability to safely operate a motor vehicle.
2. Drivers may not report for duty or stay on safety-sensitive duty if they have tested positive for a controlled substance.
3. Employers who know about either of the above acts cannot permit the driver to perform a safety-sensitive function.
4. Employers may require drivers to report the use of any therapeutic drugs.

What Test are Required and When Will I be Tested?

There are five situations where testing can be done to determine the presence of Alcohol and/or drugs:

1. Pre-employment: Before a new hire can perform any safety-sensitive duties or when a person transfers into a safety-sensitive function from elsewhere in the District.
2. Post-accident: Following an accident where:
 - a. a life was lost
 - b. the driver was cited for a moving traffic violation

Post-accident alcohol testing should be done within 2 hours of the accident. If a test cannot be done within 8 hours, it should not be done. Post-accident drug testing should be done within 32 hours, or not done at all.

3. Random: Unannounced random testing is required on a certain percentage of drivers each year.
 - a. The random selection process used must ensure that each driver has an equal chance of being tested each time selections are made. One method may be a computer-generated system using your Social Security number, or other identifying number.
 - b. Drivers are randomly selected from the pool. Random testing for alcohol must be completed just before, during or immediately after performing safety-sensitive work. Random testing for drugs can be done any time you are at work for your employer. Once you are notified that you have been selected for testing, you must proceed immediately to the test site.

Random testing is done as follows:

- 25% of all drivers must be randomly tested for alcohol during the first year of the testing program. The number to be randomly tested in following years depends on the percentage of positive tests for the entire District.
- *50% of drivers must be randomly tested for controlled substances during each year of the testing program.

4. Reasonable suspicion: If the employer has reason to believe that your behavior or appearance may indicate alcohol or drug use. Testing for reasonable suspicion must be based on:

- The observations of a trained supervisor.
- Specific, clearly stated observations concerning your appearance, behavior, speech or body odor.
- Observations for alcohol testing must be made just before, during or just after the performance of a safety-sensitive function.

Important points:

- The supervisor who makes the observation and determines that reasonable suspicion testing should be done, may not conduct the alcohol test on the driver.
- Alcohol testing for reasonable suspicion must be done within 2 hours of the observation. Tests that cannot be done within 8 hours of the observation should not be done.
- You cannot report for duty or stay on the job while under the influence of alcohol or while impaired by alcohol as shown by behavior, speech or performance that indicates alcohol misuse. Your employer cannot allow you to continue to perform safety-sensitive duties until:
 - Your alcohol concentration is less than 0.0
 - or-
 - 24 hours have passed from the time of the initial observation.
- Your employer cannot take action against you regarding alcohol misuse unless an alcohol test was administered.

5. Return-to-duty and follow up:

- Return-to-duty testing is required for drivers who violate prohibitions and are returning to work. In order to return to an alcohol concentration of less than 0.02 or a negative drug test is required.
- Follow-up testing is required when a driver returns to a safety-sensitive function. The ruling calls for a minimum of six (6) tests during the first year back in a safety-sensitive position. However, follow-up testing can continue for up to five (5) years.

What Happens If I Refuse to be Tested?

As part of the alcohol and drug rule, you must submit to alcohol and drug testing. If you refuse to be tested, you cannot continue on the job.

Refusal to test is any time you:

- Fail to provide enough breath for alcohol testing or urine for controlled substances testing without a valid medical reason after being notified of the testing requirements
- Clearly obstruct the testing process

How is Alcohol Testing Done?

1. All alcohol testing is done by a certified Breath Alcohol Technician, or BAT, in a private setting where no one but you and the BAT can see or hear the test results. An EBT approved by the National Highway Safety Administration must be used.
2. The BAT will ask for identification. You may ask for the BAT's identification as well.

3. To complete the test, you must blow forcefully into the mouthpiece of the testing device. The BAT must show you the test result on the testing device.
4. A screening test is done first. If the reading is less than 0.02 you will sign the certification and fill in the date on the form.
5. If the reading is 0.02 or over, a confirmation test must be done (after 15 minutes but within 20 minutes of the first test). You will be asked not to eat, drink, belch, or put anything in your mouth. These steps prevent the build-up of mouth alcohol, which could lead to an artificially high result.
6. If the screening and confirmation test results are not the same, the confirmation test result is used.

If you refuse to be tested or sign the testing form, the BAT will immediately notify your employer.

How is Drug Testing Done?

1. Drug testing is done by analyzing a urine sample, which is collected in a private location.
2. Urine specimens are divided into two containers by the collection site person – in your presence. These two samples, called “primary” and “split”, are sent to a testing laboratory certified by the Department of Health and Human Services.
3. At the laboratory a screening test is performed on the “primary” sample. If this test is positive for drugs, a confirmation test is required.
4. The confirmation test must use a specialized procedure called gas chromatography/mass spectrometry, to ensure that over-the-counter drugs are not reported as positive.
5. If the first test is positive, the MRO will notify you to find out if there is a medical reason for the drug use. If you can document why the substance is being taken and if the MRO finds it is a legitimate medical use, the test may be reported as negative to the employer.
6. After being notified that the first test was positive, you have 72 hours to request a test of the “split” specimen. If you make this request, the split specimen is sent to another DHHS-certified laboratory for the test. Please note that removal from safety-sensitive duties as required by the DOT following a positive drug test is not delayed to await the result of the split specimen test.
7. If the analysis of the “split” sample does not confirm the presence of a drug, the MRO cancels the test and reports this to the DOT, the employer and to you.

What are the Consequences of Violating the Alcohol and Drug Prohibition?

Alcohol:

- Removal from safety-sensitive functions.
- Following a violation, a driver cannot return to a safety-sensitive function until an evaluation has been done and any recommended treatment has been completed.
- Anyone with an alcohol concentration of 0.02 or greater, but less than 0.04, cannot return to safety-sensitive duties for at least 24 hours.

Drugs:

- Removal from safety-sensitive functions.
- The driver cannot return to a safety-sensitive job until an evaluation has been done, recommended therapy is completed, a verified negative drug test is produced.

Where Can I Go for Help?

The alcohol and drug rule requires that your employer provide you with an opportunity for treatment. The ruling does not, however, require an employer to pay for rehabilitation or to hold a job open for you. How these issues are handled depends upon your District’s alcohol and drug policy.

If you violate an alcohol or drug prohibition you must be evaluated by a substance abuse professional to determine what help is needed.

Before you can return to a safety-sensitive job you must:

1. have an alcohol test of less than 0.02, or a verified negative drug test (depending on the violation.)
2. complete recommended treatment.
3. complete a minimum of six (6) follow-up tests within the first year back to work (follow-up testing can be done for up to five (5) years after return to work.)

If you have not violated alcohol or drug prohibitions but would like information or assistance on alcohol or drug issues, you can do so – on a confidential basis – through your Employee Assistance Program.

What Are the Effects of Alcohol and Drugs on the Body?

ALCOHOL

Alcohol, a central nervous system depressant, is the most widely abused drug. About half of all auto accident fatalities in this country are related to alcohol abuse.

Fact: A 12-ounce can of beer, a 5-ounce glass of wine and an 1-1/2 ounce shot of hard liquor all contain the same amount of alcohol. Coffee, cold showers and exercise do not quicken sobriety. Each one-half ounce of alcohol takes the average body about one hour to process and eliminate.

Alcohol first acts on those parts of the brain that affect self-control and other learned behavior. Low self-control often leads to the aggressive behavior associated with some people who drink. In large doses, alcohol can dull sensation and impair muscular coordination, memory, and judgment. Taken in larger quantities over a long period of time alcohol can damage the liver and heart and can cause permanent brain damage. On the average, heavy drinkers shorten their lifespan by about ten years.

Other Effects:

- Greatly impaired driving ability
- reduced coordination and reflex action
- impaired vision and judgment
- inability to divide attention
- lowering of inhibitions
- overindulgence (hangover) can cause:
 - headaches
 - unclear thinking
 - nausea
 - unsettled digestion
 - dehydration
 - aching muscles

MARIJUANA

Marijuana is called ‘grass’, ‘pot’, ‘weed’, ‘Mary Jane’, ‘Acapulco Gold’, ‘joint’, ‘roach’, among other street names.

Fact: While alcohol dissipates in a matter of hours, marijuana stays in the body for 28 days.

Marijuana alters sense of time and reduces the ability to perform tasks requiring concentration, swift reactions, and coordination. The drug has a significant effect on judgment, caution, and sensory/motor abilities.

Other effects:

- driving ability impaired for at least 4-6 hours after smoking one ‘joint’ (cigarette)
- restlessness
- inability to concentrate

- increased pulse rate and blood pressure
- rapidly changing emotions and erratic behavior
- altered sense of identity
- impaired memory
- dulling attention
- hallucinations, fantasies and paranoia
- reduction or temporary loss of fertility

COCAINE

Cocaine is a stimulant drug, which increases heart rate and blood pressure. As a powder, cocaine is inhaled (snorted), ingested, or injected. It is known as ‘coke’, ‘snow’, ‘nose candy’, and ‘lady’. Cocaine is also used as free-base cocaine known as ‘crack’, or ‘rock’ which is smoked. It acquired its name from the popping sound heard when it is heated.

Fact: Many people think that because crack is smoked, it is ‘safer’ than other forms of cocaine use. It is not. Crack cocaine is one of the most addictive substances known today. The crack ‘high’ is reached in 4-6 seconds and lasts about 15 minutes.

The most dangerous effects of crack are that it can cause vomiting, rapid heartbeat, tremors and convulsive movements. All of this muscle activity increases the demand for oxygen, which can result in a cocaine-induced heart attack. Since the heat-regulating center in the brain is also disrupted, dangerously high body temperatures can occur. With high doses, brain functioning, breathing and heart rate are depressed – leading to death.

Other effects:

- a ‘rush’ of pleasurable sensations
- heightened, but momentary feeling of confidence, strength and endurance
- accelerated pulse, blood pressure and respiration
- impaired driving ability
- paranoia, which can trigger mental disorders in users prone to mental instability
- repeated sniffing/snorting causes irritation of the nostrils and nasal membrane
- mood swings
- anxiety
- reduced sense of humor
- compulsive behavior such as teeth grinding or repeated hand washing

AMPHETAMINES

Amphetamines are drugs that stimulate the central nervous system and promote a feeling of alertness and an increase in speech and general physical activity. Some common street names for amphetamines are ‘speed’, ‘uppers’, ‘black beauties’, ‘bennies’, ‘wake-ups’, ‘footballs’, and ‘dexies’.

Fact: People with a history of sustained low-dose use quite often become dependent and believe they need the drug to get by. These users frequently keep taking amphetamines to avoid the ‘down’ mood they experience when the ‘high’ wears off.

Even small, infrequent doses can produce toxic effects in some people. Restlessness, anxiety, mood swings, panic, heartbeat disturbances, paranoid thoughts, hallucinations, convulsions, and coma have been reported. Long-term users often have acne resembling measles, trouble with their teeth, gums and nails, and dry dull hair. Heavy, frequent doses can produce brain damage resulting in speech disturbances.

Other Effects: loss of appetite, short term insomnia, irritability, anxiety, apprehension, perspiration, headaches and dizziness, increased heart rate and blood pressure, distorted thinking, difficulty in focusing eyes, exaggerated reflexes

OPIATES

Opiates, including heroin, morphine, and codeine are narcotics used to relieve pain and induce sleep. Common street names are 'horse', 'hard stuff', 'morpho', 'M', 'brown sugar', 'Harry', and 'Mr. H.'

Fact: Heroin, also called 'junk' or 'smack' accounts for 90% of the narcotic abuse in this country.

Sometimes narcotics found in medicines are abused. This includes pain relievers containing opium and cough syrups containing codeine. Heroin is illegal, and cannot even be obtained with a physician's prescription.

Most medical problems are caused by the uncertain dosage level, use of unsterile needles, contamination of the drug, or combination

Of a narcotic with other drugs. These dangers depend on the specific drug, its source and the way it is used.

Other Effects: short-lived state of euphoria, impaired driving ability, drowsiness followed by sleep, constipation, decreased physical activity, reduced vision, change in sleeping habits, possible death, impaired driving ability

PCP

Phencyclidine and PCP, also called 'angel dust', 'rocker fuel', 'super kools', and 'killer weed' was developed as a surgical anesthetic in the late 1950's/ Later, due to its unusual side effects in humans, it was restricted to use as a veterinary anesthetic and tranquilizer. Today it has no lawful use and is no longer legally manufactured.

Fact: PCP is a very dangerous drug. It can produce violent and bizarre behavior even in people not otherwise prone to such behavior. More people die from accidents caused by the erratic and unpredictable behavior produced by the drug than from the drug's direct effect on the body.

PCP scrambles the brain's internal stimuli and alters how users see and deal with their environment. Routine activities like driving

And walking becomes very difficult.

Low doses produce a rush, sometimes associated with a feeling of numbness. Increased doses produce an excited, confused state including any of the following: muscle rigidity, loss of concentration and memory, visual disturbances, delirium, feelings of isolation, and convulsions.

Other Effects: impaired driving ability, involuntary eye movement, drowsiness, impaired driving ability, perspiration, thick, slurred speech, repetitive speech patterns, blank stare, incomplete verbal responses

Name and phone number of the person in charge of the District's Alcohol and Drug program:

Superintendent
(406) 468-9383

II. General Information

BUS MAINTENANCE

In depth maintenance is to be performed during the summer. The “School Bus Preventative Maintenance Inspection Guide” will be used to indicate required maintenance. Fuel is to be added as required. All drivers are expected to fuel any bus they drive upon reaching a half of a tank.

The driver is responsible for proper appearance. Daily cleaning is to be done on the inside of each bus by the driver. Windows are to be washed and cleaned daily by the driver. Washing of the entire bus will take place at least once a month or more if necessary as dictated by weather conditions by the driver.

Montana Highway Patrol Inspections

The Montana Highway Patrol will conduct an inspection of all regular route buses before each school semester. Route inspection is to be conducted by the Transportation supervisor and the Superintendent before the implementation of a new route.

Preventative Maintenance

See School Bus Preventative Maintenance Inspection Guide

Vehicle Specifications

Standards for school buses in Montana are minimum standards; considerations will be given to higher standards. The superintendent, transportation supervisor, and Board of Trustees check to make sure that all buses new and used meet requested standards.

DRIVER PROCEDURES

Inclement Weather Conditions

The bus driver will make the determination whether the bus can negotiate the route safely. In bad weather it is your judgment, which must be followed. If in your opinion a road is too dangerous to travel, do not travel it. It is the driver’s responsibility to care for the students that may be riding at that time while contacting the school so the remaining families may be notified of any emergency route changes or cancellations. Storms and accidents will be the test of your resourcefulness. While on an activity trip if the weather conditions become excessively bad, the driver determines if and when the bus continues to travel and/or if it returns.

Use of Lights

Use marker lights with headlights. Marker lights should be first on and last turned off. Parking lights are for parking only and are not to be used when the bus is driven. Use markers with parking lights. Some buses have only marker and tail lights for parking. Use directional lights for turning, lane changing, and entering or leaving a traffic lane. Some buses may be equipped with an emergency blinder switch that actuates all directional lights simultaneously. The blinking light feature may be used only for emergency parking, for breakdowns, etc. This does not take the place of the required flags and flares.

Checklists & Logs

See “Bus Driver Checklist” and “Bus Log” in Forms section

EXTRACURRICULAR ACTIVITY TRIPS

1. The driver is expected to be at the loading area at least 30 minutes before departure time.
2. Do not block emergency door with luggage, uniforms, and band instruments. Any cargo transported on bus must be properly stowed to prevent a safety hazard to passengers or driver.
3. Depart according to your schedule and instructions from the coach or sponsor.
4. Maintain full charge of your bus and passengers and consider the wishes of your sponsors.
5. Coaches and sponsors must share in the responsibility for the discipline of students while on the bus.
6. Check with the coach or sponsor in regard to time for return trip. All drivers are required to stay with

- activity. In some cases, drivers may leave activity only with knowledge and approval of the coach/advisor.
7. Have your bus warm before loading students before and after activities during cold weather.
 8. Park only in authorized areas at other schools.
 9. When possible keep the bus locked to protect your property as well as that of the students.
 10. Do not allow students to shout at passers-by or get involved with students at other schools by harassment from the bus.
 11. Keep an adequate supply of fuel in case of trouble on the road-do not allow tank(s) to fall below ½ full.
 12. If you have any questions in regard to route destination or location of the school, check with your sponsor or transportation supervisor.
 13. Charges for fuel must be made on from one of the school credit cards. Submit all charge slips being sure to add which activity trip had been driven. Oil and fuel are the only items that may be charged to the school.
 14. The bus must be fueled and cleaned by the next school day, or by the next activity trip if on a Saturday.

ROUTE SCHEDULES & BUS STOPS

Routes are to be determined by the Board of Trustees of School District #3 & B.

Route #1: Castner Falls

Route #2: ~~Deep Creek~~ HWY 91 / Wolf Creek

~~Route #3: Old US Hwy 91~~

~~Route #4: Wolf Creek~~

Route #5: Ulm

Route #6: Adel / Chestnut Valley

Route #7: Adel Sun River

Commented [FK2]: update

Drivers are encouraged to drive their route before the beginning of the school term. A list of students will be given to the driver the first week of school. The driver will record accurate pickup and drop off time for each student riding the bus and the distance from school each rider lives and will submit a copy to their supervisor after the first week of school.

Bus stops are determined by regulation. County roads are used for bus routes. The Board of Trustees may authorize travel over private roads. Ample turn around space is required at the end of routes.

PASSENGERS

Eligible Passenger

Under (RCM 20-10-101) of the school laws of Montana, Par. 2, (1983), and an “eligible transportee” shall mean a public-school pupil whom:

- a. is not less than 5 years of age nor has attained his 21st birthday on or before September 10 of the current school year or who is a preschool child with a disability between the ages of 3 and 6
- b. is a resident of the State of Montana;
- c. resides at least 3 miles by the shortest practical route from the nearest operating school;
- d. is deemed by law to reside with his parent or guardian who maintains legal residence within the boundaries of the District furnishing the transportation.

Guest Passengers

Students who normally do not ride a specific school bus will be considered guest riders and may ride if the following conditions are met as such requests aren't on a regular basis. The principal will make determination of what is a “regular basis”. Guest riders must provide the building principal or transportation supervisor with a note written and signed by the parent or guardian before the desired transportation may take place. It will state the specific day and time transportation is requested, the location of the District authorized stopping point, and the name of the person accepting responsibility for receiving the transported student. If the principal or transportation supervisor signs the note, it must be presented to the bus driver who will determine if seating is available and if behavioral issues have previously been an issue. Upon receiving approval from the driver, the guest rider will be

expected to abide by all rules and regulations setup for regular riders. The bus driver will not allow the guest rider to exit the bus unless the specified individual who is named in the note is present to receive the student. If no one is present to assume responsibility for the guest rider, he or she will remain on the bus until it returns to the District. Parents are expected to provide an alternative arrangement in the event the child is returned. This last stipulation does not apply if guest rider is riding directly to a regular rider's home. Students may lose all guest riding privileges if written up for disciplinary reasons.

STUDENT SUPERVISION AND RULES

School District Rules and Regulations

All rules apply to regular routes or to special trips. School bus riders are under the jurisdiction of the school bus driver while on the bus, unless the superintendent has designated some other adult to supervise (coach, teacher, activity sponsor). If these rules are not observed, the student may lose the privilege of riding the school bus.

1. Stay off the road while waiting for the bus
2. Be on time at the designated bus stop
3. Do not move toward the bus until it has come to a complete stop
4. Do not leave your seat for any reason while the bus is moving
5. Remain in the bus in the event of a road emergency until instructions are given by the driver
6. Keep hands and heads inside the bus at all times
7. Do not throw anything within or out of the bus.
8. Help with the bus housekeeping; do not throw refuse on the floor; save garbage for wastebaskets once bus has stopped
9. Avoid loud talking and laughing or unnecessary confusion
10. Be absolutely quiet when approaching a railroad crossing stop
11. No animals are allowed on the bus under any circumstances.
12. Keep all articles out of the aisles
13. Students are to board the bus and remain on it until reaching their destination
14. Never tamper with the bus or any of its equipment
15. Be courteous to others
16. Do not ask the driver to stop at places other than the regular bus stop. The bus driver's route has been established and does not include grocery shopping, banking, or postal service
17. Where it is necessary to cross the highway, proceed to the front of the bus on the right shoulder of the highway where oncoming traffic can be seen in both directions. Then wait for a signal from the bus driver permitting you to cross
18. Observe the same rules on all trips under school sponsorship
19. No tobacco products, alcohol or drugs are allowed on the bus
20. Remember you are a representative of The District when riding buses to other communities. Be respectful, courteous and polite to those you see
21. Once you board the bus, you are to **STAY ON THE BUS**
22. Students riding school buses to any school activity will ride to and return from that activity on the school bus. Variance from this policy is by way of a properly completed alternative travel form only. Any other arrangements must be made through the principal prior to the trip.
23. **Family members are prohibited from riding activity busses unless they are performing a duty or employed by the District.**

Student Conduct

There is much to be learned in connection with understanding children and maintaining good behavior on the school bus. This is one of the major problems confronting the school bus driver. The driver who will learn as much as he can about the children, and the problems of the young adult passenger will be better equipped to deal with problems as they occur. Before the 1st day of school, prepare a list of rules and procedures that reflect the District's' expectations for proper and safe conduct that will be consistently enforced.

Rules should be in the “easy to follow” variety such as the following *samples*:

- Sit in seat facing forward while the bus is in motion
- Do not disturb your seat partner keeping hands to yourself
- Hold carry-on items on your lap to leave seat room for others
- Avoid loud talk or other noises & no vulgar language or gestures
- Keep head and arms inside the bus at all times
- Keep feet out of the aisle

Deal with problem behavior at the onset. Talk to the offender, privately, if possible. **Be sure to pick the correct offender and do not attempt to punish the whole group.** If you talk to the whole group, stand up and get their attention.

Do not make threats – make no statement that cannot be carried out

Do not attempt to keep the children silent

Do not send notes home and do not tell a child to bring a note from home

Do not remove any rider while in route

The driver is in complete charge of the passengers on his/her bus. There will be no student bus patrols. If you must refuse transportation because of a pupil’s conduct, leave him/her at home or at the school. The school and the parents should be notified immediately. The driver is encouraged to take discipline problems directly to the transportation supervisor.

Discipline

The school principal will have the authority to suspend the riding privileges of students who are disciplinary problems. Parents of children whose behavior and misconduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline codes. The safety of students during their transportation to and from school is a responsibility that the students and their parents share with the bus driver and school officials. The school wants students to know what is expected of them when they wait for and ride on a school bus. Therefore, the rules of student conduct will be issued to every bus-riding student at the beginning of the school year. Excessively dangerous behavior will result in immediate disciplinary action by the principal. Students who fail to observe and follow the rules will be subject to immediate disciplinary action, since their failure to do so may affect the safety of others. The driver will report any student who misbehaves to his/her supervisor on the same school day, if the incident occurs in the morning, or the next morning, if it occurs in the afternoon.

The principal will determine which offenses require formal write-up followed by parent notification. The offenses warranting parent notification will result in:

- *First Offense:* A warning card describing the incident will be sent home. The card must be signed by the parent and presented by the student to the driver for signature when the student next boards the bus and must then be returned to the principal.
- *Second Offense:* A card clearly labeled as Offense #2 will necessitate the parents appearing with the child in a meeting with the principal before the student may ride the bus again. A disciplinary plan will be developed with a possibility of up to 15 days lost bus ridership.
- *Third Offense:* A third offense card (so labeled) will result in suspension of bus riding privileges for a period of up to 30 days with possible additional disciplinary actions assigned by the principal.
- Any further offense will result in up to 45 days lost ridership or a maximum of permanent lost-ridership.
- Riding days lost during the last month of school will carry from school year to school year.
- Excessively dangerous behavior will result in immediate disciplinary action by the principal.

Bus conduct serious enough to warrant formal reports will follow students throughout their years at the Districts.

III. Accidents and Emergencies

ACCIDENTS

When a District bus driver is involved in a vehicle/bus accident that causes any bodily injury to bus passengers or another vehicle and/or renders either the bus or another vehicle inoperable, there will be a mandatory one week leave of absence with pay. Variances in length of the leave will be evaluated and determined by the transportation supervisor. The bus driver must complete a drug/alcohol test within 8 hours of the accident.

Reporting Procedure

Should an accident occur take the following steps of action:

1. First aid care of passengers
2. Call an ambulance, if needed.
3. Call Highway Patrol.
4. Notify transportation supervisor, **AND SCHOOL ADMINISTRATORS.**
5. Complete School Bus Accident Report Form.

BUS BREAKDOWNS

If mechanical trouble on routes and road trips happen, drivers are encouraged to contact the school by use of the two-way radios or telephone. Use good judgment and common sense when getting your bus back into operation while at the same time taking care of your passengers.

EMERGENCY DRILLS

The driver of each bus will conduct an evacuation drill two times per year. The first in September and the second in April. The results of each drill will be reported to the supervisor.

EVACUATIONS

At the beginning and the middle of the school year, the bus driver shall instruct all passengers in the use of the emergency door(s), the location and use of the fire extinguisher, and first aid kit. Stress the importance of this knowledge to the students because the driver could become ill or be injured in an accident and be unable to help.

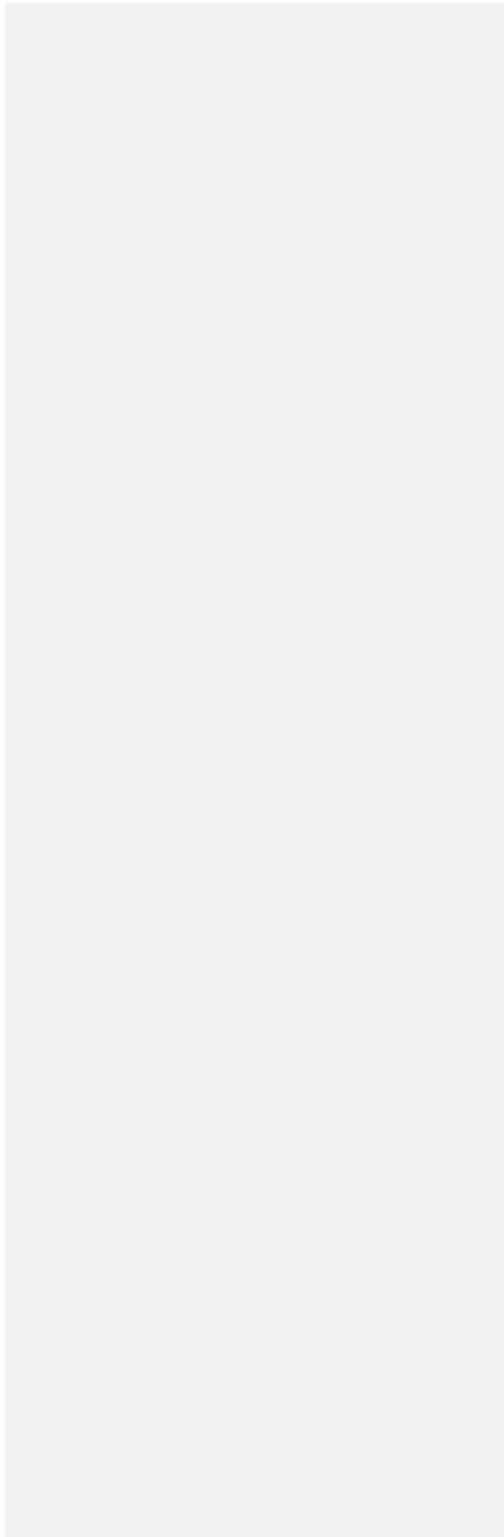
Student Evacuation of a School Bus

Task: Student evacuation of school bus

- A. Adjust instruction to the age group
- B. Be sure that exiting is done on 'off street' facility, preferably school grounds with the approval of responsible school officials.
- C. Practice the procedure until the students can respond automatically in an emergency.
- D. Place a "cushion" at the back exit on the ground to prevent injury to passengers. (Steps may be used.)
- E. Depending on the age of the students, two could be taught what to do if the driver is disabled.
- F. Bus driver is the last person to evacuate the bus

G.

INSTRUCTOR PERFORMANCE	STUDENT PERFORMANCE	NOTES
1. Instructor explains that a bus has two exits in an emergency and 3 to evacuate. (front –front & rear-rear)	1. Students know when and why the rear door is used only in an emergency.	1. Students are told when, why and how to use the rear and front doors in an emergency.
2. Instructor demonstrates how to open the rear and front doors	2. Student helpers know how to open the 2 exit doors.	2. Two students should be designated in the rear and 2 in front of the bus to be “door openers” when called upon to do so driver. In addition, a large bus may also have 2 students in the center to help younger students.
3. Instructor demonstrates how students are to help other students jump from the rear of the bus.	3. Student helpers reach for the other student’s hand as they approach the jump from the rear of the bus.	3. Students should bend their knees or sit down to exit in the rear. Be sure that the student helpers reach for the other student’s hand to prevent the exiting student from using the emergency door handle as a prop. Also, remind students to duck their heads at the rear exit.
4. Instructor reminds students to leave everything on the bus in an emergency.	4. Students leave all carry-on items on the bus in an Emergency	4. Students will often gather all carry-on items and evacuate because they have been told not to leave items on the bus.
5. Instructor instructs the student nearest the exits to leave first.	5. Students nearest the exit leave first, and the students evacuate in an orderly fashion.	5. Speed is inherent in an emergency and does not have to be taught.
6. Instructor demonstrates how to stay together & move 100 ft. from the bus to a safe place.	6. Students move far enough from the bus to be barely able to read the numbers on the license plate	6. Students do not understand the distance of 100 ft., therefore, another way for them to judge the distance is the use of the license plate #.



PRE-TRIP INSPECTION FORMS

Pre-Trip Inspection Forms - Bus Driver's Vehicle Inspection Report

Company			
Odometer Reading		Bus No.	
End Mileage		Date	
Start Mileage		Time	
Total Mileage		Location	

Inspect Items Used, If Defective Number and Describe in Remarks.				
	Fluid Leaks		Emergency door & buzzer	Remarks:
	Loose wires hose connectors or belts in engine compartment		Headlights, flashers & 4-way flashers	
	Oil Level		Right front tire & w heel	
	Radiator Coolant Level		Front of bus- windshield	
	Battery		Left front tire & w heel	
	Transmission		Stop arm (school bus)	
	Unusual Engine Noise		Exhaust system	
	Gauges and warning lights		Left side of bus - windows and lights	
	Switches		Left rear tires & w heels	
	Horn		Rear of bus - windows & lights	
	Fans and defroster		Tail pipe	
	Wipers and washers		Right rear tires & w heels	
	Stop arm control (warning controls)		Right side of bus - windows & lights	
	Inside & outside mirrors		Drivers seat & belt	
	Break pedal & warning light		Directional lights	
	Operation of service door		Parking brake or service brake	
	Emergency equipment		Clutch	
	First aid kit		Steering	
	Entrance steps		Wheelchair lift	
	Cleanliness of interior			
	Condition of floor			

Condition of vehicle	Satisfactory	Unsatisfactory
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Driver signature:		Date
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	Above defects corrected
	Above defects have not been corrected for safe operation of vehicle

Mechanic Signature		Date
Operating		
Reviewing Repairs		
Signature:		Date

PRE-TRIP CHECKLIST

Pre -Trip Checklist

Driver Name:	
Bus/ Route:	
Month/Year:	

		Week 1			Week 2			Week 3			Week 4			Week 5		
Exterior Inspection	Windows															
	Mirrors															
	Engine															
	Tires / Wheels															
	Rear Emergency Door															
Interior Inspection	Fire Extinguisher															
	Seat Belt															
	Seats / Windows															
	Floor / Wastebasket															
	Service Door Steps															
Starting Inspection	First Aid Kit															
	Sound of Engine															
	Gauges / Dashboard															
	Turning Signals / Dash Lights															
Pre-Load Inspection	Stop Lights / Signs															
	Steering															
	Park Brake / Brakes															
	Transmission / Engine															
	Horn															
Suspension																
Yourself																

Comments / Maintenance Concerns:

Driver Signature	
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ACTIVITY TRIP INSPECTION

ACTIVITY TRIP INSPECTION

Check all items before loading

Driver's Name _____ Bus # _____ Date _____

Odometer Reading _____ Activity Trip To: _____

INSIDE BUS:

- Driver's seat
- Speedometer
- Vacuum gauge or light warning
- Oil pressure (gauge/light)
- Fuel tanks full
- Horn
- Windshield
- Windshield wipers
- Steering wheel play
- Turn signal indicators
- High beam indicator
- Heaters
- Defrosters
- Emergency brank
- Dome lights
- Side mirrors adjusted
- Rearview mirror adjusted
- Front mirror adjusted
- Sun visor
- Amp gauge
- Seats
- Fire extinguisher
- Triangles
- Emergency door buzzer
- 4-way flasher indicator
- Flasher warning light indicators
- First aid kits
- Body fluids kit
- Wastebasket
- Garbage sacks
- Window cleaning materials
- Cleanliness

Comments: _____

Driver: _____

OUTSIDE BUS:

- Front:
 - Headlights
 - Flasher warning lights
 - Clearance lights
 - Turn signals & 4-way flashers
 - Oil level
 - Coolant level
 - Transmission fluid level (auto)
 - Service door
- Sides:
 - Side marker lights
 - Reflectors
 - Wheels, tires & lugs
 - Windows
 - Fans
- Rear:
 - Tail lights
 - Brake lights
 - Turn signals & 4-way flashers
 - Clearance lights
 - Reflectors
 - Flasher warning lights
 - Exhaust system
 - Windows
- Tools:
 - Shovel
 - Broom
 - Chains
 - Flashlight

Post-Trip:

Seats

Clean

Fuel

SCHOOL BUS PREVENTATIVE MAINTENANCE INSPECTION GUIDE

BUS # _____ MILEAGE _____ DATE _____

LEGEND Check Mark or X = OK, R = Repair Needed, N/A = Not Applicable, Blank = Not Inspected

PM-A CHECKLIST (grease & check)

APPROACH & DRIVER compartment	OUTSIDE WALK AROUND Lights &	Drain adjustment
Fluid brake oil ground	Interior lights / Stop / Stop / Reverse	Exhaust passage / Hangers, clamp, leaks
Bus Empty	Reflector / Reflective tape	Transmission / Lens, string & vent
Entrances cover up, condition & seats	Emergency doors / tube buzzer & latch	Splash guards
Grab handles secure	Wheel Churn LRU / tube / inspect / adjust	Wheels, lug nuts, lube, hub oil level
Step well / Step / eads	W/S washer fluid / wiper arms & blades	Lube all fittings and pivot points
Chandelias	Door & compartment latches	Tire pressure as per recommendation
Emergency Equipment	Body damage	Tire tread depth min 6/32" RT 4/32" LT
Drivers Seat & Seat belt	Storage Comp / Clean / Dry / Cool	ENGINE COMPARTMENT / FLUIDS
Gauges before start / KOER / Warning lamps	Engine compartment / Drain / RE	Motor oil level
Wash to start lamp / Brake heater cycle	Batteries / water / clean / replace / tray	Hydraulic / steering oil level
Start/re operation	Stop arms visual	Coolant level / radiator & bottle
Gauges after start / KOER	Electrical panels: wires, fuses, breakers, etc	Testers: clean / condition
Engine operation	Child Check Monitor	Constant temp / PT / Frig / Pt
Air Build up / Cat air / psi	RAISE BUS ON HOIST	Minylubric PPM / Nitrite
Parline, brake hold in 1200 rpm	Step well & light wiring	Brake / Fuel / Coolant / Oil / Hyd-PN
Brake interlock / pump cycles in / pupillar *	Relts, hoses & clamps	Air filter / mangle / clots, clean pt comp inlet
Low air warning / oil gas?	Fluid leaks	Transfer valves on - YES NO
Park brake release (pop out 20-40 psi)	Wiring & cables (power and ground)	Fan & Fan Clutch / wiring, air hoses, etc
PP* Wash and pin / build air / KOER	Steering, junctions, clean & tight	Rails and brackets
Steering wheel, straight / Tilt / Tuck	Steering gear, linkages, tie rod ends	Wiring & connections
Turn signals and overdrive	Front s/c, springs, pins, bags, valves, shocks & bumpers, etc	Compartment light
4 way hazard lights	Front brake lining / drums / rotors	Relts, hoses, clamps
Head lights / Hi/Lo indicator	Front axle test	Alignment wiring / sensors
Brake lights / Panel light / Dash lights	Front brake lines, caps, bleeds	Roll resistance / Pulling alignment
Driver console / Controls / Defroster	Brake adjustment	Air / rubber / hoses / clamps
Seat / View / Mounts / Condition	Drift checkers, carriers, u-joints	Switches
Heater / Defroster / Dual Heat / Kneels	Visual air dryer, OIL?	Compartment cover seal
Wipers / Washers / Windshield Condition	Air tanks, moisture or oil?	Engine chandelias
Horns / air / city / dual tone	Fuel tanks, lines and filters	FINISH UP DR. FAILS
Service door operation	Differential oil level / vent	brake effector
INTERIOR INSPECTION	Rear axle, springs, pins, bags, valves, shocks/shock brackets, etc.	Inspection station, OK?
AM/FM Radio & PA sys	Rear brake lining / drums / rotors	Other PPM's due?
Passenger Seat Condition / source	Rear axle seals	Check and clear diagnostic codes
All Restrooms - Jester	Rear hitch hoses, cams, shocks, etc.	Clean up & wipe off
Sub. Windows / Latches / Lube		Electronic Work Order
Emerg. Xi, latch, operation, buzzers, drash		

PM-B CHECKLIST (lube, oil & filters) (Includes PM-A above)

Draw motor oil if required.	Change required oil filters	Change coolant filter
Sample motor oil	Change required fuel filters	Fuel Oil oil filter

PM-C CHECKLIST (Annual, includes a PM-A)

Replace air filter	Check hydraulic / P/S oil & filters	Battery cables / grounds, remove, clean, con.
Change transmission oil & filters	Rebuild air dryer	
Change rear differential oil	Batteries, clean & test	

NOTES:

Mechanic Signature _____

Date _____

Accident Report

Please fill out this form to the best of your ability.

Incident

Accident Date _____ Time _____

Date Reported to MSGIA _____ Date Reported to School _____

Prepared By? _____ Preparer Title _____

Accident Details

Description of Accident _____

Was Accident on School Premises? check if yes

Accident Location (if different than School Site)

Accident Location _____

Accident Street 1 _____

Accident Street 2 _____

Accident City _____ Accident State _____ Accident Postal _____

Member Driver Information

Driver Name _____ Driver's License Number _____

Driver's License State _____ Driver Phone _____

School Vehicle Lookup

Describe Vehicle Damage _____

VIN _____ Vehicle Make _____

Vehicle Model _____ Vehicle Year _____

Estimated Damage _____

Property Damaged of Others Information

Vehicle VIN _____ Vehicle Make _____ Vehicle Model _____

Property Owner's Name _____ Property Owner's Phone _____

Property Owner's Address _____

Property Owner's City _____ Property Owner's State _____ Property Owner's Zip _____

Description of Property Damage _____

Estimated Damage _____

Insurance Company or Agency Name _____ Policy Number _____

Where Can Property Be Seen _____

Driver Name _____ Driver Phone _____

Injured Party

Injured Party Name _____

Injured Party Address 1 _____

Injured Party Address 2 _____

Injured Party City _____ Injured Party State _____ Injured Party Zip _____

Injured Party Home Phone _____ Injured Party Work Phone _____

Witnesses/Passengers Information

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

EMERGENCE EVACUATION SUMMARY SHEET

Emergency Evacuation Summary Sheet

Cascade School District 3 & B

Emergency Evacuation Drill Summary Sheet

Driver's Name	
Bus Route #	
Date	
Time	
# of Student Participants	
Driver Comments:	

Please return this form within 1 day of your evacuation drill

LEAVE REQUEST

**Leave Request Form
Cascade Public Schools
Classified Staff**

General Information			
Name			
Date of Request			
Type of Leave Requested		Date(s)	
Sick			
Leave Without Pay			
Vacation			
School Sponsored Activity			
Other			
Additional Information			
<i>Substitute Office Use Only</i>			
Employee Signature		Date	
Recommendations			
Leave (circle one)	Granted	Denied	
Supervisor Signature	Date		
Comments:			
Superintendent's Initials			
Date			

TRIP REIMBURSEMENT FORM

**BUS DRIVER
TRIP REIMBURSEMENT FORM**

ASSIGNED DRIVER: _____ BUS: _____

DEPART DATE/TIME: _____ RETURN DATE/TIME: _____

EVENT: _____ GROUP: _____

DESTINATION: _____ NUMBER OF PASS: _____

CHAPERONES: _____

PAY SCHEDULES

Start Time _____

End Time _____

6 hours or less \$100.00

7-10 hours @ \$17.00/ hr

11 hours or more \$200.00

Over Night Lay-Over Pay _____ nights x \$250.00

Total Pay _____

Bus Driver Signature _____

Supervisor Signature _____

SECTION VII

- Board Handbook
 - Update all dates and personnel changes
 - Change all “EK/Early Kindergarten” to “K1”
 - Board Meetings:
 - Fix board meeting times for regular/special meetings
 - Budgets, Funds & Codes
 - Add Building Reserve Fund to budgeted funds
 - Add Interlocal Agreement Fund & Compensated Absences Fund to non-budgeted funds
 - Board of Trustees
 - Update board
 - Committees
 - Update committees
 - District Contact
 - Update personnel

Adjourned 1:36pm

Cascade School District



Board of Trustees Handbook

MISSION:

Promoting Excellence for All Students Through:

- Engaging Curriculum with Rigor and Relevance
- High Quality Instruction
- 21st Century Technology
- Personal & Academic Pride

VISION:

Through collective efforts of our community and school, we strive to be an innovative educational system committed to excellence and focused on developing responsible citizens.

Our Core Purpose is built on the Core Values and Beliefs that open lines of communication are essential to understanding, independent and creative thinking, and problem solving for the success of all; that in order for our students to succeed, it is essential that we promote an environment in which students love to learn; that showing respect for others, being accountable for one's own actions and always maintaining integrity is essential to the success of all; and that is imperative to maintain a positive, compassionate and safe school environment.

GOALS:

- To deliver an academic program that inspires and motivates every student to value education for his/her lifetime.
- Customize and individualize our educational program to meet every student's strengths and needs.
- Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 21st century.
- Strategically focus resources on student's achievement and identified wants and needs of the Cascade Community.
- Connect our curriculum and assessment data to common core standards.

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Introductory Statement

This handbook is designed to acquaint you with Cascade School District 3 & B (referred to as “the District” throughout this document) and provide you with information about the District and your role as a Trustee of the District. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as a trustee.

This handbook is designed for school board members. Its purpose is to assist in providing the highest attainable degree of education and success for each pupil in the District.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and may be contacted at the Cascade Superintendent office for additional information and/or compliance issues:

Title VI (Social Security): Karsen Floerchinger
Title VII, Civil Rights or Discrimination Issues: Levi Collins
Title IX: Michael Wilson
Equal Employment Opportunities (EEO): Levi Collins
Americans with Disabilities Act: Levi Collins

We wish you every success here at Cascade School District. We believe that each Trustee contributes directly to Cascade School District's growth and success, and we hope you will take pride in being a member of our team. We hope that your experience here will be challenging, enjoyable, and rewarding.

Proudly providing educational service to the communities and outlying areas of Cascade, Ulm, Deep Creek, Craig and Wolf Creek.

Cascade Elementary District, LE 0101

Cascade Elementary School, SC 0158

Cascade Junior High School, SC 1661

Cascade High School District, LE 0102

Cascade High School, SC 0157

**LE (Legal Entity), SC (School Code)*

I. Board of Trustees Purpose and Scope

CORE PURPOSE

Reference: Policy 1102FE

The Core Purpose of Cascade Public Schools is to educate so that the potential of all is realized. We base our Core Purpose on the following Core Values and Beliefs:

- We believe that open lines of communication are essential to understanding, independent and creative thinking, and problem solving for the success of all.
- We believe that in order for our students to succeed, it is essential that we promote an environment in which students love to learn.
- We believe that showing respect for others, being accountable for one's own actions and always maintaining integrity is essential to the success of all.
- We believe that it is imperative to maintain a positive, compassionate and safe school environment.

BOARD OF TRUSTEES LEGAL STATUS, ORGANIZATION & MEMBERSHIP

Reference: Policy 1000

Cascade School District is classified as a class 2 school district and is operated according to the laws and regulations pertaining to a class 2 district. (Policy 1100)

The District is governed by a six (6) member Board of Trustees. Trustees shall hold office for a three (3) year term or until a successor is elected and qualified. Terms of trustees are staggered by law. The outlying district of Ulm, District No. 85, shall have one (1) representative on the High School Board of Trustees providing for six (6) members who make up the High School Board and five (5) members who make up the Elementary Board. All trustees may participate in business pertaining to the High School District, but only trustees elected from the Elementary District may act on Elementary District business.

School board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board. (Policy 1105) Board of Trustees Legal Status, Organization and Membership.

LEGAL MATTERS AND BOARD SUPPORT

Reference: MCA 20-3-332

The Cascade Public Schools retains the Montana School Boards Association (MTSBA) as legal counsel when necessary. Matters of a legal nature are handled through consultation with the high quality MTSBA staff attorneys.

When acting in their official capacity at a regular or special meeting of the board or a committee of the board, the trustees of each district are individually immune from suit for damages.

Board members are encouraged to attend the Montana Council of Educational Leadership (MCEL) held each fall and to attend other trainings offered by MTSBA throughout the year (e.g., School Law, School Budgets, Strategic Planning). Many Board policies and actions are reflective of current law and interpretations that periodically change. In an effort to be proactive, MTSBA sponsored sectionals allow for an understanding of common litigious pitfalls that can be avoided. MCEL is usually held in cities around the state during the third week of October. Registration, travel, meals, and lodging are furnished for current Board members to facilitate attendance and provide financial support.

A trustee may not receive remuneration for service as a trustee; however, trustees living more than 3 miles from a meeting place are entitled to mileage reimbursement. This includes when a Trustee uses a personal vehicle to travel to a workshop, training institute or conference. Reimbursement will be paid two times a year—in January for travel expenses incurred from July to December, and in July for travel from January to June.

II. General Duties & Responsibilities

CODE OF ETHICS

Reference: Policy 1511

As a member of the Board of Trustees, I will strive to improve public education and will:

- Attend all regularly scheduled Board meetings insofar as possible, become informed concerning the issues being considered, render all decisions based on available facts and my independent judgment, and refuse to surrender that judgment to Individuals or special interest groups.
- Work with Board members to establish effective Board policies and recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- Encourage the free expression of opinion of fellow members and seek systematic communications between all elements of the community, students, and staff.
- Recognize and respect the responsibilities that properly are delegated to the Superintendent (e.g., authority to administer Board policies).
- Communicate to the Superintendent public reaction to Board policies, school programs, or staff.
- Be informed about educational issues through study and participation in informative programs, (e.g., MTSBA training).
- Support the employment of the best qualified persons to serve as school staff, and insist on regular and impartial evaluation of staff.
- Avoid compromising the Board or administration by inappropriate individual action or comments, and respect the confidentiality of information that is privileged under applicable law.
- Refrain from using a Board Position for personal or partisan gain, remembering always that the first and greatest concern must be the educational welfare of the students attending Cascade Public School.

BOARD POWERS AND RESPONSIBILITIES

Reference: MCA 20-3-324

- Define the Mission, Vision and Philosophy of Education for the District.
- Determine the long and short term goals that will move the District toward its Mission and Vision.
- Provide stewardship of fiscal resources in relation to the District's Mission.
- Maintain avenues for the effective communication of stakeholder.
- Employ a superintendent and evaluate his/her performance.
- Monitor and evaluate the District and its progress in relation to the Mission, Vision, and goals.
- Advocate for the students and quality of their school.

DUTIES OF INDIVIDUAL BOARD MEMBERS

Reference: MCA 20-3-301, 20-9-213; Policy 1240

- When exercising the power and performing the duties of a Trustee, the members shall act collectively and only at a regular or properly called special meeting.
- If contacted individually, Board members are encouraged to refer the matter to the appropriate administrator. Individual Board members may not take action to compromise the Board or the administration.
- Board members are encouraged to refer complainants to the lowest level of the Chain of Command, as delineated in the Uniform Complaint Procedure (Board Policy #1700) and allow the situation to be resolved through administrative means so as to remain impartial.
- Board members' questions or communication to staff about programs and/or requests for information should also be submitted through the Superintendent.
- The authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees may not assume responsibilities of administrators or other staff members.

The Board or staff member will not be bound by an action or a statement made by an individual trustee except if pursuant to an official action taken by the whole Board.

- Trustees should review the agenda and Board packets prior to a meeting in order to be prepared to participate.
- Trustees should visit each school not less than once per year to examine its management, conditions, and needs.
- A trustee should give advance notice to the Chair or Superintendent if he or she is unable to attend a Board meeting.

III. Policy & Procedure

REGULAR BUSINESS SCHEDULE

July:

- Finance Committee meetings to prepare Final Budget
- Transportation Committee attends Cascade County Transportation meeting
- Review SBAC test results/AYP status

August:

- Present Trustees Report
- Budget Meeting—Adopt Final Budget for upcoming fiscal year

September:

- Student enrollment review
- Distribute information for MCEL, register for MCEL

October:

- Board training at MCEL
- Fall Report

November:

- Review Fall Report

December:

- Distribute Superintendent evaluation forms
- Renew Interlocal Agreement (every 3 years)

January:

- Superintendent evaluation and contract
- Negotiations Committee preparation

February:

- Election Resolution

March:

- Trustee Oath & Intent forms due to Clerk 40 days prior to election
- Teacher and principal evaluations ongoing
- Resolution under Senate Bill 307

April:

- Finalize teacher and principal evaluations
- Accreditation Status Report due from OPI
- Last month to approve requests for teacher salary lane changes
- Rehire certified staff as recommended

May:

- School Election
- Board Organizational meeting
- Approve school calendar for coming year
- Teacher contract renewals
- Present signature pages of evaluated certified staff
- Rehire classified staff as recommended

June:

- Act on transportation contracts
- Act on attendance agreements
- Present signature pages of evaluated classified staff & advisors
- Transportation Committee attend Lewis and Clark County Transportation meeting
- Approve Early Kindergarten program
- Approve updates & revisions to handbooks
- Decommission obsolete property
- Cancel stale warrants
- Open/Close Activity Funds
- Transfer funds to Interlocal Agreement & Compensate Absences Funds

ADOPTION & AMENDMENT OF DISTRICT POLICIES

Reference: Policy 1310

Proposed new policies and changes are presented in writing for reading and discussion at Board meetings. Interested parties may submit their views or arguments in support or opposition to the proposed policy. The final adoption vote may not take place earlier than the second reading and new or amended policies become effective upon adoption. Policies are meant to be interpreted in terms of state statute, administrative rules, regulatory agencies, educational objectives, and procedures and practices accepted by leaders and authorities in the field of public education.

Refer to Board Policies #1110, 1111, 1112, 1113, and 1210 for guidance and procedures on Trustees taking office, Trustee elections, Trustee orientation, resignations, filling Trustee vacancies, and the terms and duties of the Chairperson and Vice-Chairperson.

MANAGEMENT RIGHTS

Reference: Policy 1513

The Board retains the right to operate and manage in such areas as but not limited to:

1. Direct employees;
2. Employ, dismiss, promote, transfer, assign, and retain employees;
3. Relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and non-productive;
4. Maintain the efficiency of District operations;
5. Determine the methods, means, job classifications, and personnel by which District operations are to be conducted;
6. Take whatever actions may be necessary to carry out the missions of the District in situations of emergency;
7. Establish the methods and processes by which work performed.

The Board reserves all other rights, statutory and inherent as provided by state law.

SCHOOL BOARD USE OF ELECTRONIC MAIL

Reference: Policy 1402

Board members will comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. Do not use email as a substitute for deliberations at Board meetings or for other communications properly confined to Board meetings.
2. Be aware that email and attachments relating to Board business may be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Avoid reference to confidential information about employees, students, or other sensitive matters because of the risk of improper disclosure.

IV. Board Meeting Conduct

BOARD MEETINGS

Reference: Policy 1400, 1420

Agenda: Topics to be considered for placement on the agenda at regularly scheduled Board meetings must be received by the Superintendent by 4:00PM, Tuesday, preceding the regularly scheduled meeting.

Publishing and Distribution: Board Agendas and relevant supplementary information will be distributed electronically to Board members (via email) and will be available to any interested citizen at the Superintendent's office and on the school's web site not less than 24-hours prior to a regular monthly meeting and not less than 48-hours prior to a special meeting.

Commented [KF1]: 48 hours?

Time and Site: Regular monthly meetings are scheduled for the third Tuesday of each month at 6:00 PM in the Board Conference room. The one exception will be the June Board Meeting. It will take place the fourth Tuesday of the Month. The date and time of special meetings will be set by the Board Chair.

Quorum: A majority of the full membership constitutes a quorum, whether physically or electronically present, and is necessary to conduct all business. The 5-member Elementary District must have no fewer than 3 members present; the 6-member High School District must have no fewer than 4 members present.

Electronic Participation: Participation by telephone or other electronic means is allowed. Members are considered present for purposes of convening a quorum, but must be connected throughout the discussion of business items in order to vote on that item.

Consent Agenda: Routine items that are considered each month can be placed in the Consent Agenda and approved in a single motion. The Superintendent may remove items with advanced notice.

Types of Meetings:

- **Special meetings:** May be called by the Board Chair or by two Board members, giving each member 48-hours written notice and specifying the purpose for the meeting (MCA 20-3-322). Business transacted is limited to that stated in the notice for the meeting.
- **Adjourned (continued) meetings:** Any legal meeting of the Board may be adjourned to a specific time and place. Only issues on the agenda of the adjourned meeting may be acted upon at the continued meeting.
- **Open meetings:** All meetings, regular or special, shall be open to the public in accordance with the Montana Open Meeting Law (MCA 2-3-203) and are subject to closure only as authorized by law. Board meetings are held in public, but are not public meetings. Members of the public will be recognized and allowed input at the discretion of the Chair.
- **Closed (Executive Session) meetings:** The Board Chair may close a portion of a regular or special meeting if it is determined that the demands for individual privacy CLEARLY exceed the merits of public disclosure. The right of individual privacy may be waived by the individual involved. Information during a closed session is confidential and no formal action can be taken. Only when the meeting is declared open can a formal motion be made and voted upon.
- **Emergency meetings:** In the event of an emergency involving possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.

- **Budget meetings:** Between July 1-August 4, the Clerk will publish a notice stating the date, time, and place Trustees will meet to consider and adopt a final budget, which by law, must be on or before August 15. The meeting may continue from day to day; but the Board must adopt a final budget no later than the fourth Monday in August.
- **Organizational meetings:** On or before the third Saturday in May, the Board shall elect a Chairman and a Vice-Chairman to serve one-year terms, swear in newly-elected trustees and appoint the clerk.
- **Regular monthly meetings:** Must be held in the school building in a publicly accessible location. If regular meetings are scheduled at other places or at other times, 48-hour public notice must be given. Trustees may meet outside the boundaries of the district for collaboration, cooperation, or training on educational issues. Adequate notice (48-hours) as well as an agenda must be provided to the public; however, decisions can only occur at properly noticed meetings held in District boundaries.

RULES OF ORDER

Reference: Policy 1420

The Board of Trustees abides by the following fundamentals:

1. Justice and courtesy for all.
2. Do only one thing at a time.
3. The majority rules.
4. The minority has the right to be heard.
5. Each proposition is entitled to a full and free debate.
6. The desires of the individual must be merged into the larger unit, organization, or assembly.
7. The purpose is to facilitate action, not to obstruct it.

Generally, Robert's Rules of Order shall govern the parliamentary procedure for all meetings of the Board with the following exceptions:

1. The Chairperson can make motions.
2. The Chairperson can participate in the discussions of a motion without stepping down from the chair.
3. The Chairperson may vote and the vote of all members will be taken by voice unless a division is called, then a vote shall be by show of hand.
4. Rules may be amended at any meeting by a majority vote of those present.
5. Certain issues may receive a "passage by consent" (e.g. bills, minutes, financial reports, transportation contracts, attendance agreements).

A motion is a proposal the entire Board takes action on. There are three basic types of motions. A Main Motion is to introduce items to the members for their consideration and cannot be made when another motion is on the floor. A Subsidiary Motion is made to change or amend a main motion; it is voted on before the main motion. An Incidental Motion provides a means of questioning procedure concerning other motions and must be considered before the other motion.

Only Board members may make motions. Motions should be stated in the affirmative, e.g., "I move that we..." rather than, "I move that we do not..." Only another Board member can second the motion. If there is no second, the motion dies. If the motion is seconded, the Board Chair restates the motion saying "It has been moved and seconded that we..." thus placing the motion before the membership for consideration and eventual action (a vote). Once a motion is presented or restated by the Chair, it becomes "assembly property" and cannot be changed without the consent of the Board (through a Subsidiary Motion).

The Chair will ask for Board comments on the motion, and members can then debate the motion. The maker of the motion has first right to comment. All remarks are to be addressed to the chair and confined to the merits of the motion. Debate can be closed by a 2/3 vote of the membership or by the Chair if no one offers discussion for further debate. With debate over or closed, the Chair will ask if there is any public comment on the motion and will close public comment following the last speaker. Following public comment, the Chair puts the motion to a vote by asking "Are you ready to vote on the motion", or "Are you ready for the question?" If no one speaks, the

Chair proceeds with the vote by restating the motion and asking those in favor to respond “Aye” and those opposed “Nay”. The Chair completes the Board actions by announcing the result of the vote.

PUBLIC COMMENT

Reference: Policy 1420F, 1441

Montana law requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on district issues, school business or educational matters not otherwise specifically listed on the agenda. As has also been the practice of the District, and in accordance with Montana law, if any member of the public desires to speak to an item that is specifically listed/identified on the agenda, they will be allowed to do so when the time comes up for discussion and action.

For those individuals who desire to address the Board during the Public Comment portion of the meeting, they are asked to sign their name to the sheet located by the door, and indicate the general topic on which they will be commenting. The Board Chairman will call individuals to speak in the order listed, and only those who indicated such interest, on the sheet provided. Under Montana law, the Board must comply with the legal requirement to protect any individual’s right of privacy. A member of the public wishing to address the Board during this time will not be allowed to make comments about any student, staff member, or member of the general public during his/her designated time to speak. In addition, the Board will not hear comments on contested cases or other adjudicative proceedings. When addressing the Board, individuals are asked to do so from the lectern provided so that comments can be heard and recorded accurately. These requests are procedural and not intended to prevent additional participation from the public at the discretion of the Board Chairperson.

Depending on the number of persons who wish to address the Board, the Board Chairman may place reasonable time limits on comments, in order to maintain and ensure effective and efficient operations of the Board.

By law the District cannot deliberate, debate or take any action on any matter presented during Public Comment portion of the meeting, until such time as the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.

CITIZEN PARTICIPATION

Reference: MCA Chapter 2, Part 2 – Open Meetings; Policy 1420, 1420F, 1441

All citizens are welcome and encouraged to attend all meetings of the Board of Trustees and its committees. In accordance with the Montana Open Meeting Law (MCA 2-3-203), citizens will have the opportunity to address the Board with public comment on any matter not otherwise specifically listed on the agenda as well as agenda items. All Board meetings in which a quorum is present will include a designated time for “Public Comment on Non-Agenda Items” while public comment on agenda items is encouraged when the item is being considered on the agenda.

All remarks are to be addressed to the Board only and NOT to any individual member of the Board, staff, or audience.

No person, other than the Board and the person having the floor shall be permitted to enter into any discussion either directly or through a member of the Board, without the permission of the Board Chair or presiding officer.

No questions are to be directed toward any individuals except through the Board Chair or presiding officer.

Under Rules of Order, questions cannot be answered by the Board, only heard. The Board is not under any obligation to respond. It is illegal for the Board to take any action on comments.

Speakers will not mention specific names of individuals in a public forum due to rights of privacy. Individual attacks will NOT be tolerated. The Board cannot and will not entertain comments on individual personnel or students in public session.

Comments made by the person addressing the Board do not represent the opinions of the Board or staff and are only the expressed opinion of the speaker.

V. Community Relations

CITIZEN/EMPLOYEE COMPLAINTS TO BOARD MEMBERS

Reference: Policy 1520, 1700, 4310

Trustees should hear the citizen or employee concern for full understanding of the person(s) involved, date and place. What follows are recommendations when talking with an individual with a concern or complaint:

1. Repeat the problem back verbatim to the citizen/employee
2. Inform the citizen/employee of the chain of command. If unsure of who to approach, refer the citizen to the appropriate person/chain of command. Concern must go through the command chain.
3. Remind the citizen/employee of due process and that you, as Trustee, must remain impartial in case the situation goes before the Board.
4. Have the citizen/employee pick up the Uniform Complaint Procedure policy and initiate a discussion with the person with whom the concern is involved.

As a Trustee, you are encouraged to talk with the superintendent within 24 hours when an employee is involved in relaying the communication. Personal judgment, discretion, and comfort should be applied when questioning whether to inform the superintendent of a citizen's concern or complaint.

Every attempt will be made to solve the complaint at the lowest level possible. Policy appeals will go through the chain of command and if they cannot be resolved at any level, including the superintendent, the policy complaint will be brought to the attention of the entire Board of Trustees.

Note: The Board sets policy and individual members are discouraged from becoming involved in administrative matters. Board members must remain unbiased in matters involving request or complaints to preserve the impartiality of the process and the chain of command. This policy and procedure helps ensure the smooth operation of the district.

UNIFORM COMPLAINT PROCEDURE

Reference: Policy 1700

Students, parents, employees or community members may file a complaint in accordance with Board Policy #1700 if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy. District officials will endeavor to respond to and resolve all complaints without the need to resort to the grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably.

Level 1: Informal

Discuss the complaint with the appropriate individual for the promptest and informal resolution.

Level 2: Principal

If not resolved at Level 1, a written complaint (signed and dated stating the complaint, pertinent descriptions of incident and persons involved, and requested remedy) may be filed with the principal. The written complaint must be filed within 30-calendar days. After investigating and/or attempting to resolve, the principal will respond in writing within 30-calendar days.

Level 3: Superintendent

If complainant or person against whom complaint was filed is dissatisfied with the principal's finding, either may file a written request of review to the Superintendent (within 15-calendar days of the principal's decision). The Superintendent may meet with either party, investigate further, engage a third-party investigator, or take any other appropriate steps to resolve the complaint and must respond in writing within 30-calendar days.

Level 4: The Board

If either party is dissatisfied with the Superintendent's findings or actions, either may appeal, in writing, to the Board of Trustees within 15-calendar days. The Chair may place the appeal on an agenda of a regular or special

meeting or appoint an appeals panel. A panel must report its decision within 30-calendar days. Board decision is final, unless appealed pursuant to Montana law within the time frame provided by law.

Level 5: County Superintendent

A decision may be appealed in writing to the County Superintendent within 30-calendar days.

RECORDS AVAILABLE TO THE PUBLIC

Reference: Policy 1401

All district records, except those restricted by state and federal law, are available to citizens for inspection (e.g., record of the accounting of school funds, meeting minutes, Board policies). The district may charge a fee for fulfilling a public information request.

A full and accurate record of all adopted policies and acts are kept by the Clerk in accordance with MCA 20-3-323. Minutes of previous meetings, the official record of all actions of the Board maintained by the Clerk, will be approved by the Board, will be part of the public record, and will be made available upon request.

VI. School Finance

FISCAL MANAGEMENT

Reference: Policy 7000

Because educational programs are dependent on adequate funding and the proper management of those funds, district goals can best be attained through efficient fiscal management. As trustee of local, state, and federal funds allocated for use in public education, the Board shall fulfill its responsibility to see that funds are used to achieve the intended purposes.

The Board seeks to achieve the following goals in the District’s fiscal management:

1. Engage in advance planning, with staff and community involvement, to develop budgets which will achieve the greatest educational returns in relation to dollars expended.
2. Establish levels of funding which shall provide superior education for district students.
3. Provide timely and appropriate information to staff who have fiscal responsibilities
4. Establish efficient procedures in all areas of fiscal management.

BUDGETS, FUNDS & CODES

Reference: Policy 7325, OPI Accounting Manual & Chart of Accounts

A “budgeted fund” means any fund for which a budget must be officially adopted by the Board of Trustees in order to expend money from the fund (MCA 20-9-201). The budgeted funds are:

General Fund	Building Reserve Fund
Transportation Fund	Adult Education Fund
Tuition Fund	Bus Depreciation Fund
Retirement Fund	Technology Fund
Debt Service Fund	Flexibility Fund

A “non-budgeted” fund is any fund for which an official budget is not required to be adopted in order to expend money on deposit in the fund. Expenditures from these funds are limited to the amount of cash balance in the fund. Some examples are:

School Food Service Fund	Impact Aid Fund
Miscellaneous Program Fund	Traffic Education Fund
Building Fund	Extracurricular Fund
Interlocal Agreement Fund	Compensated Absences Fund

Each district must use the accounting codes designated by the Office of Public Instruction (OPI). District clerks pay bills using expenditure codes that identify the payment. An expenditure code looks like this:

Commented [FK2]: Interlocal agreement

Commented [KF3R2]: Compensated Absences Fund,

101-100-1000-610

Accounting codes are made up of 4 different parts:

Fund code XXX	The first three digits tell which fund (General, Transportation, Food) and which district the fund is in.
Program code XXX	The second three digits tell which Program (regular ed, special ed).
Function code XXXX	Four digits that tell the general purpose for the expenditure.
Object code XXX	The third set of three digits gives more detailed information about the expenditure (salaries, supplies, utilities).

Fund codes for the Elementary District are in the 100's and in the 200's for the High School District. The following are the funds that Cascade School District has in use:

101 General Fund	201 General Fund
110 Transportation	210 Transportation
111 Bus Depreciation	211 Bus Depreciation
112 Food Service	
113 Tuition	213 Tuition
114 Retirement	214 Retirement
115 Federal Programs	215 Federal Programs
	217 Adult Education
	218 Drivers Education
121 Compensated Absences	221 Compensated Absences
128 Technology	228 Technology
129 Flexibility	229 Flexibility
150 Debt Service	250 Debt Service
160 Building	260 Building
161 Building Reserve	261 Building Reserve
	282 Interlocal Agreement

The following are the most commonly seen Program codes, or second set of three digits:

- 1XX Regular education expense
- 280 Special Education expense
- 300 Career and Technical Education expense
- 421 Title I expense
- 434 21st Century Grant expense
- 710 Extracurricular activities
- 720 Extracurricular athletics
- 910 Food Service

The most commonly encountered Function codes, the four digits, are as follows:

- 1XXX Instruction
- 21XX Support service (guidance counseling)
- 222X Educational Media Services
- 23XX Support Services—General Administration
- 24XX Support Services—School Administration
- 26XX Operation and Maintenance of Plant Services
- 27XX Transportation
- 3100 School Foods

The last three digits, the Object code, tell the specific purpose for the expenditure. The following are the most commonly seen on the district expenditure reports:

- 1XX Salaries
- 2XX Benefits

- 3XX Professional services (e.g., legal services)
- 4XX Purchased property services (e.g., copy machines)
- 5XX Other purchased services (e.g., install fencing, cameras)
- 6XX Supplies (instructional, custodial, office)

Coding Example:

101.100.1000.610 = this expenditure is for the Elementary District (101) for regular education expenses (100) in the area of instruction (1000) for supplies (610).

VII. District References

BOARD OF TRUSTEES ~~2020-2021~~ 2023-2024

John Rumney, Chair	john.rumney@cascade.k12.mt.us
Iain McGregor, Vice Chair	iain.mcgregor@cascade.k12.mt.us
Ruth Mortag	ruth.mortag@cascade.k12.mt.us
Chris Wilson	chris.wilson@cascade.k12.mt.us
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BOARD COMMITTEES ~~2020-2021~~ 2023-2024

Reference: Policy 1130

All committees created by the Board will serve a clear public and governmental purpose, will be created and their purpose defined by the Board, will comply with the open meeting laws, and no committee may contain more than three Board members (limited to fewer than 1/2 of the Board).

Policy Review	John Rumney, Val Fowler , Ruth Mortag, Mark McKamey
Facilities & Grounds	John Rumney, Chris Wilson, Iain McGregor
Transportation	Chris Wilson, Iain McGregor, Rick Cummings , Mark McKamey
Negotiations	Val Fowler , Ruth Mortag, Iain McGregor, Rick Cummings
Finance & Budget	Val Fowler , John Rumney, Rick Cummings, Mark McKamey
Technology	Ruth Mortag, Chris Wilson, Rick Cummings,
Agenda	John Rumney

DISTRICT PERSONNEL CONTACT INFO 2020-2021

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Nichole Pieper, JH/HS Michael Wilson K1-12 Principal	(406) 799-8090 531-6520
nichole.peiper michael.wilson @cascade.k12.mt.us	Extension 402-106
Michelle Price, EL Principal	(406) 879-6025
michelle.price @cascade.k12.mt.us	Extension 106

Karsen Floerchinger, Clerk (406) 600-1533
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Angela Johnson, Summer Schmidt, Food Service ~~(406) 788-5199~~
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Sonja Mazaira, Tim Lange, Athletic Director ~~(559) 760-5131~~
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Policy 1650: Public Charter Schools

Status: DRAFT

Original Adopted Date: Pending

Public Charter Schools

The Board of Trustees may submit an application in response to a request for proposal from the Board of Public Education to establish a public charter school consistent with Montana law. Any application for a public charter school submitted under this provision shall be consistent with the mission and vision of the District as specified in the strategic plan for continuous improvement adopted by the Board of Trustees.

Requests for Creation of School or Program

The Board of Trustees shall review any request from an individual or entity unaffiliated with the District to create a school or program within the District to determine if the requested school or program is currently addressed by District operations or meets the mission and vision of the District as specified in the strategic plan for continuous improvement. The Board is authorized to refer the request to a committee established in accordance with Policy 1130 for hearing and consideration with a report to the full Board. Any meeting conducted for the purposes of considering a request to create a school or program shall be held in open session in accordance with Policy 1400.

The Board is authorized to respond to a request to create a school or program within the District by stating the requested school or program is currently offered by the District or by granting or denying the request. If the requested school or program is currently offered by the District, the Board will outline how the school or program operates and how students may access the school or program. If the Board grants the request, it shall set a documented timeline for implementing the school or program consistent with District operations. If the Board of Trustees declines the request to create the school or program, it shall document for future reference the reasons the request is inconsistent with the mission and vision of the District as specified in the strategic plan for continuous improvement. Any request previously declined by the Board of Trustees may be reconsidered at a future meeting.

Montana Code Annotated References

Description

Title 20, Chapter 6

Montana Public Charter Schools Act

Policy 1005FE: Proficiency-Based ANB

Status: DRAFT

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/09/2022

It is the policy of the District to increase the flexibility and efficiency of the District’s resources by utilizing the provision of law allowing proficiency-based ANB.

The school district has a definition of proficiency within the meaning of that term as used in 20-9-311(4)(d) and Section 20-7-1601, MCA. . The definition must not require seat time as a condition or other element of determining proficiency. The definition must be incorporated in the district's policies and must be used for purposes of determining content and course mastery and other progress, promotion from grade to grade, grades, and graduation for pupils enrolled in the district's transformational learning program.

Definition of Proficiency

For purposes of this policy, the term “proficiency” means a degree of mastery of the underlying content through application in a performance assessment for a course that is reflective of a final grade, in the professional opinion of the teacher of record, of not less than a “B”. The determination of proficiency by a teacher must not require seat time as a condition or other element of determining proficiency.

The determination of proficiency for a pupil enrolled in a course shall be made no earlier than the deadline for submitting the final grade for the course. The determination of proficiency for a pupil not enrolled in a course shall be based on the pupil’s mastery of the underlying content of the course, demonstrated through completion of a final exam designed by the teacher of record for the applicable course with a minimum grade of a “B”.

Teachers of record have full professional discretion in determining proficiency of pupils in courses taught. Teachers of record are encouraged to integrate trial and error into the learning process and to incorporate continued opportunity for practice and revision of assignments until a pupil reaches a performance level that demonstrates to the teacher’s satisfaction that mastery of learning expectations has been attained.

[OPTION] The District may include in its calculation of ANB a pupil who is enrolled in a program providing fewer than the required aggregate hours of pupil instruction required under Montana law if the pupil has demonstrated proficiency in the content ordinarily covered by the instruction as determined by the school board using district assessments. The ANB of a pupil who demonstrates proficiency in any content/subject matter will be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

[OPTION] The District may, on a case-by-case basis, provide fractional credit for partial completion of a course for a student who is unable to attend class for the required amount of time.

[OPTION] The District may waive specific course requirements based on individual student needs and performance levels. Waiver requests shall also be considered with respect to age, maturity, interest, and aspirations of the students and shall be in consultation with the parents or guardians.

[OPTION] At the discretion of the District, a student may be given credit for a course satisfactorily completed in a period of time shorter or longer than normally required and, provided that the course meets the District's curriculum and assessment requirements, which are aligned with the content standards stated in the education program. Examples of acceptable course work include, but are not necessarily limited to, those delivered through correspondence, extension, and distance learning courses, adult education, summer school, work study, specially designed courses, and challenges to current courses.

Montana Code Annotated References

Montana Code Annotated References	Description
20-1-301	School Fiscal Year
20-3-324	Powers and duties
20-7-1601	Transformational Learning - Legislative Intent
20-9-311	Calculation of Average Number Belonging

Administrative Rules of Montana References

Description

10.55.906

High School Credit

Cross References

2050

2100

2140

2161

2161-P(1)

2162

2162-P(1)

2166

2600

2600-NF(1)

Description

Innovative Student Instruction

School Calendar and Day

Guidance and Counseling

Special Education

Special Education - Procedure

Section 504

Section 504 - Procedure

Gifted Program

Work Based Learning

Work Based Learning - Affiliation Agreement

Policy 1006FE: Transfers for School Safety

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Transfers for School Safety

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing the provision of law allowing transfers of funds to improve school safety and security.

The District may transfer state or local revenue from any budgeted or non-budgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school district's estimated costs of improvements to school and student safety and security.

The transfer of such funds can be for:

1. planning for improvements to and maintenance of school and student safety, including but not limited to the cost of services provided by architects, engineers, school resource officers, counselors, and other staff or consultants assisting with improvements to school and student safety and security;
2. programs and training for school employees, students, parents, and community members approved by the trustees programs to support school and student safety and security, including but not limited to active shooter training, threat assessments practices outlined in Policy 8301 and restorative justice;
3. installing or updating locking mechanisms and ingress and egress systems at public school access points, including but not limited to systems for exterior egress doors and interior passageways and rooms, using contemporary technologies;
4. installing or updating bullet-resistant windows and barriers; and
5. installing or updating emergency response systems using contemporary technologies

Any transfers made under this policy and Montana law are not considered expenditures to be applied against budget authority. Any revenue transfers that are not encumbered for expenditures in compliance with the five reasons stated above, within 2 full school fiscal years after the funds are transferred, must be transferred back to the originating fund from which the revenue was transferred.

If transfers of funds are made from a District fund supported by a non-voted levy, the District may not increase its non-voted levy for the purpose of restoring the transferred funds.

Montana Code Annotated References

Description

20-9-325

Budgeting, tax levy, and use of building reserve fund.

20-9-326

Transfer of funds – improvements to school safety and security

Policy 1007FE: Multidistrict Agreements

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Multi-District Agreements

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing multidistrict agreements whenever possible.

Montana law (20-3-363, MCA) allows the boards of trustees of any two or more school districts to enter into a multidistrict agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the participating districts **in support of the schools of the districts** and to provide for the joint funding and operation and maintenance of all participating districts upon the terms and conditions as may be mutually agreed to by the districts .

A multidistrict agreement may include an agreement through which one district provides culturally rooted instruction aligned to a learning environment for English language learners or an Indian language immersion program to pupils of a district participating in the multidistrict agreement. The costs and other terms of service must be reflected in the multidistrict agreement.

The agreement must be approved by the boards of trustees of all participating districts and must include a provision specifying terms upon which a district may exit the multidistrict cooperative. The agreement may be for a period of up to 3 years.

All expenditures in support of the multidistrict agreement may be made from the interlocal cooperative fund as specified in 20-9-703 and 20-9-704 . Each participating district of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the district's general fund, budgeted funds other than the retirement fund or debt service fund, or non-budgeted funds other than the compensated absence liability fund. Transfers to the interlocal cooperative fund from each participating school district's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund. Transfers from the retirement fund and debt service fund are prohibited. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.

Expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

If transfers of funds are made from a District fund supported by a non-voted levy, the District may not increase its non-voted levy for the purpose of restoring the amount of funds transferred.

Examples of flexibility under this policy and Montana Law include but are not limited to:

- A district with a separate high school and elementary budget can enter into an agreement within the district;
- A district may enter into an agreement with any other school district(s) for the sharing of resources, including supplies, services, personnel, etc.

Montana Code Annotated References

20-3-363

Description

Multidistrict agreements – fund transfers

20-9-703

District as prime agency

20-9-704

District as cooperating agency

Cross References

1332

Description

Authorization of Signatures

Policy 1009FE: Flexible Instructor Licensing

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Recruitment and Retention

It is the policy of the District to utilize all resources available to meet the District's objective of recruiting and retaining high quality staff focused on the individual success of each student. To meet this objective the District will utilize the flexible instructor licensure opportunities available to the District.

Flexible Instructor Licensing

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing the provision of law allowing flexibility in licensure of instructors and as a means of addressing recruitment and retention of staff. Flexibilities in the following areas are available for the District's enhancement of its programs and services with a focus on individual student success:

- Internships
 - Available to anyone with a current license and endorsement in one subject who wants to move to a new licensed role/endorsed area.
 - Requirements must be satisfied within 3 years
 - Must include a plan between the intern, the school district and an accredited preparation program
- Provisionally Certified
 - May be issued to an otherwise qualified applicant who can provide satisfactory evidence of:
 - The intent to qualify in the future for a class 1 or class 2 certificate and
 - Who has completed a 4-year college program or its equivalent, and
 - Holds a bachelor's degree from a unit of the Montana university system or its equivalent.
- Substitutes
 - Must have a GED or high school diploma
 - Will have completed 3 hours of training by the district
 - Will have submitted a fingerprint background check (All requirements can be waived by the district if the substitute has prior substitute teaching experience in another public school from November 2002 to earlier)
 - May not substitute more than 35 consecutive days for the same teacher, however the same substitute can be used for successive absences of different staff as long as each regular teacher for whom the substitute is covering is back by 35 consecutive teaching days
- Retired Educators
 - School district must certify to OPI and TRS that the district has been unable to fill the position due to no qualified applications or no acceptance of offer by a non-retired teacher.
 - - A retired teacher with a date of termination through December 31, 2023, may not be employed under this provision until the retired teacher has a break in service of 150 calendar days. A retired teacher with a date of termination of January 1, 2024, or later, may not be employed under this provision until the employee has a break in service of 120 calendar days.

- Limited to employment in a second or third class elementary district or a second or third class high school district.
- Retired teacher must have 27 years of experience in TRS
- There is a 3-year lifetime limit on the retired individual going to work under this provision.
- Class 3 Administrative License
 - Valid for a period of 5 years
 - Appropriate administrative areas include: elementary principal, secondary principal, K-12 principal, K-12 superintendent, and supervisor.
 - Must be eligible for an appropriately endorsed Class 1,2 or 5 license to teach in the school(s) in which the applicant would be an administrator or would supervise, and qualify as set forth in ARM 10.57414 through 10.57.418
 - An applicant for a Class 3 administrative license who completed an educator preparation program which does not meet the definition in ARM 10.57.102(2), who is currently licensed in another state at the same level of licensure, may be considered for licensure with verification of five years of successful administrative experience as defined in ARM 10.57.102 as documented by a recommendation from a state accredited P-12 school employer on a form prescribed by the Superintendent of Public Instruction and approved by the Board of Public Education. The requirements of ARM 10.57.414(1)(c)(i-iii) must be met by an applicant seeking a superintendent endorsement.
- Class 4 for CTE
 - Valid for a period of 5 years
 - Renewable pursuant to the requirements of 10.57.215, ARM and the requirements specific to each type of Class 4 license.
 - 4A – for licensed teachers without a CTE endorsement
 - 4B – for individuals with at least a bachelor’s degree
 - 4C – for individuals with a minimum of a high school diploma or GED
- Class 5 alternatives
 - Good for a maximum of 3 years
 - Requirements dependent upon the alternative the district is seeking
- Emergency authorization of employment
 - Individual must have previously held a valid teacher or specialist certificate or have met requirements of rule 10.57.107, ARM
 - Emergency authorization is valid for one year, but can be renewed from year to year provided conditions of scarcity continue to persist
 - Alternative Teacher Credentialing

The District may employ a teacher possessing a Class 2 certificate issued after completing a certification and endorsement program that meets the requirements of alternative teacher credentialing consistent with Montana law and has been approved by the board of public education upon recommendation of the superintendent of public instruction.

Teacher Residency Program

In accordance with Montana law, the District may participate in a teacher residency program consistent with the terms established by the Office of Public Instruction, professional educator preparation program, and Board of Trustees in order to recruit and retain high-quality teachers.

Loan Repayment Program

The District will may assist any quality educator who meets the qualifications for the state's loan repayment program at the discretion of the Board of Trustees. Loan repayment assistance may be provided on behalf of a quality educator who: (1) is employed newly hired in an identified impacted school experiencing described in a critical quality educator shortage area as defined in outlined in Section 20-4-5023, MCA; and (2) has an educational loan that is not in default and that has a minimum unpaid current balance of at least \$1,000 at the time of application.

A quality educator is eligible for state-funded loan repayment assistance for a lifetime total of no more than 3 years and an additional 1 year of loan repayment assistance voluntarily funded by the impacted school or the district under which the impacted school is operated, with the maximum annual loan repayment assistance not to exceed:

- \$3,000 of state-funded loan repayment assistance after the first complete year of teaching in an impacted school;
- \$4,000 of state-funded loan repayment assistance after the second complete year of teaching in the same impacted school or another impacted school within the same school district;
- \$5,000 of state-funded loan repayment assistance after the third complete year of teaching in the same impacted school or another impacted school within the same school district; and
- up to \$5,000 of loan repayment assistance funded by the impacted school or the district under which the impacted school is operated after the fourth complete year of teaching in the same impacted school or another impacted school within the same school district.

Montana Code Annotated References

19-20-732

Description

Reemployment of certain retired teachers, specialists and administrators – procedure –

20-4-501

Educator Loan Repayment Assistance

Administrative Rules of Montana References

10.55.607

Description

Internships

10.55.716

Substitute Teachers

10.57.107

Emergency Authorization of Employment

10.57.215

Renewal Requirements

10.57.420

Class 4 Career and Technical Education License

10.57.424

Class 5 Provisional License

Cross References

1635

Description

Internships

5440

Student Teachers

Policy 1010FE: Early Enrollment Exceptional Circumstances

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Early Childhood Education Enrollment Exceptional Circumstances

It is the policy of the District to provide enhanced educational opportunities to students under the age of 5 when either individual exceptional circumstances exist and/or when Community-Based exceptional circumstances are present.

This policy shall terminate and expire on June 30, 2024, to be replaced in its entirety by a policy governing early intervention programs consistent with Chapter 608 (2023).

Prohibition: This policy cannot be used to provide what is otherwise characterized or referred to as a pre-school, pursuant to 20-7-117(2), MCA, which specifically prohibits the use of state equalization aid for preschool. This policy is intended for use to enroll students under the age of 5 when statutory criteria are met.

Exceptional Circumstances Meriting Waiver of Age Requirements for Pupils

Note: In order to adopt this policy, the board of trustees must select one or more of the characteristics identified in either Option A or Option B.

The administration shall ensure admission, enrollment and assignment of all qualifying children referenced in this policy. The administration shall place children enrolled pursuant to this policy in either a half-time or full-time kindergarten program as an integral part of the elementary school program. The administration shall also ensure provision of a free appropriate public education in the least restrictive environment possible, pursuant to terms of each student's individualized education program, for all children enrolled under this policy who are qualified for services under the Individuals with Disabilities Education Act.

The administration shall include children enrolled pursuant to this policy in the district's calculation of average number belonging (ANB) as reported to OPI.

Option A, Student-Specific Exceptional Circumstances: To be used when the board of trustees wants to define exceptional circumstances specific to the individual characteristics of each student or sub-group of students.

The Board of Trustees declares the following to be qualifying "exceptional circumstances" within the meaning of that term as used in Section 20-5-101(3), MCA, that merit waiving the age provisions of Section 20-5-101(1), MCA for qualifying children under 6 years of age. These qualifying exceptional circumstances are based on the educationally relevant factors to establish a basic system of free quality public elementary and secondary school specified in Section 20-9-309, MCA and as required by Article X, section 1, of the Montana Constitution:

Note: Each of the below should be considered separately for inclusion or exclusion in the Board's adopted policy. Note: When enrolling on the basis of an individual student's characteristics under this Option A, the District must be sure to document each qualifying student's characteristics to ensure that criteria listed in this portion of the policy can be substantiated.

1. A child at least 3 years of age with a disability qualifying the child for services under the federal Individuals with Disabilities Education Act.
2. A child who is 4 years of age or older on or before September 10 of the school year in which enrollment is to occur who:
 - a. Meets the income eligibility guidelines for free or reduced price meals under the National School Lunch Program;
 - b. Is Limited English Proficient within the meaning of Title III of the federal Elementary and Secondary Education Act;
 - c. Is Gifted and Talented within the meaning of that term as used in 20-7-901, MCA;
 - d. Is an enrolled member of a federally recognized American Indian Tribe;

- e. Is homeless as defined in 42 U.S. Code § 11302, or, as determined by the administration, exhibits other characteristics or lives in circumstances that are uncommon, unusual, atypical, rare or otherwise distinguished from ordinary or typical which place the child at risk of failing to achieve at adequate levels;
- f. Is an at-risk student as defined in Section 20-1-101(4), MCA.

Option B, Exceptional Circumstances Present in the Community: To be used only for in-district students or homeless students under the McKinney Homeless Assistance Act when the board of trustees wants to define exceptional circumstances applicable to the community's characteristics, as opposed to the individual characteristics of a particular student or sub-group of students.

The Board of Trustees declares the following to be qualifying "exceptional circumstances" within the meaning of that term as used in 20-5-101(3), that merit waiving the age provisions of 20-5-101(1), MCA for children under 6 years of age who are either 4 years of age or older on or before September 10 of the school year in which enrollment is to occur or who are at least 3 years of age with a disability qualifying the child for services under Section 504 of the Federal Rehabilitation Act of 1973 or the federal Individuals with Disabilities Education Act. These qualifying exceptional circumstances are based on the educationally relevant factors to establish a basic system of free quality public elementary and secondary school specified in Section 20-9-309, MCA and as required by Article X, section 1, of the Montana Constitution:

Note: Each of the below should be considered separately for inclusion or exclusion in the Board's adopted policy. When enrolling on the basis of demographic characteristics of the community under this Option B, The District must be sure to research and document all of the criteria incorporated into the school district's policy that is used to enroll on the basis of exceptional circumstances.

1. Homeless rates of the district's pupils as defined in 42 U.S. Code § 11302 in comparison to statewide averages;
2. Percentage of the district's pupils qualifying for services under The Federal Individuals with Disabilities Education Act in comparison to statewide averages;
3. Percentage of the district's pupils eligible for free or reduced lunch under the National School Lunch Program in comparison to statewide averages;
4. Average performance on standardized tests at the 3rd grade level in comparison to statewide averages;
5. Percentage of the district's pupils who are enrolled members of a federally recognized American Indian Tribe in comparison to statewide averages.
6. Percentage of at-risk student as defined in Section 20-1-101(4), MCA, in comparison to statewide averages.
7. Percentage of gifted and talented pupils as used in 20-7-901, MCA, in comparison to statewide averages.
8. Percentage of Limited English Proficient within the meaning of Title III of the federal Elementary and Secondary Education Act, in comparison to statewide averages.
9. The following circumstances exist within the community affecting student learning identified by the local board of trustees pursuant to Section 20-9-309(2)(h), MCA, and identified within federal law pursuant to Section 20-9-309(4)(a)(v), MCA, including but not limited to educational priorities identified within the Elementary and Secondary School Emergency Relief Fund established by American Rescue Plan Act, Public Law 117-2 and demonstrated by peer reviewed and academic studies on the impacts of community health crises:
 - a. Anticipated learning loss resulting from a public health emergency or other community disaster.
 - b. Basic Proficiency in literacy and numeracy are critical skills needed to advance learning and if not attained prior to grade 3 in the early grades, will put students at lifelong disadvantage in pursuing success in career and life.
 - c. Absence of available early childhood education opportunities in the community results in anticipated learning loss or lack of school readiness.

- d. Cost prohibitive nature of early childhood education opportunities in the community results in disparity of access that contributes to anticipated learning loss or lack of school readiness.
- e. Improved access to early childhood education opportunities in the community will encourage or expand parent entry into workforce and allow for further development of the community's economy.

The trustees shall annually review this policy based on changing circumstances pertaining to the criteria used for determination of the program. The administration is authorized to enroll students in a manner consistent with this policy and to develop procedures to implement this policy.

Montana Code Annotated References

	Description
20-4-101	Definitions
20-5-101	Admittance of child to school
20-6-501	Definition of various schools
20-7-117	Kindergarten and preschool programs
20-9-309	Basic system of free quality public elementary and secondary schools defined – identifying educationally relevant factors – establishment of funding formula and budgetary structure – legislative review
20-9-311	Calculation of Average Number Belonging

Montana Constitution References

	Description
Article X, section 1	Educational Goals and Duties

United States Code References

	Description
20 U.S.C. 7401	English Language Acquisition, Language Enhancement, and Academic Achievement Act
42 U.S.C. 11301	McKinney-Vento Homeless Educational Assistance Act
Title 20, Chapter 33, Subchapter I	Individuals with Disabilities Education Act

Policy 1110: Taking Office

Status: DRAFT

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/09/2022

A newly elected trustee shall take office as soon as election results have been certified and the newly elected trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability.

A newly appointed trustee shall take office, after the trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability.

The person shall qualify by taking an oath of office administered by the county superintendent, the superintendent's designee, or any officer provided for in 1-6-101, MCA or 2-16-116, MCA. Such oath must be filed with the county superintendent not more than fifteen (15) days after the receipt of the certificate of election or the appointment.

The District Clerk shall collaborate with the Office of Public Instruction within 14 days of trustee qualification to provide a link to the district website, if applicable, as well as contact information for trustees and clerk

Montana Code Annotated References

	Description
1-6-101	Officers who may administer oaths
2-16-116	Power to administer oaths
20-1-202	Oath of office
20-3-307	Qualification and oath

Cross References

	Description
1111	Election
1113	Vacancies
1113-P(1)	Vacancies - Procedure
1120	Annual Organizational Meeting

Policy 1400: Board Meetings

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Board Meetings

Meetings of the Board must occur at a duly called and legally conducted meeting. "Meeting" is defined as the convening of a quorum of the constituent membership of the Board, whether in person or by means of electronic equipment, to hear, discuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or advisory power.

Notice of Meetings

Unless otherwise required by law and policy, the District shall publish an agenda for each type of meeting included in this policy with a minimum of 48 hour's notice to the public as follows:

A. if a newspaper of general circulation in the county where the District is located publishes electronic notices and links to meeting agendas free of charge to the District on the newspaper's website, the District shall provide the notice and agenda to the newspaper to post on the newspaper's website;

B. if the District does not have an option to post notices and links to meeting agendas free of charge, the District shall provide adequate notice of a meeting by doing at least one of the following:

1. posting a link to the meeting agenda on the agency's primary website; or

2. posting the agenda on the social media site of the agency.

C. In addition to the above-noted electronic postings, the District shall post a physical copy of the meeting agenda at the entrance to each school in the district and at the following location in the community: _____

Regular Meetings

Unless otherwise specified, all meetings will take place in the _____. Regular meetings shall take place at _____ p.m. on the _____ of each month, or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in school buildings or, upon the unanimous vote of the trustees, in a publicly accessible building located within the District. If regular meetings are scheduled at places other than as stated above or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. The trustees may meet outside the boundaries of the District for collaboration or cooperation on educational issues with other school boards, educational agencies, or cooperatives. Adequate notice of the meeting, as well as an agenda, must be provided to the public in advance. Decision making may only occur at a properly noticed meeting held within the District's boundaries. When a meeting date falls on a school holiday, the meeting may take place the next business day.

Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.

Budget Meetings

Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date, time, and place trustees will meet for the purpose of considering and adopting a final budget for the District, stating that the meeting of the trustees may be continued from day to day until final adoption of a District budget and that any taxpayer in the District may appear at the meeting and be heard for or against any part of the budget. This notice shall be published in the _____.

On the date and at the time and place stated in the published notice (on or before August 20), trustees shall meet to consider all budget information and any attachments required by law. The meeting may continue from day to day; however, the Board must adopt a final budget not later than August 25.

Committee Meetings

Each Board committee established under Policy 1130; each District committee with a trustee as a member; and each District committee made up of district employees, administrators, or officials deliberating on matters for report to the Board for final decision shall meet as needed in accordance with the directive issued to the committee or trustees and noticed to the public consistent with the requirements of this policy.

Special Board Meetings

Special Board meetings may be called by the Chairperson or by any two (2) trustees. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to every trustee and noticed to the public consistent with the requirements of this policy. not less than forty-eight (48) hours before the time of the meeting, except that The forty-eight-(48)-hour notice is waived in an unforeseen emergency as stated in § 20-3-322(5), MCA. Such written notice shall be posted conspicuously within the District in a manner that will receive public attention. Written notice also shall be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio or television station that has filed a written request for such notices. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

Closed Sessions

Under Montana law, the Board may meet in closed sessions to consider matters of individual privacy. The possibility of a closed session shall be noted on the respective agenda item appearing on the public noticed published in accordance with this policy. The individual whose right of privacy will be considered during the possible closed session shall be notified in writing of the meeting. Before closing a meeting, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure and so state publicly before going into closed session. The Board also may go into closed session to discuss a strategy to be followed with respect to litigation, when an open meeting would have a detrimental effect on the litigating position of the District. This exception does not apply if the litigation involves only public bodies or associations as parties. Before closing a meeting for litigation purposes, the District may wish to consult legal counsel on the appropriateness of this action. No formal action shall take place during any closed session. Closed session meeting minutes shall be completed in accordance with Policy 1420.

Special Meetings Special meetings may be called by the Chairperson or by any two (2) trustees. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to every trustee not less than forty-eight (48) hours before the time of the meeting, except that the forty-eight (48)-hour notice is waived in an unforeseen emergency as stated in § 20-3-322(5), MCA. Such written notice shall be posted conspicuously within the District in a manner that will receive public attention. Written notice also shall be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio or television station that has filed a written request for such notices. Business transacted at a special meeting will be limited to that stated in the notice of the meeting. Closed Sessions Under Montana law, the Board may meet in closed sessions to consider matters of individual privacy. Before closing a meeting, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure and so state publicly before going into closed session. The Board also may go into closed session to discuss a strategy to be followed with respect to litigation, when an open meeting would have a detrimental effect on the litigating position of the District. This exception does not apply if the litigation involves only public bodies or associations as parties. Before closing a meeting for litigation purposes, the District may wish to consult legal counsel on the appropriateness of this action. No formal action shall take place during any closed session.

Montana Code Annotated References

	Description
2-3-103	Public participation – governor to ensure guidelines adopted
2-3-104	Requirements for compliance with notice provisions
2-3-105	Supplemental notice by radio or television
2-3-201	Legislative intent – liberal construction
2-3-202	Meeting defined
2-3-203	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions

20-3-322	Meetings and quorum
20-9-115	Notice of final budget meeting
20-9-131	Final budget meeting

Montana Constitution References

Article II, Section 9

Description

Right to know

Administrative Rules of Montana References

10.55.701

Description

Board of Trustees

Cross References

1014FE

Description

Intent to Increase Non-Voted Levy

1014FE-F(1)

Intent to Increase Non-Voted Levy - Notice of Intent to Impose an Increase in Levies Form

1420

School Board Meeting Procedure

1420-NF(1)

School Board Meeting Procedure - Notice Regarding Public Comment

1441

Audience Participation

1700

Uniform Complaint Procedure

4120

Public Relations

5250

Termination from Employment

5251

Resignations

7110

Budget and Program Planning

7121

Budget Adjustments

7326

Documentation and Approval of Claims

Policy 1700: Uniform Complaint Procedure

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Uniform Complaint Procedure

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

This grievance procedure shall be made available on the District's website and the location of which shall be included in all handbooks issued by the District.

The District requests all individuals to use this complaint procedure to resolve concerns within the District when an individual believes the Board or its employees or agents have violated the individual's rights under state or federal law or Board policy. Complaints against a building administrator shall be filed with the Superintendent. Complaints against the Superintendent or District administrator shall be filed with the Board. Attempts to bypass this Uniform Complaint Procedure at any of its Levels shall be redirected by District officials at the appropriate Level.

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

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

Level 1: Informal

An individual with a complaint is first encouraged should discuss it with the appropriate employee or building administrator with the objective of resolving the matter promptly and informally in accordance with requirements of Policy 2158. If such resolution is not possible, the individual may choose to file a formal written complaint in accordance with specifications at Level 2. An exception to attempts at informal resolution is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint, including the complaining individual's position to assert legal rights; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. The written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident. The applicability of the deadline is subject to review by the Superintendent to ensure the intent of this uniform complaint procedure is honored.

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

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

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

recommendation with the Administrator for decision. Appeal of a decision in a disability complaint will be handled in accordance with this policy.

Level 3: Superintendent

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

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

Level 4: The Board

Upon written appeal of a complaint alleging a violation the individual's rights under state or federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board may consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting, (2) appoint an appeals panel of not less than three trustees to hear the appeal and make a recommendation to the Board, or (3) respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Administrative Rules of Montana References

10.55.701

Description

Board of Trustees

United States Constitution References

First Amendment

Description

Right to petition the Government for a redress of grievances

United States Code References

20 U.S.C. 1681, et seq.

Description

Title IX of the Education Amendments of 1972

29 USC 701, et seq

Section 504 of the Rehabilitation Act

42 USC 12101, et seq.

Title II of the Americans with Disabilities Act of 1990

Cross References

1400

Description

Board Meetings

1420

School Board Meeting Procedure

1420-NF(1)

School Board Meeting Procedure - Notice Regarding Public Comment

2309

Library Materials

2310

Selection of Library Materials

2310-P(1)

Selection of Library Materials - Procedure

2311

Instructional Materials

2311-P(1)

Instructional Materials - Procedure

2314

Learning Materials Review

2330

Controversial Issues and Academic Freedom

3125	Education of Homeless Children
3125-NF(1)	Education of Homeless Children - McKinney-Vento Homeless Education Assistance Dispute Resolution Form
3210	Equal Educational Opportunity, Nondiscrimination and Sex Equity
3225	Sexual Harassment of Students
3225-P(1)	Sexual Harassment of Students - Procedure
3225-NF(1)	Sexual Harassment of Students - Sexual Harassment Reporting/Intake Form for Students
3226	Bullying
4310	Public Complaints and Suggestions
4316	Accommodating Individuals With Disabilities
5002	Accommodating Individuals With Disabilities
5010	Equal Employment Opportunity, Nondiscrimination, and Sex Equity
5125	Whistle Blowing and Retaliation

Policy 2050: Innovative Student Instruction

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Innovative Student Instruction

The School District has adopted the protocols outlined in this policy to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources. The District administration or designated personnel are authorized to implement this policy.

As outlined in District Policy 2100, and except for students determined by the School District to be proficient using School District assessments, the adopted calendar has a minimum number of 360 hours for a half-time kindergarten program; 720 aggregate instructional hours for students in full-time kindergarten through third grade; 1,080 hours for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade. Students enrolled on a part-time basis will have ANB calculated consistent with Policy 3121 and Policy 3150.

The School District may satisfy the aggregate number of hours through any combination of onsite, offsite, and online instruction. The District administration is directed to ensure that all students are offered access to the complete range of educational programs and services for the education program required by the accreditation standards adopted by the Montana Board of Public Education.

For the purposes of this policy and the School District's calculation of ANB under Policy 3121 and "aggregate hours of instruction" within the meaning of that term in Montana law, the term "instruction" shall be construed as being synonymous with and in support of the broader goals of "learning" and full development of educational potential as set forth in Article X, section 1 of the Montana Constitution. Instruction includes innovative teaching strategies that focus on student engagement for the purposes of developing a students' interests, passions, and strengths. The term instruction shall include any directed, distributive, collaborative and/or experiential learning activity provided, supervised, guided, facilitated, work based, or coordinated by the teacher of record in a given course that is done purposely to achieve content proficiency and facilitate the learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full educational potential of each child.

Staff shall calculate the number of hours students have received instruction as defined in this policy and Policy 3121 through a combined calculation of services received onsite at the school or services provided or accessed at offsite or online instructional settings including, but not limited to, any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent-assisted learning opportunities, and other educational efforts undertaken by the staff and students that can be given for grade or credit. Staff shall report completed hours of instruction as defined in this policy to the supervising teacher, building principal, or district administrator for final calculation.

In order to comply with the requirements of the calendar, District Policy and Section 20-1-301, MCA, the District shall implement the instructional schedules and methods identified in this policy.

Remote Instruction Delivered by District Staff Offsite Instruction

The Board of Trustees authorizes offsite remote instruction of students by District staff in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for a school year. Remote instruction is pupil instruction that occurs through virtual learning processes incorporating distance and online learning methods that best prepare pupils to meet desired learning outcomes. Offsite delivery methods Remote Instruction shall include a complete range of educational services offered by the School District and shall comply with the requirements of applicable statutes. Students completing course work through an offsite remote instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting.

Remote

Offsite instruction is available to students:

- meeting the residency requirements for that district as provided in 1-1-215;
- living in the district and eligible for educational services under the Individuals With Disabilities Education Act or under 29 U.S.C. 794; or

- attending school in the district under a mandatory attendance agreement as provided in 20-5-321;
- seeking remote instruction in the nearest district when the pupil's district of residence does not provide remote or in-person instruction in an equivalent course. A course is not equivalent if the course does not provide the same level of advantage on successful completion, including but not limited to dual credit, advanced placement, and career certification. The District is not required to provide remote instruction to a nonresident student if, because of class size restrictions, the accreditation of the school would be adversely impacted by providing remote instruction to the pupil.
- attending school in the nearest district offering offsite instruction that agrees to enroll the student when the student's district of residence does not provide offsite instruction in an equivalent course in which the student is enrolled. A course is not equivalent if the course does not provide the same level of advantage on successful completion, including but not limited to dual credit, advanced placement, and career certification. Attendance under this provision is subject to approval of the Trustees.
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Equivalency is defined by providing the same level of advantage on successful completion as provided in law. The superintendent or designee is authorized to collaborate with the student's district of residence on the question of equivalency, review course offerings and policies of the requesting student's district of residence to complete the comparison, and report to the Board of Trustees. In the event the student's district of residence asserts in writing its course offerings are equivalent to the District's, the Board of Trustees shall not enroll the student.

A school of a district providing remote instruction shall provide remote instruction to an out-of-district pupil under number 3 above unless, because of class size restrictions, the accreditation of the school would be adversely impacted by providing remote instruction to the pupil.

Equivalency is defined by providing the same level of advantage on successful completion as provided in law. The superintendent or designee is authorized to collaborate with the student's district of residence on the question of equivalency, review course offerings and policies of the requesting student's district of residence to complete the comparison, and report to the Board of Trustees. In the event the student's district of residence asserts in writing its course offerings are equivalent to the District's, the Board of Trustees shall not enroll the student.

A school of a district providing remote instruction shall provide remote instruction to an out-of-district pupil under number 3 above unless, because of class size restrictions, the accreditation of the school would be adversely impacted by providing remote instruction to the pupil.

The Board of Trustees authorizes the supervising teacher or district administrator to permit students to utilize remote instruction delivered by District staff ~~an offsite or online instructional setting at~~ when circumstances require. Inquiries about correspondence courses shall be governed by Policy 2167, distance learning provided by non-District staff shall be governed by Policy 2168, and Montana Digital Academy shall be governed by Policy 2170.

Offsite Instruction

Offsite instructional setting is an instructional setting that is an extension of a school of the district, located apart from the school, but within the boundaries of the district, where a school district provides for in-person pupil instruction to a student who is enrolled in the district. The Board of Trustees authorizes the supervising teacher or district administrator to utilize an offsite instructional setting at when circumstances require consistent with Board of Public Education standards. Inquiries about correspondence courses shall be governed by Policy 2167, distance learning provided by non-District staff shall be governed by Policy 2168, and Montana Digital Academy shall be governed by Policy 2170.

Proficiency-Based Learning

The Board of Trustees authorizes proficiency-based learning and ANB calculation in situations when a student demonstrates proficiency in a course area as determined by the Board of Trustees using District assessments consistent with District Policy 1005FE, or other measures approved by the Board of Trustees.

The Board of Trustees waives the minimum number of instructional hours for students who demonstrate proficiency in a course area using district assessments that include, but are not limited to, the course or class teacher's determination of proficiency as defined by the Board of Trustees. This determination shall be based on a review of the student's completed coursework, participation in course delivery, and other methods applicable to the specific course or class. The Board of Trustees authorizes the use of the proficiency determination process for students who

have selected this method of delivery, students for whom the School District is unable to document satisfaction of the required minimum aggregate number of hours through the offsite or onsite methods outlined in this policy, or other students whom School District personnel determine satisfy the definition of proficient or meeting proficiency.

This provision is based in the declaration by the Montana Legislature that any regulation discriminating against a student who has participated in proficiency-based learning is inconsistent with the Montana Constitution.

Montana Code Annotated References

	Description
20-1-101	Definitions
20-1-301	School Fiscal Year
20-6-101	Definition of elementary and high school districts
20-7-118	Offsite Provision of Educational Services
20-7-1601	Transformational Learning - Legislative Intent
20-9-311	Calculation of Average Number Belonging

Montana Constitution References

	Description
Article X, section 1	Educational Goals and Duties

Cross References

	Description
1005FE	Proficiency-Based ANB
2100	School Calendar and Day
2161	Special Education
2161-P(1)	Special Education - Procedure
2162	Section 504
2162-P(1)	Section 504 - Procedure
2166	Gifted Program
2167	Correspondence Courses
2168	Remote Instruction from Non-District Sources
2170	Digital Academy Classes
2170-P(1)	Digital Academy Classes
2221	School Emergency and Closure
2221-P(1)	School Emergency and Closure - Procedure
2375	Advancement Requirements (9-12)
2410	High School Graduation Requirements
2410-P(1)	High School Graduation Requirements
2420	Grading and Progress Report
2421	Promotion and Retention
2600	Work Based Learning
2600-NF(1)	Work Based Learning - Affiliation Agreement
3121	Enrollment and Attendance Records
3121-P(1)	Enrollment and Attendance Records
3612	District-Provided Access to Electronic Information, Services, Equipment, and Networks

3612-P(1)

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

3612-NF(1)

District-Provided Access to Electronic Information, Services, Equipment, and Networks - Student Internet Access and Equipment Use Conduct Agreement

Policy 2132: Student and Family Privacy Rights

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Student and Family Privacy Rights

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

Surveys - General

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

Surveys Created by a Third Party

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

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

Surveys Requesting Personal Information

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

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

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

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

No student in the District shall be required, as part of any applicable program, to submit to any survey, analysis, or evaluation that includes the above-noted information without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. This provision specifically documents the arrangements taken to protect student privacy in accordance with 20 USC § 1232h(c)(1)(a)(b).

Instructional Material

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

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

Collection of Personal Information From Students for Marketing Prohibited

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

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

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

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

Notification of Rights and Procedures

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

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

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

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

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

Montana Code Annotated References

40-6-701

Description

Interference with fundamental parental rights restricted

United States Code References

20 USC 1232h

Description

Protection of pupil rights

20 USC 6318

Parent and Family Engagement

Cross References

1000

Description

Legal Status, Operation and Organization

2000

Goals

2120

Curriculum and Assessment

2130

Program Evaluation and Diagnostic Tests

2158

Parent and Family Engagement and Educational Involvement

2160

Title I Parent Involvement

2160-P(1)

Title I Parent Involvement - Title I - Equivalency/Comparability

2335

Health Enhancement

2335-NF(1)

Health Enhancement - Annual Notice

2335-NF(2)

Health Enhancement - Special Notice

3410

Student Health

3600

Student Records

3600-P(1)

Student Records - Maintenance of School Student Records

3600-NF(1)

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

3600-F(1)

Student Records - Student Directory Information Notification

Policy 2140: Guidance and Counseling

Status: DRAFT

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/09/2022

The District recognizes that guidance and counseling are an important part of the total program of instruction and should be provided in accordance with state laws and regulations, District policies and procedures, and available staff and program support.

The general goal of this program is to help students achieve the greatest personal value from their educational opportunities. Such a program should:

1. Provide staff with meaningful information which can be utilized to improve educational services offered to individual students.
2. Provide students with planned opportunities to develop future career and educational plans.
3. Refer students with special needs to appropriate specialists and agencies.
4. Aid students in identifying options and making choices about their educational program.
5. Assist teachers and administrators in meeting academic, social, and emotional needs of students.
6. Provide for a follow-up of students who further their education and/or move into the workforce.
7. Solicit feedback from students, staff, and parents, for purposes of program improvement.
8. Assist students in developing a sense of belonging and self-respect.
9. Have information available about nicotine addiction services and referrals to tobacco cessation programs to students and staff.
10. Serve as a reference for alternative discipline or restorative justice programs.

All staff will encourage students to explore and develop their individual interests in all areas including but not limited to career and technical programs, academic curricula, post-secondary opportunities, community or military service, and employment options without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status.

Career Coaching

The District may utilize a career coach for educational and career counseling opportunities for students to offer opportunities for internships or apprenticeships within a community and assist students with high school course offerings, career options, occupational training, and postsecondary opportunities associated with the student's field of interest within the career technical education and K-12 career and vocational/technical education programs provided for in Title 20, chapter 7, part 3. Any career coach shall possess the necessary qualifications specified in law.

Montana Code Annotated References

49-3-203

Description

Educational, counseling, and training programs

Administrative Rules of Montana References

10.55.710

Description

Assignment of School Counseling Staff

10.55.802

Opportunity and Educational Equity

Cross References

1005FE

Description

Proficiency-Based ANB

2100

School Calendar and Day

2150

Suicide Awareness and Prevention

Policy 2158: Parent and Family Engagement and Educational Involvement

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Parent/Family Engagement and Involvement in Education

The _____ Board of Trustees believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Office of Public Instruction (OPI), the district, parents/families and the community.

This policy shall be made available to all interested individuals upon request and posted on the District's website.

Parent/Family Involvement Goals and Plan

The Board of Trustees recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote families to actively participate in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class;
2. Promote families and school staff to engage in regular, two-way meaningful communication about student learning;
3. Promote families and school staff to continuously collaborate to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
4. Empower parents to be advocates for their own and other children, to ensure that students are treated equitably and have access to learning opportunities that will support their success;
5. Encourage families and school staff to be partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; and
6. Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic participation.

The Board of Trustees, in consultation with parents, teachers administrators, and students has adopted this District plan for meeting these parent/family involvement goals ~~The district's plan for meeting these goals is to:~~

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, and laws regarding parent/family rights including:
 - Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
 - Providing access to all District policies, District handbooks, Board and Committee meeting agendas, the District grievance procedure and contact methods for District administrators and Trustees on the District's website.
 - Providing access to educational resources for parents/families to use together with their children.

- Keeping parents/families informed of the objectives of district educational and activity programs as well as of their child's participation and progress within these programs and methods to opt out of such programs and instruction consistent with parent/family rights.;
 - - Promoting parents/families and teacher cooperation in homework, attendance, and discipline.
 - Providing information about the nature and purpose of student clubs and groups meeting at the school in accordance with Policy 3233 and 3550 and methods to consent to participation or opt out of participation consistent with parent/family rights.
 - Providing explanation of rights regarding student name and pronoun use consistent with Family Educational Rights and Privacy Act and Policy 3600.
3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
 4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
 5. Perform regular evaluations of parent/family involvement at each school and at the district level.
 6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
 7. If practical, provide information in a language understandable to parents.
 8. Provide annual notification of educational opportunities of the District consistent with Montana law in the form of the student handbook, the District policy manual as posted on the District website, or other accessible format on topics which include:
 - The District's options for delivery of personalized instruction to students consistent with Policies 1015FE and 2050, the legislature's findings at Section 20-7-1601, MCA, and Article X, Section 1 of the Montana Constitution.
 - Evaluation, identification, and services provided to students with disabilities consistent with Section 20-7-411, MCA, Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Policies 2161 and 2162.
 - Admission of students to kindergarten consistent with Sections 20-5-101 and 20-7-117, MCA, and Policy 3110.
 - Proficiency based learning and other forms of personalized learning including course equivalency waiver consistent with Section 20-3-324, MCA and Policies 1005FE, 1015FE, 2050, 2410, and 3121.
 - Participation in extracurricular activities, including participation by nonpublic and home school students consistent with Section 20-5-112, MCA, and Policy 3150.
 - Access to remote instruction, including through the Montana Digital Academy pursuant to Title 20, chapter 7, part 12, non-District sources, and through other school districts as provided in Section 20-7-118, MCA, and Policies 2050, 2168, 2170, and 2167;
 - Out-of-district attendance consistent with Title 20, chapter 5, part 3 MCA and Policies 3110, 3121, and 3141.
 - early literacy targeted interventions in accordance with Title 20, MCA and Policy 1010FE.
 - Part-time enrollment of a student who is otherwise enrolled at a nonpublic or home school consistent with Section 20-5-101, MCA and Policy 3150.
 - Availability of funding to support student access to advanced opportunities, if applicable to a district consistent with Section 20-7-1506, MCA and Policy 1015FE;
 - Career and technical education pursuant to Title 20, chapter 7, part 3, including the attainment of industry-recognized credentials and work-based learning, consistent with Section 20-7-1510, MCA, and Policies 2050, 2410, and 2600.
 - Early college, dual enrollment, and running start opportunities, consistent with Section 20-9-706, MCA, and District Policy 2168 and 2410.
 - Other opportunities for school-age children through Montana public schools which parents/families and students may rely upon as specified in Policy 2140 which:
 - supprt the development of a child's full educational potential;

- assist in reducing the costs of postsecondary education and workforce preparation; and
- foster life success.

Montana Code Annotated References

40-6-701

Description

Interference with fundamental parental rights restricted

Administrative Rules of Montana References

10.55.701

Description

Board of Trustees

United States Code References

20 USC 6318

Description

Parent and Family Engagement

Cross References

2132

Description

Student and Family Privacy Rights

2160

Title I Parent Involvement

2160-P(1)

Title I Parent Involvement - Title I - Equivalency/Comparability

2335

Health Enhancement

2335-NF(1)

Health Enhancement - Annual Notice

2335-NF(2)

Health Enhancement - Special Notice

3600

Student Records

3600-P(1)

Student Records - Maintenance of School Student Records

3600-NF(1)

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

3600-F(1)

Student Records - Student Directory Information Notification

Policy 2167: Correspondence Courses

Status: DRAFT

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/09/2022

Correspondence Courses

The District will permit a student to enroll in an approved correspondence course from a school accredited by a nationally recognized accreditation program or agency as verified by the Superintendent in order that such student may include a greater variety of learning experiences within the student's educational program not covered by Policy 2168 and 2170.

The District will permit a student to enroll in an approved correspondence course from a school approved by the National University Extension Association or the Distance Education Accrediting Commission, in order that such student may include a greater variety of learning experiences within the student's educational program.

Credit for correspondence courses may be granted, provided the following requirements are met:

1. Prior permission has been granted by the Superintendent or designee and documented in a correspondence course plan that includes the details of enrollment and completion of the course; ~~principal;~~
2. The program fits the education plan submitted by the regularly enrolled student;
3. Credit is granted for the following approved schools:
 - a. ~~Schools verified by the Superintendent to be accredited by a recognized accrediting agency; Schools approved by the National University Extension Association or through one of the schools approved by the Distance Education Accrediting Commission;~~
 - b. Community colleges, vocational-technical institutes, four-(4)-year colleges and universities and state-approved private schools in the state of Montana; and
 - c. Other schools or institutions which are approved by the District after evaluation for a particular course offering.

The District shall not be obligated to pay for a student's correspondence courses unless otherwise specified in Policy 2170. Any courses the District does not pay for will not be included in the ANB calculation in accordance with Policy 3121. **OPTIONAL:** No correspondence courses are allowed that serve to supplant required coursework in grades 9-12.

Montana Code Annotated References

20-7-116
20-9-311

Description

Supervised correspondence study
Calculation of Average Number Belonging

Administrative Rules of Montana References

10.55.906

Description

High School Credit

Cross References

2050
2168
2170
2170-P(1)
2375
2410
2410-P(1)

Description

Innovative Student Instruction
Remote Instruction from Non-District Sources
Digital Academy Classes
Digital Academy Classes
Advancement Requirements (9-12)
High School Graduation Requirements
High School Graduation Requirements

Policy 2168: Remote Instruction from Non-District Sources

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Remote Instruction from Non-District Sources

For the purposes of this policy, remote instruction is pupil instruction that occurs through virtual learning processes incorporating distance and online learning methods that best prepare pupils to meet desired learning outcomes which is not delivered by District-employed staff or through Montana Digital Academy. Remote instruction authorized under this policy is distinct from remote instruction provided under Policy 2050 and Policy 2170. For purposes of this policy, "distance learning" is defined as: instruction in which students and teachers are separated by time and/or location with synchronous or asynchronous content, instruction, and communication between student and teacher (e.g., correspondence courses, online learning, videoconferencing, streaming video).

The District may authorize student use of receive and/or provide remote instruction from non-District sources distance, online, and technology-delivered learning programs, provided the following requirements are met:

1. The remote instruction distance, online, and technology-delivered learning programs and/or courses shall meet the learner expectations adopted by the District and be aligned with state content and performance standards;
2. The District shall provide a report to the Superintendent of Public Instruction, documenting how it is meeting the needs of students under the accreditation standards, who are taking a majority of courses during each grading period via remote instruction distance, online, and/or technology-delivered programs;
3. The District will provide qualified instructors and/or facilitators as described in state law and regulations ARM 10.55.907(3)(a)(b)(c);
4. The District will ensure that the remote instruction distance, online, and technology-delivered learning facilitators receive in-service training on technology-delivered instruction as described in state law and regulations ARM 10.55.907(3)(d); and
5. The District will comply with all other standards as described in applicable state laws and regulations and District Policies ARM 10.55.907(4)(5)(a-e).

The District will permit a student to enroll in an approved distance learning remote instruction course under this policy, in order that such student may include a greater variety of learning experiences within the student's educational program.

Credit for distance learning remote instruction courses under this policy may be granted, provided the following requirements are met:

1. Prior permission has been granted by the Superintendent or designee and documented in a personalized learning plan that includes the details of enrollment and completion of the course; principal;
2. The program fits the education plan submitted by the regularly enrolled student;
3. The course does not replace a required course offered by the District;
4.
 1. Remote instruction courses may be allowed to supplant required coursework in grades 6-12 if approved by the Superintendent or designee.
 1. The Superintendent or designee has verified the course is delivered from school or institution to be accredited by a nationally recognized accreditation program or agency.
5. The course is needed as credit retrieval and cannot fit into the student's schedule; and
6. Credit is granted for schools and institutions approved by the District after evaluation for a particular course offering.

The District will not be obligated to pay for a student's distance learning remote instruction courses under this policy unless required for graduation or otherwise specified in Policy 2170. Any courses the District does not pay for will not be included in the ANB calculation in accordance with Policy 3121.

The minimum aggregate hours are not required for any pupil demonstrating proficiency pursuant to 20-9-311(4)(d), MCA.

Montana Code Annotated References

20-9-311
 Title 20, Chapter 7, part 12

Description

Calculation of Average Number Belonging
 Montana digital academy

Administrative Rules of Montana References

10.55.705
 10.55.906
 10.55.907

Description

Administrative personnel
 High School Credit
 Distance, online, and technology delivered education

Cross References

2050
 2167
 2170
 2170-P(1)
 2375
 2410
 2410-P(1)
 3612

 3612-P(1)

 3612-NF(1)

Description

Innovative Student Instruction
 Correspondence Courses
 Digital Academy Classes
 Digital Academy Classes
 Advancement Requirements (9-12)
 High School Graduation Requirements
 High School Graduation Requirements
 District-Provided Access to Electronic Information, Services, Equipment, and Networks
 District-Provided Access to Electronic Information, Services, Equipment, and Networks - District-Provided Access to Electronic Information, Services, Equipment, and Networks
 District-Provided Access to Electronic Information, Services, Equipment, and Networks - Student Internet Access and Equipment Use Conduct Agreement

Policy 2170: Digital Academy Classes

Status: DRAFT

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/09/2022

Digital Academy Classes

The purpose of the Montana digital academy is to enhance the state's system of education and support the development of the full educational potential of each person consistent with the provisions of Article X, section 1(1), of the Montana constitution.

The District recognizes that the District and students enrolled on either a full time or part time basis may have a need for greater flexibility in the educational program due to funding, teacher availability, individual learning styles, health conditions, employment responsibilities, lack of success in traditional school environments or a desire for students to accelerate their learning and work at the college level before leaving high school. The District acknowledges that remote instruction online learning solutions offered by the Montana Digital Academy (MTDA) may fulfill these needs. MTDA is a specific form of remote instruction distinct from those offered in accordance with Policies 2050 and 2168.

MTDA is authorized by Montana law to charge fees for students to access offered courses. The District shall pay fees for students enrolled in an MTDA class that is required for graduation as specified in District policy or the student handbook or as determined by the Superintendent or designee. The District may charge students a reasonable fee for an MTDA course or activity not required for graduation. The Board of Trustees authorizes the Superintendent to waive the fee in cases of financial hardship. Any courses the District does not pay for will not be included in the ANB calculation in accordance with Policy 3121.

The Superintendent, and/or designees, shall be responsible for developing procedures for the MTDA online learning program that address related topics that may include but are not limited to specification and determination of graduation requirements and fee collection for classes that are not required. Further, the MTDA online learning solutions providers ensure that compliance with Montana law including:

A. MTDA courses satisfy the requirements of the MTDA Clearinghouse and empower students to become community, college, and career ready, through:

- core subject matters required under accreditation standards or adopted by the Board of Trustees;
- innovative educational programs, as defined in Section 15-30-3102, MCA; and
- proficiency-based courses under Policy 1005FE and Policy 2050.

- A. Online course providers are accredited by a nationally recognized accreditation program or agency or are approved and endorsed by the Montana Office of Public Instruction.
- B. Qualified district staff provides information and guidance to students and parents regarding the selection of appropriate MTDAonline courses to meet their needs, as well as a suitable number of MTDAonline courses in which a student may enroll consistent with Policy 2158..
- C. The curriculum requirements of the state and school district are met.
- D. All MTDAonline courses taken by the students will be approved by the administration in advance of enrollment.
- E. All teacher-led MTDAonline courses include licensed, highly qualified teachers which maximize licensure flexibility within law..

Montana Code Annotated References

Description

20-9-214	Fees
20-9-311	Calculation of Average Number Belonging
Title 20, Chapter 7, part 12	Montana digital academy

Cross References

2050

Description

Innovative Student Instruction

2167

Correspondence Courses

2168

Remote Instruction from Non-District Sources

2375

Advancement Requirements (9-12)

2410

High School Graduation Requirements

2410-P(1)

High School Graduation Requirements

3612

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

3612-P(1)

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

3612-NF(1)

District-Provided Access to Electronic Information, Services, Equipment, and Networks - Student Internet Access and Equipment Use Conduct Agreement

Procedure 2170-P(1): Digital Academy Classes

Status: DRAFT

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/09/2022

The District will permit a student to enroll in Montana Digital Academy (MDA) classes in order that such student may include a greater variety of learning experiences within the student’s educational program or enroll in a class for credit recovery. The District will allow students in grades _____ to enroll in the Montana Digital Academy program under the following conditions:

1. The student must be an enrolled student in the District.
 1. Prior permission has been granted by the principal and documented in a course plan that includes the details of enrollment and completion of the course.
 2. The program fits the education plan submitted by the regularly enrolled student.

2. A part-time student must be enrolled for a minimum of 180 aggregate hours of instruction as provided in 20-9-311(4)(a)(i). This can be an onsite or an MTDA class.

3. Determination of Montana High School Association (MHSA) eligibility will be based on eligibility rules established by MHSA. Students who wish to take MTDA classes and participate in MHSA activities must follow all extra-curricular eligibility rules.

4. The student will be required to take the class(es) during the Digital Academy course within the schedule.

OR: The student will have the option of taking the MTDA class(es) in the school building, during school time, or outside of the school building at a remote location, depending how and when such MTDA class(es) is/are offered.

5. Any MTDA course offered may be made available to a student in the discretion of the Superintendent or designee and all courses offered by MTDA shall be considered approved by the Board of Trustees for the applicable school fiscal year.

6. The District shall pay fees for students enrolled in an MTDA class that required for graduation as specified in District policy or the student handbook or as determined by the Superintendent or designee. **OPTIONAL:** Classes defined as being required for graduation include classes taken for purposes of credit recovery. **OPTIONAL:** Classes defined as being required for graduation do not include classes offered by the District onsite as determined by the Superintendent or designee and will therefore be considered an elective class, subject to a student fee as referenced in this policy.

7. The District **SELECTION OPTION:** [shall / shall not] charge students a reasonable fee for an elective MTDA course or activity not required for graduation. The Board of Trustees authorizes the Superintendent to waive the fee in cases of financial hardship.

Montana Code Annotated References

	Description
20-9-214	Fees
20-9-311	Calculation of Average Number Belonging
Title 20, Chapter 7, part 12	Montana digital academy

Cross References

	Description
2050	Innovative Student Instruction
2167	Correspondence Courses
2168	Remote Instruction from Non-District Sources
2375	Advancement Requirements (9-12)
2410	High School Graduation Requirements

2410-P(1)	High School Graduation Requirements
3612	District-Provided Access to Electronic Information, Services, Equipment, and Networks
3612-P(1)	District-Provided Access to Electronic Information, Services, Equipment, and Networks - District-Provided Access to Electronic Information, Services, Equipment, and Networks
3612-NF(1)	District-Provided Access to Electronic Information, Services, Equipment, and Networks - Student Internet Access and Equipment Use Conduct Agreement

Policy 2332: Religion and Religious Activities

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Religion and Religious Activities

In keeping with the United States and Montana Constitutions and judicial decisions, the District may not support any religion or endorse religious activity. At the same time, the District may not prohibit private religious expression by students. This policy provides direction to students and staff members about the application of these principles to student religious activity at school.

Student Prayer and Discussion

Students may pray individually or in groups and may discuss their religious views with other students, as long as they are not disruptive or coercive. The right to engage in voluntary prayer does not include the right to have a captive audience listen, to harass other students, or to force them to participate. Students may pray silently in the classroom, except when they are expected to be involved in classroom instruction or activities.

Staff Members

Staff members are representatives of the District and must “navigate the narrow channel between impairing intellectual inquiry and propagating a religious creed.” They may not encourage, discourage, persuade, dissuade, sponsor, participate in, or discriminate against a religious activity or an activity because of its religious content, when in the course of completing official duties. They must remain officially neutral toward religious expression.

Graduation Ceremonies

Graduation is an important event for students and their families. In order to assure the appropriateness and dignity of the occasion, the District sponsors and pays for graduation ceremonies and retains ultimate control over their structure and content.

District officials may not invite or permit members of the clergy to give prayers at graduation. Furthermore, District officials may not organize or agree to requests for prayer by other persons at graduation, including requests by students to open or deliver a prayer at graduation. The District may not prefer the beliefs of some students over the beliefs of others, coerce dissenters or nonbelievers, or communicate any endorsement of religion.

Baccalaureate Ceremonies

Students and their families may organize baccalaureate services, at which attendance must be entirely voluntary. Organizers of baccalaureate services may rent and have access to school facilities on the same basis as other private groups and may not receive preferential treatment. The District may not be identified as sponsoring or endorsing baccalaureate services. District funds, including paid staff time, may not be used directly or indirectly to support or subsidize any religious services.

Assemblies, Extracurricular and Athletic Events

District officials may not invite or permit members of the clergy, staff members, or outsiders to give prayers at school-sponsored assemblies and extracurricular or athletic events. District officials also may not organize or agree to student requests for prayer at assemblies and other school-sponsored events. Furthermore, prayer may not be broadcast over the school public address system, even if the prayer is nonsectarian, nonproselytizing, and initiated by students.

Student Religious Expression and Assignments

Students may express their individual religious beliefs in reports, tests, homework, and projects. Staff members should judge their work by ordinary academic standards, including substance, relevance, appearance, composition, and grammar. Student religious expression should neither be favored nor penalized.

Religion in the Curriculum

Staff members may teach students about religion in history, art, music, literature, and other subjects in which

religious influence has been and continues to be felt. However, staff members may not teach religion or advocate religious doctrine or practice. The prohibition against teaching religion extends to curricular decisions which promote religion or religious beliefs.

School programs, performances, and celebrations must serve an educational purpose. The inclusion of religious music, symbols, art, or writings is permitted, if the religious content has a historical or independent educational purpose which contributes to the objectives of the approved curriculum. School programs, performances, and celebrations cannot promote, encourage, discourage, persuade, dissuade, or discriminate against a religion or religious activity and cannot be oriented to religion or a religious holiday.

Student Religious Groups

Students may gather as non-curricular groups to discuss or promote religion in accordance with District Policy 3233.

Distribution of Religious Literature

Students may distribute religious literature to their classmates, subject to the same constitutionally acceptable restrictions the District imposes on distribution of other non-school literature. Outsiders may not distribute religious or other literature to students on school property, consistent with and pursuant to the District policy on solicitations (Policy 4321).

Religious Holidays

Staff members may teach objectively about religious holidays and about religious symbols, music, art, literature, and drama which accompany the holidays. They may celebrate the historical aspects of the holidays but may not observe them as religious events.

Montana Code Annotated References

20-1-308

Description

Religious instruction released time program

20-7-112

Sectarian publications prohibited and prayer permitted

Montana Constitution References

Article X, section 1

Description

Educational Goals and Duties

Article X, Section 7

Nondiscrimination in Education

Article, Section 5

Freedom of Religion

United States Constitution References

First Amendment

Description

Freedom of Religion

First Amendment

Establishment Clause

Cross References

2330

Description

Controversial Issues and Academic Freedom

2333

Participation in Commencement Exercises

3233

Student Use of Buildings

Policy 2450: Indian Education for All

Status: DRAFT

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/09/2022

Recognition of Native American Cultural Heritage

The District recognizes the distinct and unique cultural heritage of Native Americans and is committed in the District’s educational goals to the preservation of such heritage consistent with Article X, Section 1 (2) of the Montana Constitution.

In furtherance of the District’s educational goals, the District is committed to:

- Working cooperatively with Montana Tribes in close proximity to the District, when providing instruction, when implementing educational goals or adopting rules relating to education of students in the District;
- Periodically reviewing its curriculum to ensure the inclusion of cultural heritage of Native Americans, which will include but not necessarily be limited to:
 - Considering methods by which to provide books and materials reflecting authentic historical and contemporary portrayals of Native Americans;
 - Taking into account individual and cultural diversity and differences among students;
- Providing necessary training for school personnel, with the objective of gaining an understanding and awareness of Native American culture, which will assist the District’s staff in its relations with Native American students and parents.

The Board may require certified staff to satisfy the requirements for instruction in American Indian studies, set forth in § 20-1-503, MCA, if an Indian Education for All payment is issued to the District under Section 20-9-329, MCA.

Montana Code Annotated References

20-1-501

Description

Indian Education For All

Montana Constitution References

Article X, section 1

Description

Educational Goals and Duties

Administrative Rules of Montana References

10.55.603

Description

Curriculum and Assessment

10.55.701

Board of Trustees

Cross References

2000

Description

Goals

Policy 2600: Work Based Learning

Status: DRAFT

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/09/2022

Work Based Learning Program

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

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

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

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

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

The employer or supervisor shall complete District volunteer agreement form and satisfy a name-based and fingerprint criminal background check in accordance with District Policies 5120 and 5122. The employee and District shall also complete workers compensation insurance and general liability insurance requirements in accordance with the attached procedure in a manner consistent with the Work Based Learning opportunity provided to student.

Montana Code Annotated References

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

United States Code References

United States Code References	Description
29 USC 212	Fair Labor Standards Act

Cross References

Cross References	Description
1005FE	Proficiency-Based ANB
2050	Innovative Student Instruction
2410	High School Graduation Requirements
2410-P(1)	High School Graduation Requirements
3121	Enrollment and Attendance Records

Policy 3100: Early Enrollment Exceptional Circumstances

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Early Childhood Education Enrollment Exceptional Circumstances

It is the policy of the District to provide enhanced educational opportunities to students under the age of 5 when either individual exceptional circumstances exist and/or when Community-Based exceptional circumstances are present.

This policy shall terminate and expire on June 30, 2024, to be replaced in its entirety by a policy governing early intervention programs consistent with Chapter 608 (2023).

Prohibition: This policy cannot be used to provide what is otherwise characterized or referred to as a pre-school, pursuant to 20-7-117(2), MCA, which specifically prohibits the use of state equalization aid for preschool. This policy is intended for use to enroll students under the age of 5 when statutory criteria are met.

Exceptional Circumstances Meriting Waiver of Age Requirements for Pupils

Note: In order to adopt this policy, the board of trustees must select one or more of the characteristics identified in either Option A or Option B.

The administration shall ensure admission, enrollment and assignment of all qualifying children referenced in this policy. The administration shall place children enrolled pursuant to this policy in either a half-time or full-time kindergarten program as an integral part of the elementary school program. The administration shall also ensure provision of a free appropriate public education in the least restrictive environment possible, pursuant to terms of each student's individualized education program, for all children enrolled under this policy who are qualified for services under the Individuals with Disabilities Education Act.

The administration shall include children enrolled pursuant to this policy in the district's calculation of average number belonging (ANB) as reported to OPI.

Option A, Student-Specific Exceptional Circumstances: To be used when the board of trustees wants to define exceptional circumstances specific to the individual characteristics of each student or sub-group of students.

The Board of Trustees declares the following to be qualifying "exceptional circumstances" within the meaning of that term as used in Section 20-5-101(3), MCA, that merit waiving the age provisions of Section 20-5-101(1), MCA for qualifying children under 6 years of age. These qualifying exceptional circumstances are based on the educationally relevant factors to establish a basic system of free quality public elementary and secondary school specified in Section 20-9-309, MCA and as required by Article X, section 1, of the Montana Constitution:

Note: Each of the below should be considered separately for inclusion or exclusion in the Board's adopted policy. Note: When enrolling on the basis of an individual student's characteristics under this Option A, the District must be sure to document each qualifying student's characteristics to ensure that criteria listed in this portion of the policy can be substantiated.

1. A child at least 3 years of age with a disability qualifying the child for services under the federal Individuals with Disabilities Education Act.
2. A child who is 4 years of age or older on or before September 10 of the school year in which enrollment is to occur who:
 - a. Meets the income eligibility guidelines for free or reduced price meals under the National School Lunch Program;
 - b. Is Limited English Proficient within the meaning of Title III of the federal Elementary and Secondary Education Act;
 - c. Is Gifted and Talented within the meaning of that term as used in 20-7-901, MCA;
 - d. Is an enrolled member of a federally recognized American Indian Tribe;

- e. Is homeless as defined in 42 U.S. Code § 11302, or, as determined by the administration, exhibits other characteristics or lives in circumstances that are uncommon, unusual, atypical, rare or otherwise distinguished from ordinary or typical which place the child at risk of failing to achieve at adequate levels;
- f. Is an at-risk student as defined in Section 20-1-101(4), MCA.

Option B, Exceptional Circumstances Present in the Community: To be used only for in-district students or homeless students under the McKinney Homeless Assistance Act when the board of trustees wants to define exceptional circumstances applicable to the community's characteristics, as opposed to the individual characteristics of a particular student or sub-group of students.

The Board of Trustees declares the following to be qualifying "exceptional circumstances" within the meaning of that term as used in 20-5-101(3), that merit waiving the age provisions of 20-5-101(1), MCA for children under 6 years of age who are either 4 years of age or older on or before September 10 of the school year in which enrollment is to occur or who are at least 3 years of age with a disability qualifying the child for services under Section 504 of the Federal Rehabilitation Act of 1973 or the federal Individuals with Disabilities Education Act. These qualifying exceptional circumstances are based on the educationally relevant factors to establish a basic system of free quality public elementary and secondary school specified in Section 20-9-309, MCA and as required by Article X, section 1, of the Montana Constitution:

Note: Each of the below should be considered separately for inclusion or exclusion in the Board's adopted policy. When enrolling on the basis of demographic characteristics of the community under this Option B, The District must be sure to research and document all of the criteria incorporated into the school district's policy that is used to enroll on the basis of exceptional circumstances.

1. Homeless rates of the district's pupils as defined in 42 U.S. Code § 11302 in comparison to statewide averages;
2. Percentage of the district's pupils qualifying for services under The Federal Individuals with Disabilities Education Act in comparison to statewide averages;
3. Percentage of the district's pupils eligible for free or reduced lunch under the National School Lunch Program in comparison to statewide averages;
4. Average performance on standardized tests at the 3rd grade level in comparison to statewide averages;
5. Percentage of the district's pupils who are enrolled members of a federally recognized American Indian Tribe in comparison to statewide averages.
6. Percentage of at-risk student as defined in Section 20-1-101(4), MCA, in comparison to statewide averages.
7. Percentage of gifted and talented pupils as used in 20-7-901, MCA, in comparison to statewide averages.
8. Percentage of Limited English Proficient within the meaning of Title III of the federal Elementary and Secondary Education Act, in comparison to statewide averages.
9. The following circumstances exist within the community affecting student learning identified by the local board of trustees pursuant to Section 20-9-309(2)(h), MCA, and identified within federal law pursuant to Section 20-9-309(4)(a)(v), MCA, including but not limited to educational priorities identified within the Elementary and Secondary School Emergency Relief Fund established by American Rescue Plan Act, Public Law 117-2 and demonstrated by peer reviewed and academic studies on the impacts of community health crises:
 - a. Anticipated learning loss resulting from a public health emergency or other community disaster.
 - b. Proficiency in Basic literacy and numeracy are critical skills needed to advance learning and if not attained prior to grade 3 in the early grades, will put students at lifelong disadvantage in pursuing success in career and life.
 - c. Absence of available early childhood education opportunities in the community results in anticipated learning loss or lack of school readiness.

- d. Cost prohibitive nature of early childhood education opportunities in the community results in disparity of access that contributes to anticipated learning loss or lack of school readiness.
- e. Improved access to early childhood education opportunities in the community will encourage or expand parent entry into workforce and allow for further development of the community's economy.

The trustees shall annually review this policy based on changing circumstances pertaining to the criteria used for determination of the program. The administration is authorized to enroll students in a manner consistent with this policy and to develop procedures to implement this policy.

Montana Code Annotated References

	Description
20-4-101	Definitions
20-5-101	Admittance of child to school
20-6-501	Definition of various schools
20-9-309	Basic system of free quality public elementary and secondary schools defined – identifying educationally relevant factors – establishment of funding formula and budgetary structure – legislative review
20-9-311	Calculation of Average Number Belonging

Montana Constitution References

	Description
Article X, section 1	Educational Goals and Duties

United States Code References

	Description
20 U.S.C. 7401	English Language Acquisition, Language Enhancement, and Academic Achievement Act
42 U.S.C. 11301	McKinney-Vento Homeless Educational Assistance Act
Title 20, Chapter 33, Subchapter I	Individuals with Disabilities Education Act

Cross References

	Description
3110	Entrance, Placement, and Transfer
3110-NF(1)	Entrance, Placement, and Transfer - Education Authorization Affidavit
3121	Enrollment and Attendance Records
3121-P(1)	Enrollment and Attendance Records

Policy 3110: Entrance, Placement, and Transfer

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Entrance, Date, and Age

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

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

The trustees may at their discretion assign and admit a child to a school in the district who is under 5 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision. The trustees may also admit an individual who has graduated from high school but is not yet 19 years of age even though no special circumstances exist for waiver of the age provision of this Policy.

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

School Entrance

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

Placement

The District goal is to place students at levels and in settings that will increase the probability of student success. Developmental testing, together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent or the Board.

Children of Relocated Military Families

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

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

provision as part of the calculation of ANB.

Transfer

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

Elementary Grades (K-8)

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

Secondary Grades (9-12) Credit Transfer

A transfer of credits from any secondary school is subject to a satisfactory examination of the following:

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

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

Montana Code Annotated References

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

Administrative Rules of Montana References

	Description
10.16.3122	Local Educational Agency Responsibility for Students with Disabilities
Title 10, Chapter 55	Accreditation Standards

Cross References

	Description
2413	Credit Transfer and Assessment for Placement
3100	Early Enrollment Exceptional Circumstances
3124	Military Compact Waiver
3125	Education of Homeless Children
3125-NF(1)	Education of Homeless Children - McKinney-Vento Homeless Education Assistance Dispute Resolution Form

3141	Discretionary Nonresident Student Attendance Policy
3150	Part-Time Enrollment
3413	Student Immunization
3413-F(1)	Student Immunization - Medical Exemptions
3413-F(2)	Student Immunization - Religious Exemptions
3520	Student Fees, Fines, and Charges
3600	Student Records
3600-P(1)	Student Records - Maintenance of School Student Records
3600-NF(1)	Student Records - Notification to Parents and Students of Rights Concerning a Student's School Records
3600-F(1)	Student Records - Student Directory Information Notification
8100	Transportation

Policy 3120: Compulsory Attendance

Status: DRAFT

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/09/2022

To reach the goal of maximum educational benefits for every child requires a regular continuity of instruction, classroom participation, learning experiences, and study. Regular interaction of students with one another in classrooms and their participation in instructional activities under the tutelage of competent teachers are vital to the entire process of education. This established principle of education underlies and gives purpose to the requirement of compulsory schooling in every state in the nation. A student's regular attendance also reflects dependability and is a significant component of a student's permanent record.

Parents or legal guardians or legal custodians are responsible for seeing that their children who are age seven (7) or older before the first (1st) day of school attend school until the later of the following dates:

1. Child's sixteenth (16th) birthday; or
2. The date the child completes Completion date of the work of eighth (8th) grade.

The provisions above do not apply in the following cases:

- a. The child has been excused under one of the conditions specified in 20-5-102.
- b. The child is absent because of illness, bereavement, or other reason prescribed by the policies of the trustees.
- c. The child has been suspended or expelled under the provisions of 20-5-202.
- d. The child is excused pursuant to Section 2 of 20-5-103.
- e. (e) The child is excused pursuant to 40-6-701(1) or Policy 2158.

Compulsory attendance stated above will not apply when children:

1. Are provided with supervised correspondence or home study; or
2. Are excused because of a determination by a district judge that attendance is not in the best interests of the child; or
3. Are enrolled in a non-public or home school; or
4. Are enrolled in a school in another district or state; or
5. Are excused by the Board on a determination that attendance after age of sixteen (16) is not in the best interests of the child and the school.

Montana Code Annotated References

Description

20-1-308	Religious instruction released time program
20-5-101	Admittance of child to school
20-5-102	Compulsory enrollment and excuses
20-5-103	Compulsory Attendance and Excuses
20-5-104	Attendance officer
20-5-106	Truancy
20-5-107	Incapacitated and indigent child attendance
20-5-108	Tribal agreement with district for Indian child compulsory attendance and other agreements
20-5-202	Suspension and expulsion

Cross References

2335

2335-NF(1)

2335-NF(2)

Description

Health Enhancement

Health Enhancement - Annual Notice

Health Enhancement - Special Notice

Policy 3121: Enrollment and Attendance Records

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

A district may only include, for ANB purposes, any student who participates in pupil instruction as defined in Section 20-1-101(17), MCA and for whom ANB may be claimed under Title 20, including but not limited to an enrolled student who is:

- A resident of the district or a nonresident student admitted by trustees under a student attendance agreement and who is attending a school of the district, offsite instructional setting or remote instruction from the public schools of the district;
- Unable to attend school due to a medical reason certified by a medical doctor and receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Unable to attend school due to the student's incarceration in a facility, other than a youth detention center, and who is receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Living with a caretaker relative under Section 1-1-215, MCA;
- Receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the student's services are provided at the district's expense under an approved individual education plan supervised by the district;
- Participating in the Running Start Program at district expense under Section 20-9-706, MCA;
- Receiving education services, provided by the district, using appropriately licensed district staff at a private residential program or private residential facility licensed by the Department of Public Health and Human Services;
- Enrolled in an educational program or course provided at district expense using remote instruction electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs consistent with Policies 2050, 2168, and 2170, while attending a school of the district or any other nonsectarian offsite instructional setting with the approval of the trustees of the district
The student:
 - must meet the residency requirements for that district as provided in 1-1-215;
 - shall live in the district and must be eligible for educational services under the Individuals With Disabilities Education Act or under 29 U.S.C. 794; or
 - attend school in the district must be enrolled in the educational program or course under a mandatory attendance agreement as provided in 20-5-321; or
 - must be receiving remote instruction under 20-7-118(1)(c).
- A student enrolled on a part time basis consistent with Policy 3110, 3140, and 3121P;
- A student of the district completing work on a proficiency basis in accordance with Sections 20-9-311(4)(d) and 20-9-324(18)(b), MCA;
- A student enrolled by the Board for exceptional circumstances as defined in applicable District policies and in accordance with Section 20-5-101, MCA.
- A student gaining credit for participating in a work-based learning program pursuant to Section 20-7-1510, MCA, and Policy 2600;
- A student participating in an "innovative educational program" as defined in Section 15-30-3102, MCA;

- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under Section 20-9-707, MCA; or
- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the district under Section 20-9-707, MCA.
- A student with a disability who is over 19 years old but under 21 years of age, has been enrolled by the Board of Trustees in accordance with Policy 3110, and qualifies in accordance with Section 20-9-311(7), MCA, to remain enrolled and be served by schools, if the following criteria are satisfied:
 - the student has not graduated;
 - the student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the student's disability; and
 - the student's individualized education program has identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet one or more of the conditions for participating in offsite instruction pursuant to Section 20-7-118, MCA.

Enrollment for Purposes of Participation in Extracurricular Activities By an Unenrolled Child or Part Time Enrolled Student

The District shall include for ANB purposes a child who during the prior school year:

- a. resided in the District;
- b. was not enrolled in the District or was not enrolled full time; and
- c. completed an extracurricular activity with a duration of at least 6 weeks in accordance with Policy 3510.

Each completed extracurricular activity that, inclusive of practices and post-season tournaments, lasts 6 weeks or longer shall be counted as one-sixteenth enrollment. Each completed extracurricular activity lasting longer than 18 weeks may be counted as one-eighth enrollment. A child may not be counted as more than one full-time enrollment for ANB purposes.

For purposes of calculating ANB under this section, "extracurricular activity" means:

- a. a sport or activity sanctioned by an organization having jurisdiction over interscholastic activities, contests, and tournaments;
- b. an approved career and technical student organization, pursuant to Section 20-7-306, MCA; or
- c. a school theater production.

Homeless Youth and Foster Children

Assignment to schools shall be subject to modification when federal law applicable to students placed in foster care or students who are homeless requires that such students be educated in a "school of origin" that differs from the assigned school.

Montana Code Annotated References

Description

1-1-215	Residence - rules for determining
20-1-101	Definitions
20-3-324	Powers and duties

20-5-101	Admittance of child to school
20-5-112	Participation in extracurricular activities
20-7-1510	Credit for participating in work based learning partnerships
20-9-311	Calculation of Average Number Belonging
20-9-706	Running start program
20-9-707	Agreement with Montana youth challenge program or accredited Montana job corps program

Administrative Rules of Montana References

10.20.102

Description

Calculation of Average Number Belonging

Code of Federal Regulations References

34 CFR 300.1, et seq.

Description

Individuals with Disabilities Education Act

Cross References

2050

Description

Innovative Student Instruction

2600

Work Based Learning

2600-NF(1)

Work Based Learning - Affiliation Agreement

3100

Early Enrollment Exceptional Circumstances

3122

Attendance Policy

3123

Attendance Policy Procedure-Truancy

3150

Part-Time Enrollment

Procedure 3121-P(1): Enrollment and Attendance Records

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Average Number Belonging

Average Number Belonging (ANB) is the enrollment measure used for the State Foundation Program calculations as defined in § 20-9-311, MCA. The ANB of one year is based on the attendance records of the preceding year. Funding for districts is based on ANB, which is based on “aggregate hours” per year and must be accurate. “Aggregate hours” means the hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled.

For a child to be counted for ANB purposes:

- a. The child must meet the definition of pupil as found in § 20-1-101(11), MCA;
- b. Attending 180 to 359 aggregate hours = One-quarter time enrollment
- c. Attending 360 to 539 aggregate hours = One-half time enrollment
- d. Attending 540 to 719 aggregate hours = Three-quarter time enrollment
- e. Attending 720 aggregate hours or more = Full-time enrollment

A school district may include in its calculation of ANB a pupil who is enrolled in a program providing fewer than the required aggregate hours of pupil instruction required under subsection 20-9-311(4)(a) or (4)(b) if the pupil had demonstrated proficiency in the content ordinarily covered by the instruction as determined by the school board using district assessments. The ANB must be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency. 20-9-311(4)(d).

A pupil in kindergarten through grade 12 who is concurrently enrolled in more than one public school, program, or district may not be counted as more than one full-time pupil for ANB purposes. When a pupil is concurrently enrolled in more than one district, any fractional enrollment under 20-9-311(4)(a) must be attributed first to a pupil's nonresident district.

Homebound Students

Students who are receiving instructional services, who were in the education program and, due to medical reasons certified by a medical doctor, are unable to be present for pupil instruction, may be counted as enrolled for ANB purposes, if the student:

- a. Is enrolled and is currently receiving organized and supervised pupil instruction;
- b. Is in a home or facility which does not offer a regular educational program; and
- c. Has instructional costs during the absence, which are financed by the District's general fund.

If a homebound student does not meet the criteria set forth above, the District may request a variance through the Office of Public Instruction, for consideration of the student in the enrollment count for ANB purposes beyond the tenth (10th) day of absence.

Attendance Accounting

Days present and absent for every student are to be recorded in each building, for the purpose of informing parents of a student's attendance record.

On the first (1st) Monday in October and the first (1st) Monday in February, the number of all enrolled students (whether present or absent) by grade level and class will be recorded on the forms provided by the District. Special education children who are enrolled in special programs sixteen (16) hours or more a week will be listed separately. The Director of Special Education should be contacted to verify this count. Monthly student counts of enrolled children by grade and classroom will be provided by the office.

Montana Code Annotated References

1-1-215	Residence - rules for determining
20-1-101	Definitions
20-3-324	Powers and duties
20-5-101	Admittance of child to school
20-5-112	Participation in extracurricular activities
20-7-1510	Credit for participating in work based learning partnerships
20-9-311	Calculation of Average Number Belonging
20-9-706	Running start program
20-9-707	Agreement with Montana youth challenge program or accredited Montana job corps program

Administrative Rules of Montana References

10.20.102	Calculation of Average Number Belonging
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Code of Federal Regulations References

34 CFR 300.1, et seq.	Individuals with Disabilities Education Act
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Cross References

2050	Innovative Student Instruction
2600	Work Based Learning
2600-NF(1)	Work Based Learning - Affiliation Agreement
3100	Early Enrollment Exceptional Circumstances
3122	Attendance Policy
3123	Attendance Policy Procedure-Truancy
3150	Part-Time Enrollment

Policy 3141: Discretionary Nonresident Student Attendance Policy

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Discretionary Nonresident Student Attendance Policy

This policy shall terminate and expire on June 30, 2024, to be replaced in its entirety by a policy governing non-resident student enrollment consistent with Chapter 368 (2023).

1. Except as required by § 20-5-321, MCA, the District will admit nonresident students at its discretion.
2. The Superintendent will recommend to the Board any nonresident student admission in accordance with this policy, with the Board making the final decision on admission.
3. The District will examine a student's records from this district and other school districts before any Board approval for admission. Review of the records and decisions regarding admission cannot be inconsistent with district policies regarding nondiscrimination. Any priority among the applications shall be on a rational basis that prioritizes the quality of education for students who are residents of the district of attendance and the obligations of resident taxpayers.
4. The District will not admit nonresident students when doing so would cause the district to exceed the class size standards under 10.55.712 and 10.55.713, ARM.
5. Every nonresident student who attends District schools must reapply for admission for the succeeding school year by June 15. Admission in one school year does not infer or guarantee admission in subsequent years.
6. Nonresident students enrolled under this policy are subject to all district policies, rules, regulations on the same basis as resident students.
7. All resident students who become nonresidents because their parents or guardians move out of the District may continue attendance for the school year, barring registration in another District. At the completion of the school year, a student must apply as a nonresident student in accordance with #5.
8. [OPTIONAL] The Board will not admit any student who is expelled from another school district.
9. (OPTIONAL – Use only if the district currently charges tuition) The Board reserves the right to charge tuition for nonresident students. At its discretion, the Board may charge or waive tuition for all students whose tuition is required to be paid by one kind of entity, defined as either a parent or guardian or a school district. Any waiver of tuition will be applied equally to all students whose tuition is paid by the same kind of entity (i.e., if the District charges tuition in those circumstances where a resident district pays but waives tuition in those circumstances where a parent or guardian is responsible for tuition, the tuition waiver will be applicable to all students whose parents or guardians bear the responsibility for payment).
10. All nonresident students will be considered ineligible transportees for school transportation services (§ 20-10-101, MCA).
11. (Optional) As part of the District's strategic planning process, the Board of Trustees may adopt provisions within the plan of continuous improvement related to the following aspects of the District's facilities, operations, and compliance with accreditation standards:
 - (A) building construction standards pursuant to Title 50, chapter 60;
 - (B) capacity and ingress and egress elements, either by individual room or by school building, of any fire code authorized by Title 50, chapter 3;
 - (C) evacuation elements of the district's adopted school safety plan;
 - (D) and establish goals, standards and objectives of quality for delivery of education and related services;
 - (E) educational quality within the district for expectations related to truancy, expulsion, or suspension, as specified in state law;

20-5-314	Reciprocal attendance agreement with adjoining state or province
20-5-320	Attendance with discretionary approval
20-5-321	Attendance with mandatory approval – tuition and transportation
20-5-322	Residency determination – notification – appeal for attendance agreement
20-5-323	Tuition and transportation rates

Administrative Rules of Montana References

10.10.301B	Out-of-District Attendance Agreements
10.55.712	Class Size Elementary
10.55.713	Teacher load and class size

Description

Cross References

2161	Special Education
2161-P(1)	Special Education - Procedure
2413	Credit Transfer and Assessment for Placement
3110	Entrance, Placement, and Transfer
3110-NF(1)	Entrance, Placement, and Transfer - Education Authorization Affidavit
3125	Education of Homeless Children
3125-NF(1)	Education of Homeless Children - McKinney-Vento Homeless Education Assistance Dispute Resolution Form
7008	Nonresident Student Attendance Agreement, Tuition, and Transportation Costs.

Description

Policy 3150: Part-Time Enrollment

Status: DRAFT

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/09/2022

Part-Time Attendance

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

Criteria for accepting students for part-time enrollment are the following:

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

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

Participation in District Extracurricular Activities by Unenrolled Children

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

Montana Code Annotated References

20-5-112

Description

Participation in extracurricular activities

20-9-311

Calculation of Average Number Belonging

Cross References

Description

2333

Participation in Commencement Exercises

2410

High School Graduation Requirements

2410-P(1)

High School Graduation Requirements

2413

Credit Transfer and Assessment for Placement

3110

Entrance, Placement, and Transfer

3110-NF(1)

Entrance, Placement, and Transfer - Education Authorization Affidavit

3121

Enrollment and Attendance Records

3121-P(1)

Enrollment and Attendance Records

3510

School-Sponsored Activities

3550

Student Clubs

3550-NF(1)

Student Clubs - School District Student Club Application

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Crowdfunding Proposals

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Endowments, Gifts, and Investments

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Extra-Curricular Funds

7425-NF(1)

Extra-Curricular Funds - Class Fundraising Notice

8130

Outdoor Air Quality Restrictions

Policy 3233: Student Use of Buildings

Status: DRAFT

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/09/2022

Student Use of Buildings: Equal Access

Non-curricular groups of students not previously recognized as curricular student organization under Policy 3510 or 3550 may gather on school premises under the following guidelines without restriction on the basis of the religious, political, philosophical, or other content of the meeting. Students wishing to form curricular groups or organizations recognized by the school administration may do so in accordance with policy 3510 or 3550.

This policy shall be made available to all interested individuals upon request and posted on the District's website. Parents and families shall be provided information about the nature and purpose of student clubs and groups meeting at the school and methods to consent to participation or opt out of participation consistent with parent/family rights.

The following guidelines must be met:

1. The meeting is voluntary and student-initiated.
2. There is no sponsorship of the meeting by the school district, or its agents or employees.
3. The meeting must occur during non-instructional time on regular school days.
4. Employees or agents of the school district are present only in a capacity outside of their official duties.
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.
6. Non-school persons may not direct, conduct, control, or regularly attend activities.

Although the school assumes no sponsorship of these kinds of meetings, all meetings held on school premises must be scheduled and approved by the principal.

This policy pertains to student meetings. The school has the authority, through its agent or employees, to maintain order and discipline on school premises and to protect the well-being of students and faculty.

Montana Code Annotated References

20-5-201

Description

Duties and Sanctions

Montana Constitution References

Article II, section 6

Description

Freedom of Assembly

United States Code References

20 USC 4071

Description

Equal Access Act

United States Supreme Court References

496 U.S. 226 (1990)

Description

Board of Education v. Mergens

Cross References

2332

Description

Religion and Religious Activities

3222

Distribution and Posting of Materials

Policy 3235: Video Surveillance

Status: DRAFT

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/09/2022

The Board authorizes the use of 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 buildings, grounds, buses, and equipment. The Superintendent will approve appropriate locations for video cameras.

The Superintendent will notify staff and students, through staff and student handbooks or by other means, that video surveillance may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention. The following employees will have access to the system for monitoring, maintenance, and necessary retention:_____. Responsibilities governing access to the system will be outlined in the employee's respective job description.

All surveillance capabilities shall be implemented in accordance with the Montana Pupil Online Personal Information Privacy Act as required by Policy 3650.

OPTION 1: Video recordings will be totally without sound.

OPTION 2: It is the decision of the District that video recordings will include audio. The Superintendent will notify staff and students through staff and student handbooks or by other means that video surveillance, with audio, may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, in which video/audio surveillance may occur.

OPTION 3: If video cameras or surveillance equipment utilized in the District includes facial recognition technology, all signs and methods of notification shall include a provision regarding the use of such technology.

Policy 3310: Student Discipline

Status: DRAFT

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/09/2022

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by a school district, on a school bus, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, marijuana, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a firearm or other weapon in violation of Policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules, violating state or federal law, or not honoring regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct unless such force is determined, following investigation, to be for self-defense or defense of others as defined by law.;
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
- Records or causes to be recorded a conversation by use of a hidden electronic or mechanical device which may include any combination of audio or video that reproduces a human conversation without the knowledge of all parties to the conversation.
- Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without

authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On school grounds before, during, or after school hours or at any other time when 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.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of bullying of a staff member or student, or an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

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

Non-Disciplinary Measures

The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation, been found to have violated a School District policy, rule, or handbook provision.

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

Montana Code Annotated References

16-11-302

16-12-108

Description

Definition of tobacco and vapor products

Limitations of Marijuana Regulation Act

20-4-302	Discipline and punishment of pupils – definition of corporal punishment – penalty – defense
20-5-202	Suspension and expulsion
20-7-118	Offsite Provision of Educational Services
45-5-624	Possession of intoxicating substance
45-5-637	Possession of tobacco products
45-8-213	Privacy in communications
45-8-361	Possession of weapon in a school building

United States Code References

29 USC 701, et seq

Description

Section 504 of the Rehabilitation Act

Cross References

3225

Sexual Harassment of Students

3225-P(1)

Sexual Harassment of Students - Procedure

3225-NF(1)

Sexual Harassment of Students - Sexual Harassment Reporting/Intake Form for Students

3226

Bullying

3330

Use of Alcohol Sensor Device

3340

Extra- and Co-Curricular Alcohol, Drug, and Tobacco Use

3630

Cell Phone and Other Electronic Devices

4410

Relations With Law Enforcement and Child Protective Agencies

4411

Interrogation and Investigations Conducted by School Officials

8124

Student Conduct on Buses

8225

Tobacco Free Policy

Policy 3413: Student Immunization

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Student Immunization

The Board requires all students to present evidence of their having been immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus in the manner and with immunizing agents approved by the department. Haemophilus influenza type “b” immunization is required for students under age five (5). Upon initial enrollment, an immunization status form shall be completed by the student’s parent or guardian. The certificate shall be made a part of the student’s permanent record.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the student to the school district to which the student transfers.

Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a licensed or certified health care provider in a manner provided by Section 20-5-405, MCA. Exemptions for religious reasons must be filed in a manner provided by Section 20-5-405, MCA. The statement for an exemption shall be maintained as part of the student’s immunization record in accordance with FERPA as specified in Policy 3600P.

All students who are enrolled under an exemption and have a disease listed in this Policy, have been exposed to a disease listed in this Policy, or may be exposed to a disease listed in this Policy while attending school may be excluded from the school by the local health officer or the DPHHS until the excluding authority is satisfied that the student no longer risks contracting or transmitting that disease.

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

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

This policy and related forms shall be made available to all interested individuals upon request and posted on the District’s website to provide parents and families opportunity to be informed about immunizations required and available exemptions under state law.

This policy does not apply to or govern vaccinations against COVID-19. The Board does not require immunization against COVID-19 in order to enroll in the District in accordance with Montana law. District officials shall not inquire about the COVID-19 vaccination status of students, employees, or visitors. District officials shall not make decisions regarding access to District services for students, employees, or visitors based upon an individual’s COVID-19 vaccination status. Students enrolled in dual credit courses in accordance with District policies may be subject to distinct immunization requirements of the applicable post-secondary institution.

Montana Code Annotated References

Description

20-3-324	Powers and duties
20-5-403	Immunization required – release and acceptance of immunization records
20-5-404	Conditional Attendance
20-5-405	Medical or religious exemption
20-5-406	Immunization record
20-5-407	Rulemaking
20-5-408	Enforcement

20-5-409	Failure to immunize or claim exemption -- injunction
20-5-410	Civil penalty
49-2-312	Discrimination Based On Vaccination Status

Cross References

3110
3110-NF(1)

Description

Entrance, Placement, and Transfer
Entrance, Placement, and Transfer - Education Authorization Affidavit

Policy 3510: School-Sponsored Activities

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

School Sponsored Activities

This policy shall be made available to all interested individuals upon request and posted on the District's website. Parents and families shall be provided information about the nature and purpose of student clubs and groups meeting at the school and methods to consent to participation or opt out of participation consistent with parent/family rights.

1. Student Organizations:

- a. All curricular student clubs or organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
- b. Bylaws and rules of curricular student clubs or organizations must not be contrary to Board policy or to administrative rules and regulations.
- c. Procedures in curricular student clubs or organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.
- d. Student led and initiated non-curricular student groups may meet at school in accordance with District Policy without the sponsorship of the School District.

2. Social Events

- a. Social events must have prior approval of the administration.
- b. Social events must be held in school facilities unless approved by the Board.
- c. Social events must be chaperoned at all times.
- d. Attendance at high school social events and dances shall be limited to high school students, and middle school social events shall be limited to middle school students, unless prior permission is received from the principal.

3. Extracurricular Activities

- a. Academic and behavior eligibility rules are established by MHS rules and District policy.
- b. **OPTIONAL:** High school activities are for students enrolled in grades 8-12 or 9-12 consistent with MHS rules
- c. **OPTIONAL:** The Board authorizes the administration to consider requests to approve participation in high school activities by 8th grade students in consultation with parents at the request of the advisor or coach, consistent with this policy and MHS rules. Additional coaches or chaperons may be required at the discretion of the administration if middle school and high school students are participating together.
- d. Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school officials may decide.
- e. In establishing an interscholastic program, the Board directs the administration to:
 - i. Open all sports to all students enrolled in the District, with an equal opportunity for participation.
 - ii. Open all sports to residents of the school district and who is at least 5 years of age and not more than 19 on or before September 10 of the year in which participation in extracurricular activities is sought by such child in accordance with the provisions of this policy.
 - iii. Recommend sports activities based on interest inventories completed by the students.

4. Participation in District Extracurricular Activities by Unenrolled Children

- a. Any child identified in Section 3.c.ii of this policy who is attending a nonpublic or home school meeting the requirements of section 20-5-109:
 - i. Is eligible to seek to participate in any extracurricular activity of the District that is offered to pupils of the district who are of the same age.
 - ii. Is subject to the same standards for participation as those required of full-time pupils enrolled in the school and the same rules of any interscholastic organization of which the school of participation is a member as specified in Section 3.a. and 3.b. of this policy and any related student or activity handbook provisions.
 - iii. Will be assessed for purposes of placement, team formation and cuts using the same criteria as used for full-time pupils enrolled in the District.
- b. In cases where there is more than one school serving the same age group within District boundaries, a child under Section 4 of this policy shall be subject to the same school zone rules applicable to full-time pupils of the District. Participation for one school for one sport and another school for another sport is prohibited.
- c. The academic eligibility for extracurricular participation for a student attending a nonpublic school as specified under Section 4.a.ii of this policy shall be attested by the head administrator of the nonpublic school. No further verification shall be required.
- d. The academic eligibility for extracurricular participation for a student attending a home school as specified under Section 4.a.ii shall be attested in writing by the educator providing the student instruction with verification by the school principal for the school of participation. The verification may not include any form of student assessment.
- e. Students participating in extracurricular activities under Section 4 of this policy may be considered part-time enrollees for purposes of ANB in accordance with Policy 3150, 3121, and 3121P.

5. Designation of Athletic Teams

Unless otherwise prohibited by Policy 3210 or federal law, District sponsored athletic teams or sports designated for females, women, or girls may not be open to students who are biologically of the male sex. District sponsored athletic teams or events may be designated as one of the following based on biological sex in accordance with applicable MHSA rules, this Policy, federal law, Policy 3210, or the provisions of Section 6 of Chapter 405 (2021):

- a. males, men, or boys;
- b. females, women, or girls; or
- c. coed or mixed.

This section of this Policy is void 21 days after the date the United States Secretary of Education files a written report with the proper committees of the United States House of Representatives and the United States Senate as required by 34 CFR 100.8(c) due to the enforcement of Chapter 405 (2021).

Montana Code Annotated References

20-5-112

Description

Participation in extracurricular activities

20-9-311

Calculation of Average Number Belonging

Code of Federal Regulations References

34 CFR 100.8(c)

Description

Procedure for Effecting Compliance

Cross References

3150

3530

3550

3550-NF(1)

Description

Part-Time Enrollment

Student Fund-Raising Activities

Student Clubs

Student Clubs - School District Student Club Application

Policy 3550: Student Clubs

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

Student Clubs and Groups

The Board recognizes that student clubs are a helpful resource for schools and supports their formation. Student clubs must complete an application process. The Superintendent or designee is delegated the authority to approve or deny club applications.

This policy shall be made available to all interested individuals upon request and posted on the District's website. Parents and families shall be provided information about the nature and purpose of student clubs and groups meeting at the school and methods to consent to participation or opt out of participation consistent with parent/family rights.

Curricular Student Clubs

The Board of Trustees authorize the administration to approve and recognize curricular student clubs or organizations in a manner consistent with this policy and administrative procedure. Curricular Student clubs are those approved student clubs that directly relate to the body of courses offered by the school. Curricular student clubs that are recognized by the District are permitted to use District facilities, use the District's name, a District school's name, or a District school's team name or any logo attributable to the District, and raise and deposit funds with the District.

In order for the administration to approve and recognize a curricular student club the group must submit an application to the building administrator containing the following:

1. The organization's name and purpose.
2. The portion of the curriculum that forms the basis of the club. The portion of the curriculum that forms the basis of the club or the course offered at the school enhanced by the club's functions. This step is required for consideration as a curricular club. Applications that do not satisfy this step may be permitted to meet at the school as a non-curricular student group.
3. The staff employee designated to serve as the group's advisor.
4. The rules and procedures under which it operates.
5. A statement that the membership will adhere to applicable Board policies and administrative procedures.

The administration will report to the Board when new curricular student clubs have been approved and recognized.

Upon approval of a new curricular student club, the administration will notify the District clerk so the group may have any funds raised for its operations so designated in accordance with the District's financial practices.

Approved curricular student clubs will appear in the student handbook and other appropriate district publications. Advisors of new student clubs may be eligible for a stipend in accordance with applicable collective bargaining agreement provisions and available district resources. Approved curricular student clubs may also have limited access as designated by the administration to distribute messages through official communications of the district (e.g. intercom announcements, district newsletters, group emails, etc.).

Career and Technical Student Curricular Clubs Performance Grants

The Board of Trustees authorizes approved chapters of the follow Career and Technical Student Curricular Clubs within the District to apply for performance grants distributed by the Office of Public Instruction in accordance with Section 20-7-320, MCA:

- (a) Montana HOSA: future health professionals;
- (b) Montana BPA (business professionals of America);
- (c) Montana DECA (distributive education clubs of America);

- (d) Montana FFA (future farmers of America);
- (e) Montana TSA (technology student association);
- (f) skillsUSA Montana; and
- (g) Montana FCCLA (family, career and community leaders of America).

Any application submitted under this provision shall be reviewed and approved prior to submission by the club advisor, building principal, and superintendent or designee.

Non-Curricular Student Groups

Student-led and initiated groups of similar interests that do not meet the requirements to be an approved curricular student club as outlined in this policy shall be designated as noncurricular student groups. Noncurricular student groups include any student group that does not directly relate to the body of courses offered by the District but has a regular meeting schedule and established operational structure. District employees that are present at meetings in a supervisory capacity are not eligible for a stipend. Student meetings must be supervised by an adult. Employees or agents of the District that are present at student group meetings must only serve in a supervisory capacity.

The District approves a limited open forum, within the meaning of that term as defined U.S. Code § 4071, for non-curricular student groups to meet on school premises during non-instructional time. Noncurricular student groups wishing to conduct a meeting within this limited forum are subject to the following fair opportunity criteria, which shall be uniformly administered consistent with 20 U.S. Code § 4071:

1. All such meetings must be voluntary and student-initiated;
2. There shall be no sponsorship of the meeting by the District or its agents or employees;
3. Employees or agents of the District that are present at religious meetings must be only in a nonparticipatory capacity;
4. All meetings must not materially and substantially interfere with the orderly conduct of educational activities within the District; and
5. Nonschool persons may not direct, conduct, control, or regularly attend activities of the non-curricular student groups.

Meeting is defined as a gathering of a group of students for the purposes of discussing group beliefs or engaging in group operations. An event that does not meet this definition will be required to comply with the Community Use of District Facilities Policy and Procedure.

Fundraising

Noncurricular student groups may post notice of gatherings in accordance with Policy 3222. Noncurricular student groups may be authorized by the **[Board or administration]** to have the name of the school to appear as part of their group's name. A logo attributable to the school or District, the District's name, or the school's team name or mascot may not be used by a noncurricular group. The permission to post notice of gatherings or use the school name does not constitute sponsorship of the group by the District.

Informal Gatherings

Students are permitted to informally gather at the school in accordance with Policy 3233. Informal gatherings of students are not permitted to use the District's name, a District school's name, or a District school's team name or mascot, or any logo attributable to the District, and raise and deposit funds with the District. Informal student gatherings may not post notices or other materials in accordance with Policy 3222 but may request to post items in accordance with Policy 4331.

Financial Operations

All funds raised by recognized curricular student clubs are subject to applicable District policies regarding financial management. All funds raised by recognized curricular student clubs that are donated to the District become public funds when placed in a District account. All public funds must be monitored in accordance with state law. Deposits must be reviewed to ensure compliance with equity rules, amateur rules and appropriateness under district policy.

Funds spent by the District will be done in accordance with District purchase order policy and spending limits regardless of the source of the donation. All expenditures should be preapproved to ensure equity and auditing standards are met.

The administration is authorized to develop procedures to implement this policy.

Montana Code Annotated References

20-5-203

Description

Secret Organization Prohibited

United States Code References

20 USC 4071

Description

Equal Access Act

Cross References

3150

Description

Part-Time Enrollment

3510

School-Sponsored Activities

7225

Crowdfunding Proposals

7260

Endowments, Gifts, and Investments

7425

Extra-Curricular Funds

7425-NF(1)

Extra-Curricular Funds - Class Fundraising Notice

8132

Activity Trips

Policy 4410: Relations With Law Enforcement and Child Protective Agencies

Status: DRAFT

Original Adopted Date: 09/09/2022 | **Last Reviewed Date:** 09/09/2022

Relations With Law Enforcement and Child Protective Agencies

The staff is primarily responsible for maintaining proper order and conduct in the schools. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law, occurring during school hours or at school activities. When there is substantial threat to the health and safety of students or others, such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs, or the scheduling of events where large crowds may be difficult to handle, the law enforcement agency shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.

The District will strive to develop and maintain cooperative working relationships with the law enforcement agencies. Procedures for cooperation between law enforcement, child protective, and school authorities will be established. Such procedures will be made available to affected staff and will be periodically revised.

County or Regional Interdisciplinary Child Information and School Safety Team

The District shall participate in the _____ County or Regional interdisciplinary child information and school safety team established by the county commissioners in accordance with Section 52-2-211, MCA. This team consists of representatives by the youth court, the county attorney, the department of public health and human services, the county superintendent of schools, the sheriff, the chief of any police force, the boards of trustees and superintendents of public school districts in the County, and the department of corrections.

The purpose of the team is “to facilitate the exchange and sharing of information that one or more team members may be able to use in serving a child in the course of their professions and occupations, including but not limited to abused or neglected children, delinquent youth, and youth in need of intervention, and of information relating to issues of school safety.”

The team shall adopt a written agreement for the rules under which the team will operate, the method by which information will be shared, distributed, and managed, and any other matters necessary to the purpose and functions of the team. Any agreement created may not limit access of any team member to information and any delay in or failure to finalize an agreement may not be used by any member of the team to impede the timely exchange and sharing of information under this Policy.

The Board and Superintendent are authorized to participate in the formation of and request information from the interdisciplinary child information and school safety team regarding students in the School District. The Board and Superintendent shall utilize this authority on a regular basis to ensure the safety and security of the District.

Montana Code Annotated References

Montana Code Annotated References	Description
20-1-206	Disturbance of school - penalty
41-3-202	Action on reporting
45-8-101	Disorderly conduct
52-2-211	County interdisciplinary child information and school safety team

Cross References

Cross References	Description
3310	Student Discipline
3310-P(1)	Student Discipline - Student Risk Assessments
3310-F(1)	Student Discipline - Discipline of Students with Disabilities
4332	Conduct on School Property

Policy 8301: District Safety

Status: DRAFT

Original Adopted Date: 09/09/2022 | Last Reviewed Date: 09/09/2022

For purposes of this policy, “disaster means the occurrence or imminent threat of damage, injury, or loss of life or property”.

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents shall be posted in compliance with the Montana Safety Culture Act and the Montana Safety Act. Injuries and accidents shall be reported to the District office.

The Board has identified local hazards which may exist within the boundaries of the District include but are not limited to fire, natural disasters, intruders, weapons, and man-made disasters. The Board shall adopt a school safety plan or emergency operations plan for such hazards relating to school buildings and facilities, communications systems, and school grounds with the input from the local community and that addresses coordination, with the county or regional interdisciplinary child information and school safety team provided for in Policy 4410. The plan shall be reviewed annually.

The plan must include the following threat assessment practices:

- the adoption of a threat assessment protocol, outlining policies and procedures for implementation when there is notification of a student threat of harm to others or property; and
- an identified threat assessment team, composed of key staff, that meets at least monthly and may include behavioral threat assessment addressing students in need of academic and behavioral supports or interventions.

The board of trustees has identified the following local hazards that exist within the boundaries of its school district: [Fire, Earthquake, Avalanche, High Winds, Tornadoes, Intruders, Firearms, etc.]

The [Superintendent or designee] [building principal] shall design and incorporate drills in its school safety or emergency operations plan to address the above stated hazards. The trustees shall certify to the office of public instruction that a school safety or emergency operations plan has been adopted. ~~This plan and procedures shall be discussed and distributed to each teacher at the beginning of each school year.~~ There shall be at least eight (8) disaster drills a year in a school. All teachers shall discuss safety drill procedures with their class at the beginning of each year and shall have them posted in a conspicuous place next to the exit door. Drills must be held at different hours of the day or evening to avoid distinction between drills and actual disasters. A record shall be kept of all fire drills.

The trustees shall review the school safety or emergency operations plan periodically and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety. Once the trustees have made the certification to the office of public instruction, the trustees may transfer funds pursuant to Section 2, 20-1-401, MCA to make improvements to school safety and security.

The Superintendent shall develop safety and health standards which comply with the Montana Safety Culture Act. [Optional]: The Superintendent shall ensure District employees are provided equipment, tools, and devices designed to ensure a safe and health workplace in accordance with this policy. Failure to use the provided equipment in a suitable or timely manner may be considered a violation of District policy. If a staff member requires equipment that is not available, an employee may submit a request to the administration in accordance with established District practice.

To ensure a safe school setting and to comply with regulations governing schools in Montana, the following safety measures shall be implemented in the District:

- a. Janitorial and other storage areas that contain toxic or hazardous materials must be kept locked between periods of use. Custodial closets, boiler rooms, and other areas where hazardous or poisonous compounds are stored must be inaccessible to students.
- b. All cleaning compounds and other toxic chemicals not stored in the product container or package in which it was obtained must be stored in a labeled container that clearly identifies the product by name.
- c. Chemicals must be stored as specified by the chemical's Safety Data Sheet.

- d. The school and school site must be free of objects or conditions which create unreasonable or unnecessary dangers to health or safety.
- e. First aid kits and AEDs must be provided and stored in accessible locations that are easily identifiable to staff and trained personnel.
- f. Playground and school yards must be inspected every month by the facility manager or other school personnel and the inspection must be recorded and records kept on the school site. Inspections must be conducted using a playground safety checklist approved by DPHHS.
- g. Playground inspection results must be made available for review by the local health authority or DPHHS upon request.
- h. Periodic maintenance and repair must be performed on playground equipment according to the manufacturer's specifications. Repairs, not including the leveling of fall protection material, must be documented.
- i. Playground equipment must be maintained in a safe condition.

Montana Code Annotated References

	Description
20-1-401	Disaster drills to be conducted regularly – districts to identify disaster risks and adopt school safety plan
20-1-402	Number of disaster drills required - time of drills to vary
39-71-1501, et seq.	Montana Safety Culture Act

Administrative Rules of Montana References

	Description
37.111.812	Safety Requirements

Cross References

	Description
4301	Visitors to School
4315	Visitors and Spectator Conduct
4332	Conduct on School Property
5122	Fingerprints and Criminal Background Investigations
5122-F(1)	Fingerprints and Criminal Background Investigations - Applicants Rights and Consent to Fingerprints
8410	Operation and Maintenance of District Facilities

Form 5120-F(1): Hiring Process and Criteria - Determination Form

Status: ADOPTED

Original Adopted Date: 05/15/2001 | **Last Reviewed Date:** 05/15/2001

See PDF on the next page.

Cascade School District

Rick Miller
Superintendent

321 Central Ave. W.
P.O. Box 529
Cascade, MT 59421

Determination of Eligibility for Hire – Policy 5120F

(DATE)

RE: [NAME OF APPLICANT]

In regard to the determination of eligibility for hire/licensure; based on the minimum criteria as specified in the Cascade School District Applicant Background Check Procedure, the individual listed below:

Name	Date of Birth
------	---------------

- Meets eligibility criteria**
- Does NOT meet eligibility criteria**

Please contact Cascade School District with any questions regarding this determination or to be provided with a copy of the Cascade School District Applicant Background Check Procedure.

Determination Completed By:

Signature	Printed Name
-----------	--------------

Title	Date
-------	------

Policy 3210: Equal Educational Opportunity, Nondiscrimination and Sex Equity

Status: ADOPTED

Original Adopted Date: 03/18/2008 | **Last Reviewed Date:** 03/18/2008

Equal Educational Opportunity, Nondiscrimination, and Sex Equity

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status, No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. The Board designates the following individual to serve as the District's Title IX Coordinator:

Nichole Pieper, JH/HS Principal Michael Wilson, K1-12 Principal

321 Central Ave W, PO Box 529, Cascade, MT 59421

michael.wilson nichole.pieper@cascade.k12.mt.us(<https://simbli.eboardsolutions.com/SU/j46fl8YjixpXz5l8qYo1lw==>)

(406) 468-9383 x 106

Inquiries regarding discrimination on the basis of disability or requests for accommodation should be directed to the District Section 504 Coordinator. The Board designates the following individual to serve as the District's Section 504 Coordinator:

Nichole Pieper, JH/HS Principal Michael Wilson, K1-12 Principal

321 Central Ave W, PO Box 529, Cascade, MT 59421

michael.wilson nichole.pieper@cascade.k12.mt.us(<https://simbli.eboardsolutions.com/SU/j46fl8YjixpXz5l8qYo1lw==>)

(406) 468-9383 x 106

Any individual may file a complaint alleging violation of this policy, Policy 3200-Student Rights and Responsibilities, Policy 3225/3225P-Sexual Harassment, or Policy 3226-Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1700-Uniform Complaint Procedure.

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

Policy 3225: Sexual Harassment of Students

Status: ADOPTED

Original Adopted Date: 05/21/2001 | **Last Reviewed Date:** 07/16/2019

Sexual Harassment of Students

The District does not discriminate on the basis of sex in any education program or activity that it operates. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Nichole Pieper, JH/HS Principal Michael Wilson, K1-12 Principal

321 Central Ave W, PO Box 529, Cascade, MT 59421

michael.wilson nichole.pieper@cascade.k12.mt.us(<https://simbli.eboardsolutions.com/SU/j46f18YjixpXz5l8qYo1lw=>
[≡](#))

(406) 468-9383 x 106

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

An individual is not required to submit a report of sexual harassment involving the Title IX coordinator. In the event the Title IX Coordinator is responsible for or a witness to the alleged

harassment, the individual may report the allegations to the building principal or superintendent or other unbiased school official.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or

refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of

sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Confidentiality

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual

behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in Policy 3225P. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

Policy 5010: Equal Employment Opportunity, Nondiscrimination, and Sex Equity

Status: ADOPTED

Original Adopted Date: 05/15/2001 | **Last Reviewed Date:** 05/15/2001

Equal Employment Opportunity, Non-Discrimination, and Sex Equity

The District will provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, genetic information, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work physical or mental disability. The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the District.

Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. The Board designates the following individual to serve as the District's Title IX Coordinator:

Nichole Pieper, JH/HS Principal **Michael Wilson, K1-12 Principal**

321 Central Ave W, PO Box 529, Cascade, MT 59421

michael.wilson nichole.pieper@cascade.k12.mt.us(<https://simbli.eboardsolutions.com/SU/j46fl8YjixpXz5l8qYo1lw=≡>)

(406) 468-9383 x 106

Inquiries regarding discrimination on the basis of disability or requests for accommodation should be directed to the District Section 504 Coordinator. The Board designates the following individual to serve as the District's Section 504 Coordinator:

Nichole Pieper, JH/HS Principal **Michael Wilson, K1-12 Principal**

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michael.wilson nichole.pieper@cascade.k12.mt.us(<https://simbli.eboardsolutions.com/SU/j46fl8YjixpXz5l8qYo1lw=≡>)

(406) 468-9383 x 106

Any individual may file a complaint alleging violation of this policy, Policy 5012/512P – Sexual Harassment, or Policy 5015-Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1700-Uniform Complaint Procedure.

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

All complaints about behavior that may violate this policy shall be promptly investigated.

Retaliation against an employee who has filed a discrimination complaint, testified, or participated in any manner in a discrimination investigation or proceeding is prohibited.

Policy 5012: Sexual Harassment of Employees

Status: ADOPTED

Original Adopted Date: 05/15/2001 | **Last Reviewed Date:** 02/09/2009

Sexual Harassment of Employees

The District does not discriminate on the basis of sex in any education program or activity that it operates. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Nichole Pieper, JH/HS Principal Michael Wilson, K1-12 Principal

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michael.wilson nichole.pieper@cascade.k12.mt.us([https://simbli.eboardsolutions.com/SU/j46fl8YjixpXz5l8qYo1lw=
=\)](https://simbli.eboardsolutions.com/SU/j46fl8YjixpXz5l8qYo1lw=))

(406) 468-9383 x 106

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made using the attached form, in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator shall direct the individual to the applicable sex discrimination process for investigation.

An individual is not required to submit a report of sexual harassment involving the Title IX coordinator. In the event the Title IX Coordinator is responsible for or a witness to the alleged

harassment, the individual may report the allegations to the building principal or superintendent or other unbiased school official.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or

refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Confidentiality

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by

law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of

the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual

behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in Policy 5012P. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

SECTION XI

Student Attendance Agreements 2023-2024 School Year
 Students attending school in Cascade from out of district

RECOMMENDED APPROVALS

Helena School Dist. 7th-12th	R	BA	Grade
AE	x	x	8
TC	x	x	9
MF	x	x	7
AG	x	x	11
AK	x	x	7
BL	x		10
CM	x	x	9
CO	x	x	11
SS	x		10

Great Falls Dist. EK-12th	R	BA	Grade
JA			7
JB	x	x	7
CC	x		9
BF	x	x	10
MH	x	x	12
PH	x	x	10

AR			10
TP	x	x	K1
BP	x	x	K1
KT	x	x	7

Wolf Creek School Dist. EK-6th	R	BA	Grade
AB	x	x	3
IH	x	x	6
DL	x		1
JL	x		3
TM	x	x	4
BO	x	x	5
FS	x	x	4
LS	x	x	4
MS	x	x	5
LW			4
NW			5

Ulm School Dist. EK-8th	R	BA	Grade
KC	x	x	8
TC	x	x	5
CC	x	x	8
KC	x	x	7
KC	x	x	7
BF	x	x	7
JF	x	x	8
GG	x	x	8
RH	x	x	7
RH	x	x	5
NF	x	x	5
BS	x	x	8

Sun River Valley District	R	BA	Grade

Augusta Elem/HS School Dist.	R	BA	Grade
BG	x		8
JG	x		9

Simms Elementary School Distri	R	BA	Grade

Ulm students attend Cascade School when they are in the 9th grade
 All Helena District (Wolf Creek, Craig area) students regardless of grade need an agreement.

Cascade students attending school in another District

Great Falls Dist. EK-12th	R	BA	Grade

"x" student attendance agreement received
 R=SAA received
 BA=SAA Board Approved
 New agreement received since last Bd Mtg
 6/27/2023

APPENDIX D

Consent Agenda

Section I – Meeting Minutes

Section II – Business Claims

Section III – Student Activity Account

Section VI – Sub List

Section VII – Individual Transportation Contracts

SECTION I

Regular Meeting

DRAFT

Cascade School District 3B
Board of Trustees
June 27, 2023 - 6:00 pm

Board Members Present

High School Board

John Rumney - Chair
Iain McGregor
Ruth Mortag
Rick Cummings
Chris Wilson
Mark McKamey

Elementary Board

John Rumney - Chair
Iain McGregor
Ruth Mortag
Rick Cummings
Chris Wilson

Others Present: Levi Collins, Karsen Floerchinger, Michelle Price, Wiley Aker, Tami Snyder

John Rumney - Board Chair, called the Board of Trustees meeting to order at 6:05 pm. The Board said the Pledge of Allegiance. Mr. Rumney asked for public comment on non-agenda items. There was no public comment.

Public Comment

Chris Wilson presented certificates and a flag for the school from his deployment.

Informational

- A. Letter of Resignation - JoAnn Vinson (cook)

Staff Reports

- A. Michelle Price
 - a. SBAC Data
- B. Levi Collins, Superintendent
 - a. Interviewing candidates
 - b. Summer maintenance projects
 - c. County Transportation Meeting
- C. Karsen Floerchinger, Business Manager
 - a. General Funds are 91% expended at the end of May compared to the four-year average of 86%.
 - b. June all fund budgets.

Board Report

- A. Negotiations Committee Meeting
 - a. Ruth Mortag recapped the negotiations committee meeting.

- B. Board Evaluation
- C. Board Training Hours

New Business

- A. 2023 MTSBA Association Business Ballot
Rick Cummings moved, seconded by Ruth Mortag to approve all issues presented on the MTSBA June 2023 Ballot.
Passed unanimously.

- B. Consideration of Recommendation for Elementary Teacher, Alexis Culp
Iain McGregor moved, seconded by Chris Wilson to approve the recommendation to hire Alexis Culp as Elementary Teacher for SY2023-2024, contingent upon background check results.
Mrs. Culp will be teaching the second Kindergarten class.
Passed unanimously.

- C. Consideration of Recommendation for Food Service Supervisor, Summer Schmidt
Rick Cummings moved, seconded by Iain McGregor to approve the recommendation to hire Summer Schmidt as Food Service Supervisor for SY2023-2024, contingent upon background check results.
Ms. Schmidt is set to start working on July 8th, if all goes as planned with her moving arrangements.
Passed unanimously.

- D. Consideration of Recommendation for XCELL! Director, Alezandria Guariglia
Ruth Mortag moved, seconded by Iain McGregor to approve the recommendation to hire Alezandria Guariglia as XCELL! Director for SY2023-2024.
Passed unanimously.

- E. Consideration of Recommendation for Bus Driver, Nada Cummings
Iain McGregor moved, seconded by Chris Wilson to approve the recommendation to hire Nada Cummings as Bus Driver for SY2023-2024, pending background check results.
Passed unanimously.

- F. Consideration of Recommendation for School Bus Purchase
Mark McKamey moved, seconded by Ruth Mortag to approve the purchase of the school bus.
With the combining of several routes due to the lack of bus drivers, a bigger bus would be needed to accommodate all 60+ students on the Wolf Creek/HWY 91 route. A 77-passenger bus was recommended for purchase. It was also noted that several busses have been decommissioned and are currently listed for sale.
Passed unanimously.

- G. Consideration of Recommendation for Salary Lane Change, Lynn Formell
Rick Cummings moved, seconded by Iain McGregor to approve the request for salary lane change for Lynn Formell for SY2023-2024.
The Board discussed possible precedents that may be set if they were to grant an exception to policy for the requested salary lane change. It was discussed why the deadline was put in place, and it was determined that for the purpose of negotiations and requests for salary increases, it was a financial safeguard for the District. The board acknowledged that it is their duty to enforce the policy as written.
All opposed; motion fails.
- H. Consideration of School Safety & Rural School Issues Stipend, Levi Collins
Chris Wilson moved, seconded by Iain McGregor to approve the School Safety & Rural Schools Issue Stipend for Levi Collins for SY2023-2024.
The board inquired about the duties that were required under this stipend. The negotiations committee explained that an abundance of additional duties were now required of a school representative with the passage of the county safety levy, such as serving as an ambassador and attending meetings. In order to compensate the school representative for the additional time to perform those duties, the negotiations committee proposed an additional stipend. Levi Collins was selected as the ambassador to conduct these duties. It was discussed that the need for this stipend would be reevaluated annually. It was also proposed that these duties may be added to the Superintendent job description in the future. The stipend amount was based on a percentage of the current Superintendent salary (roughly 9%).
Passed unanimously.
- I. Consideration of K1-12 Principal Contract, Michael Wilson
Rick Cummings moved, seconded by Iain McGregor to approve the K1-12 Principal contract for Michael Wilson for SY2023-2024.
Passed unanimously.
- J. Consideration of Business Manager/District Clerk Contract, Karsen Floerchinger
Chris Wilson moved, seconded by Iain McGregor to approve the K1-12 Principal contract for Michael Wilson for SY2023-2024.
Mrs. Floerchinger negotiated a salary increase.
Passed unanimously.
- K. Consideration of Transportation Supervisor Contract, Wiley Aker
Iain McGregor moved, seconded by Mark McKamey to approve the Transportation Supervisor Contract, Wiley Aker, for SY2023-2024.
Mr. Aker negotiated the addition of district-paid health insurance at the same rate as certified staff.
Passed unanimously.

- L. Consideration of Maintenance Supervisor Contract, Bryan Smith
Mark McKamey moved, seconded by Chris Wilson to approve the Maintenance Supervisor Contract, Wiley Aker, for SY2023-2024.
Mr. Smith negotiated an hourly wage increase.
Passed unanimously.
- M. Consideration of Recommendation of Bus Routes, SY2023-2024
Mark McKamey moved, seconded by Iain McGregor to approve the Bus Routes for SY2023-2024.
The length of the routes and possible scenarios in getting kids off in a shorter period of time was discussed. A waiver for students who will be on the bus for over an hour was discussed, as well as the possibility of individual transportation contracts.
Passed unanimously.
- N. Consideration of Recommendation for Early K Program
Rick Cummings moved, seconded by Ruth Mortag to approve the Early K Program for SY2023-2024.
13 students are currently enrolled.
Passed unanimously.
- O. Consideration of Annual MSGIA Property and Liability Insurance Renewal FY2023-2024
Iain McGregor moved, seconded by Ruth Mortag to approve the MSGIA Property & Liability Insurance Renewal for FY2023-2024.
The coverage of the policy was discussed, as well as the cost.
Passed unanimously.
- P. Consideration of Annual MSGIA Workers Compensation Renewal FY2023-2024
Iain McGregor moved, seconded by Ruth Mortag to approve the MSGIA Workers Compensation Renewal for FY2023-2024.
Passed unanimously.
- Q. Consideration of Annual MTSBA Membership Renewal FY2023-2024
Rick Cummings moved, seconded by Iain McGregor to approve the MTSBA Membership Renewal for FY2023-2024.
The cost and value of the membership was discussed.
Passed unanimously.
- R. Stockmens Bank Signature Updates
Iain McGregor moved, seconded by Mark McKamey to approve the signature updates for the Stockmens Bank accounts.
Passed unanimously.
- S. Resolution to Decommission Obsolete Property

Chris Wilson moved, seconded by Iain McGregor to approve the Resolution to Decommission Obsolete Property.
Passed unanimously.

T. Resolution to Cancel Stale or Outstanding Warrants

Iain McGregor moved, seconded by Ruth Mortag to approve the recommendation to cancel the stale dated warrants as listed.
Passed unanimously.

U. Resolution to Close Activity Account, Class of 2023

Mark McKamey moved, seconded by Iain McGregor to approve the recommendation to close the Class of 2023 activity account.
Passed unanimously.

V. Resolution to Open Activity Account, Class of 2027

Iain McGregor moved, seconded by Chris Wilson to approve the recommendation to open the Class of 2027 activity account.
Passed unanimously.

W. Resolution to Transfer to Compensated Absences Fund

Rick Cummings moved, seconded by Iain McGregor to approve the recommendation to transfer year-end monies from the General Fund to the Compensated Absences Funds, as authorized by 20-9-512, MCA.
Passed unanimously.

X. Resolution to Transfer to Interlocal Agreement Fund

Ruth Mortag moved, seconded by Chris Wilson the recommendation to transfer year-end monies from the general funds to the interlocal agreement fund.
Year-end projections were presented to the board with three options:
Option 1 - transfer the largest amount of year-end monies to the interlocal fund from the general & transportation funds.
Option 2a - after filling reserves, reappropriate remaining monies to lower the tax levies.
Option 2b - after filling reserves, transfer the remaining monies to the interlocal agreement.
Rick Cummings moved to amend the motion, seconded by Ruth Mortag to transfer year-end monies from the general and transportation funds to the interlocal agreement fund, after filling reserves (option 2b). Passed unanimously.
Passed unanimously.

Y. Consent Agenda (Appendix D)

- a. Minutes of Regular Board Meeting, May 16, 2023
- b. Minutes of Organizational Board Meeting, May 16, 2023
- c. Business Claims

- d. Student Activity Account
- e. Sub List
- f. Student Attendance Agreements

Iain McGregor moved, seconded by Rick Cummings to approve the consent agenda.

Iain McGregor moved, seconded by Rick Cummings to table the student attendance agreement denial from the consent agenda. Passed unanimously.

Passed unanimously.

Board Meeting Evaluation (I)

- A. Complete evaluation and turn into Mr. Collins.

Announcements (I)

- A. Regular School Board Meeting, July 18, 2023
- B. Facilities Committee Meeting - July 6, 2023
- C. Policy Committee Meeting - TBD in July
- D. Upcoming Trainings

Adjournment (A)

At 7:42 pm Iain McGregor moved, seconded by Rick Cummings to adjourn. Passed unanimously.

John Rumney, Board Chair

ATTEST: Karsen Floerchinger, District Clerk

Date Signed _____

For additional details on items presented in the minutes of the meeting, please see the coinciding board agenda found on Cascade Public Schools' webpage:

www.cascade.k12.mt.us/District/1141-Board-Agendas-and-Packet.html

SECTION II

07/13/23
15:06:53

CASCADE PUBLIC SCHOOLS
Claim Details
For the Accounting Period: 6/23

Page: 1 of 19
Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
8364	12773S	1809 MUST	1,556.00						
3		JUNE23 06/01/23 June Retiree Insurance - CM	778.00*		289	100-1000	260	89	
4		JUNE23 06/01/23 June Retiree Insurance - LC	38.00*		289	100-1000	260	89	
5		JUNE23 06/01/23 June Retiree Insurance - RM	740.00*		289	100-1000	260	89	
8366	12774S	3987 CULLIGAN	111.00						
1		05/31/23 Water Services	51.06*		101	100-2600	452		
2		05/31/23 Water Services	59.94*		201	100-2600	452		
8367	12775S	1268 DIAMOND PRODUCTS INC.	111.30						
112		Supplies							
2		80173 05/23/23 Kitchen Supplies	32.27		112 157	910-3100	610		
3		80173 05/23/23 Kitchen Supplies	50.09*		112 158	910-3100	610		
4		80173 05/23/23 Kitchen Supplies	28.94		112 661	910-3100	610		
8368	12776S	163 ECKROTH MUSIC CO.	100.00						
1		4875525 05/30/23 MT Reading Workshop Registrat	100.00		101	100-1000	582		
8369	12777S	855 ENERGY WEST	2,251.59						
1		08/31/23 Gas - May 2023	1,095.13		101	100-2600	411		
2		08/31/23 Gas - May 2023	379.95		110	100-2600	411		
3		08/31/23 Gas - May 2023	335.25		201	100-2600	411		
4		08/31/23 Gas - May 2023	424.65*		210	100-2600	411		
5		05/31/23 Gas - May 2023	8.14*		101	100-2600	411	1	
6		05/31/23 Gas - May 2023	2.82*		110	100-2600	411	1	
7		05/31/23 Gas - May 2023	2.49*		201	100-2600	411	1	
8		05/31/23 Gas - May 2023	3.16*		210	100-2600	411	1	
8370	12778S	1836 FISHER'S TECHNOLOGY	224.95						
1		1165218 04/29/23 Printer Staples	112.47		101	100-2580	350		
2		1165218 04/29/23 Printer Staples	112.48*		201	100-2580	350		
8371	12779S	3876 HOME DEPOT PRO INSTITUTIONAL	3,579.05						
1		743310211 05/02/23 Vacuum, Floor Pad	122.40*		101	100-2600	610		
2		743310211 05/02/23 Vacuum, Floor Pad	117.60*		201	100-2600	610		
3		744236894 05/08/23 Misc Main't Supplies	305.13*		101	100-2600	610		
4		744236894 05/08/23 Misc Main't Supplies	293.16*		201	100-2600	610		
5		744783499 05/10/23 Soap	142.17*		101	100-2600	610		
6		744783499 05/10/23 Soap	136.59*		201	100-2600	610		
7		746126119 05/18/23 Kleenex	211.94*		101	100-2600	610		
8		746126119 05/18/23 Kleenex	203.62*		201	100-2600	610		
9		746126127 05/18/23 Paper Towels	265.51*		101	100-2600	610		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
10		746126127 05/18/23 Paper Towels	255.09*		201	100-2600	610		
11		747052991 05/25/23 Spray Bottles	26.52*		101	100-2600	610		
12		747052991 05/25/23 Spray Bottles	25.48*		201	100-2600	610		
13		747231082 05/25/23 Misc Main't Supplies	616.43*		101	100-2600	610		
14		747231082 05/25/23 Misc Main't Supplies	592.25*		201	100-2600	610		
15		747337327 05/26/23 Misc Main't Supplies	145.42*		101	100-2600	610		
16		747337327 05/26/23 Misc Main't Supplies	139.72*		201	100-2600	610		
17		744233545 05/08/23 CREDIT	-10.19*		101	100-2600	610		
18		744233545 05/08/23 CREDIT	-9.79*		201	100-2600	610		
8372	12780S	48 MEADOW GOLD GREAT FALLS	1,962.29						
1		460026763 05/02/23 Dairy	197.54*		112 157	910-3100	630	28	
2		460026763 05/02/23 Dairy	306.53*		112 158	910-3100	630	28	
3		460026763 05/02/23 Dairy	177.10*		112 661	910-3100	630	28	
4		10214907 05/09/23 Dairy	78.51*		112 157	910-3100	630	28	
5		10214907 05/09/23 Dairy	121.83*		112 158	910-3100	630	28	
6		10214907 05/09/23 Dairy	70.39*		112 661	910-3100	630	28	
7		460027890 05/16/23 Dairy	197.68*		112 157	910-3100	630	28	
8		460027890 05/16/23 Dairy	306.76*		112 158	910-3100	630	28	
9		460027890 05/16/23 Dairy	177.24*		112 661	910-3100	630	28	
10		460028367 05/23/23 Dairy	95.33*		112 157	910-3100	630	28	
11		460028367 05/23/23 Dairy	147.92*		112 158	910-3100	630	28	
12		460028367 05/23/23 Dairy	85.46*		112 661	910-3100	630	28	
8373	12781S	1272 NAPA AUTO PARTS	385.69						
1		845479 05/17/23 BLSTR PK Mini	39.24		110	100-2700	610		
2		845479 05/17/23 BLSTR PK Mini	39.24		210	100-2700	610		
3		840368 05/04/23 Misc Parts	153.60		110	100-2700	610		
4		840368 05/04/23 Misc Parts	153.61		210	100-2700	610		
8374	12782S	2788 NATIONAL LAUNDRY	450.02						
1		68622 05/03/23 Kitchen Supplies	19.44		112 157	910-3100	610		
2		68622 05/03/23 Kitchen Supplies	30.18*		112 158	910-3100	610		
3		68622 05/03/23 Kitchen Supplies	17.44		112 661	910-3100	610		
4		70662 05/10/23 Kitchen Supplies	39.90		112 157	910-3100	610		
5		70662 05/10/23 Kitchen Supplies	61.92*		112 158	910-3100	610		
6		70662 05/10/23 Kitchen Supplies	35.77		112 661	910-3100	610		
7		72640 05/17/23 Kitchen Supplies	25.40		112 157	910-3100	610		
8		72640 05/17/23 Kitchen Supplies	39.42*		112 158	910-3100	610		
9		72640 05/17/23 Kitchen Supplies	22.77		112 661	910-3100	610		
10		74720 05/24/23 Kitchen Supplies	45.76		112 157	910-3100	610		
11		74720 05/24/23 Kitchen Supplies	71.00*		112 158	910-3100	610		
12		74720 05/24/23 Kitchen Supplies	41.02		112 661	910-3100	610		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
8375	12783S	1691 SCHOOLHOUSE IT	4,107.08						
1		2721 06/01/23 Contract Tech Services	1,355.34		128	100-2580	355		
2		2721 06/01/23 Contract Tech Services	2,751.74		228	100-2580	355		
8376	12784S	2047 US FOODS	6,974.23						
1		5937073 05/09/23 CREDIT	-11.01		112 157	910-3100	630		
2		5937073 05/09/23 CREDIT	-17.10*		112 158	910-3100	630		
3		5937073 05/09/23 CREDIT	-9.88		112 661	910-3100	630		
4		5985829 05/17/23 CREDIT	-0.86		112 157	910-3100	630		
5		5985829 05/17/23 CREDIT	-1.34*		112 158	910-3100	630		
6		5985829 05/17/23 CREDIT	-0.77		112 661	910-3100	630		
7		3950639 05/04/23 Food	664.72		112 157	910-3100	630		
8		3950639 05/04/23 Food	1,031.47*		112 158	910-3100	630		
9		3950639 05/04/23 Food	595.96		112 661	910-3100	630		
10		3972377 05/04/23 Food	4.77		112 157	910-3100	630		
11		3972377 05/04/23 Food	7.40*		112 158	910-3100	630		
12		3972377 05/04/23 Food	4.28		112 661	910-3100	630		
13		4128657 05/11/23 Food	636.58		112 157	910-3100	630		
14		4128657 05/11/23 Food	987.79*		112 158	910-3100	630		
15		4128657 05/11/23 Food	570.72		112 661	910-3100	630		
16		4304519 05/18/23 Food	524.34		112 157	910-3100	630		
17		4304519 05/18/23 Food	813.65*		112 158	910-3100	630		
18		4304519 05/18/23 Food	470.11		112 661	910-3100	630		
19		4646397 06/01/23 Food	203.99		112 157	910-3100	630		
20		4646397 06/01/23 Food	316.53*		112 158	910-3100	630		
21		4646397 06/01/23 Food	182.88		112 661	910-3100	630		
8377	12785S	3923 US POSTAL SERVICE-CASCADE	60.22						
1		06/08/23 Postage - Bulk	25.89		101	100-2500	532		
2		06/08/23 Postage - Bulk	34.33*		201	100-2500	532		
8378	12788S	1310 BMO HARRIS COMMERCIAL CARD	10,780.66						
1		CC-813 05/26/23 HUDL Subscription	1,099.00		201	625			
HUDL					CC Accounting: 201-	-720-3500-610			
2		CC-814 05/05/23 Postage	10.92		101	625			
US POSTAL SERVICE-CASCADE					CC Accounting: 101-	-100-2500-532			
3		CC-814 05/05/23 Postage	14.48		201	625			
US POSTAL SERVICE-CASCADE					CC Accounting: 201-	-100-2500-532			
4		CC-814 05/16/23 Notary Cert Renewal	12.50		101	625			
SECRETARY OF STATE					CC Accounting: 101-	-100-2500-582			
5		CC-814 05/16/23 Notary Cert Renewal	12.50		201	625			
SECRETARY OF STATE					CC Accounting: 201-	-100-2500-582			

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
6	CC-814 05/18/23 Badger Keychains	52.22		101	625			
VISTAPRINT			CC Accounting:	101-	-100-2300-610			
7	CC-814 05/18/23 Badger Keychains	52.21		201	625			
VISTAPRINT			CC Accounting:	201-	-100-2300-610			
8	CC-814 05/23/23 Notary Stamps	44.40		101	625			
MISC. VENDOR.			CC Accounting:	101-	-100-2500-610			
9	CC-814 05/23/23 Notary Stamps	44.40		201	625			
MISC. VENDOR.			CC Accounting:	201-	-100-2500-610			
10	CC-815 05/08/23 Classroom Supplies	44.08		101	625			
AMAZON.COM			CC Accounting:	101-	-100-1000-610			
11	CC-815 05/08/23 Classroom Supplies	42.36		201	625			
AMAZON.COM			CC Accounting:	201-	-100-1000-610			
12	CC-815 05/04/23 Classroom Supplies	11.81		101	625			
AMAZON.COM			CC Accounting:	101-	-100-1000-610			
13	CC-815 05/04/23 Classroom Supplies	11.34		201	625			
AMAZON.COM			CC Accounting:	201-	-100-1000-610			
14	CC-815 05/09/23 Sick Room Supplies	5.69		101	625			
AMAZON.COM			CC Accounting:	101-	-100-1000-610			
15	CC-815 05/09/23 Sick Room Supplies	5.46		201	625			
AMAZON.COM			CC Accounting:	201-	-100-1000-610			
16	CC-815 05/10/23 Amazon Business	3.74		128	625			
AMAZON.COM			CC Accounting:	128-	-100-2500-682			
17	CC-815 05/10/23 Amazon Business	11.21		228	625			
AMAZON.COM			CC Accounting:	228-	-100-2500-682			
18	CC-815 05/15/23 HIS - Tribune Sub	27.00		201	625			
GREAT FALLS TRIBUNE			CC Accounting:	201-	-100-1000-640			
19	CC-815 05/17/23 AED Battery	229.62		101	625			
AED CENTER			CC Accounting:	101-	-100-2600-610			
20	CC-815 05/18/23 Admin Supplies	33.79		101	625			
AMAZON.COM			CC Accounting:	101-	-100-2300-610			
21	CC-815 05/18/23 Admin Supplies	32.46		201	625			
AMAZON.COM			CC Accounting:	201-	-100-2300-610			
22	CC-815 05/19/23 Admin Supplies	37.58		101	625			
AMAZON.COM			CC Accounting:	101-	-100-2600-610			
23	CC-815 05/19/23 Admin Supplies	36.11		201	625			
AMAZON.COM			CC Accounting:	201-	-100-2300-610			
24	CC-815 05/24/23 Copy Paper	96.87		101	625			
AMAZON.COM			CC Accounting:	101-	-100-1000-610			
25	CC-815 05/24/23 Copy Paper	93.08		201	625			
AMAZON.COM			CC Accounting:	201-	-100-1000-610			
26	CC-815 05/26/23 Poster Printer Print Head	274.98		101	625			
VARITRONICS, LLC			CC Accounting:	101-	-100-2580-682			
27	CC-816 05/04/23 Sup't Meeting	12.32		101	625			
MISC RESTAURANTS OUT-OF-DIST			CC Accounting:	101-	-100-2300-582			

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
28	CC-816 05/04/23 Sup't Meeting	10.08		201	625			
MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	201-	-100-2300-582			
29	CC-816 05/19/23 Staff End of Year Lunch	30.12		101	625			
SAMS CLUB			CC Accounting:	101-	-100-2400-630			
30	CC-816 05/19/23 Staff End of Year Lunch	22.73		201	625			
SAMS CLUB			CC Accounting:	201-	-100-2400-630			
31	CC-817 05/10/23 Door Locks, padlocks	16.01		101	625			
HOME DEPOT			CC Accounting:	101-	-100-2600-610			
32	CC-817 05/10/23 Door Locks, padlocks	15.38		201	625			
HOME DEPOT			CC Accounting:	201-	-100-2600-610			
33	CC-817 05/10/23 Tee Hinges	47.91		101	625			
HOME DEPOT			CC Accounting:	101-	-100-2600-610			
34	CC-817 05/10/23 Tee Hinges	46.04		201	625			
HOME DEPOT			CC Accounting:	201-	-100-2600-610			
35	CC-817 05/11/23 Popsicles	32.13		101	625			
468 MARKET			CC Accounting:	101-	-100-1000-630			
36	CC-817 05/19/23 Staff Appreciation	130.00		101	625			
MISC. VENDOR.			CC Accounting:	101-	-100-1000-610			
37	CC-818 05/08/23 Food	2.16		112	625			
WALMART			CC Accounting:	112-157-910-3100-630				
38	CC-818 05/08/23 Food	3.35		112	625			
WALMART			CC Accounting:	112-158-910-3100-630				
39	CC-818 05/08/23 Food	1.93		112	625			
WALMART			CC Accounting:	112-661-910-3100-630				
40	CC-818 05/11/23 Food	3.12		112	625			
468 MARKET			CC Accounting:	112-157-910-3100-630				
41	CC-818 05/11/23 Food	4.84		112	625			
468 MARKET			CC Accounting:	112-158-910-3100-630				
42	CC-818 05/11/23 Food	2.80		112	625			
468 MARKET			CC Accounting:	112-661-910-3100-630				
43	CC-818 05/17/23 Food	12.16		112	625			
468 MARKET			CC Accounting:	112-157-910-3100-630				
44	CC-818 05/17/23 Food	18.87		112	625			
468 MARKET			CC Accounting:	112-158-910-3100-630				
45	CC-818 05/17/23 Food	10.90		112	625			
468 MARKET			CC Accounting:	112-661-910-3100-630				
46	CC-818 05/17/23 Food	3.48		112	625			
468 MARKET			CC Accounting:	112-157-910-3100-630				
47	CC-818 05/17/23 Food	5.39		112	625			
468 MARKET			CC Accounting:	112-158-910-3100-630				
48	CC-818 05/17/23 Food	3.11		112	625			
468 MARKET			CC Accounting:	112-661-910-3100-630				
49	CC-818 05/18/23 Food	1.38		112	625			
468 MARKET			CC Accounting:	112-157-910-3100-630				

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
50	CC-818 05/18/23 Food	2.16		112 625				
468 MARKET			CC Accounting:	112-158-910-3100-630				
51	CC-818 05/18/23 Food	1.25		112 625				
468 MARKET			CC Accounting:	112-661-910-3100-630				
52	CC-818 05/19/23 Food	50.26		112 625				
WALMART			CC Accounting:	112-157-910-3100-630				
53	CC-818 05/19/23 Food	78.00		112 625				
WALMART			CC Accounting:	112-158-910-3100-630				
54	CC-818 05/19/23 Food	45.07		112 625				
WALMART			CC Accounting:	112-661-910-3100-630				
55	CC-818 05/19/23 Food	11.88		112 625				
SAMS CLUB			CC Accounting:	112-157-910-3100-630				
56	CC-818 05/19/23 Food	18.43		112 625				
SAMS CLUB			CC Accounting:	112-158-910-3100-630				
57	CC-818 05/19/23 Food	10.65		112 625				
SAMS CLUB			CC Accounting:	112-661-910-3100-630				
58	CC-818 05/22/23 Food	4.04		112 625				
WALMART			CC Accounting:	112-157-910-3100-630				
59	CC-818 05/22/23 Food	6.28		112 625				
WALMART			CC Accounting:	112-158-910-3100-630				
60	CC-818 05/22/23 Food	3.63		112 625				
WALMART			CC Accounting:	112-661-910-3100-630				
61	CC-818 05/25/23 Food	3.59		112 625				
468 MARKET			CC Accounting:	112-157-910-3100-630				
62	CC-818 05/25/23 Food	5.57		112 625				
468 MARKET			CC Accounting:	112-158-910-3100-630				
63	CC-818 05/25/23 Food	3.22		112 625				
468 MARKET			CC Accounting:	112-661-910-3100-630				
64	CC-818 06/04/23 Food	4.05		112 625				
SAMS CLUB			CC Accounting:	112-157-910-3100-630				
65	CC-818 06/04/23 Food	6.27		112 625				
SAMS CLUB			CC Accounting:	112-158-910-3100-630				
66	CC-818 06/04/23 Food	3.62		112 625				
SAMS CLUB			CC Accounting:	112-661-910-3100-630				
67	CC-819 05/05/23 Dusters	24.15		101 625				
AMAZON.COM			CC Accounting:	101- -100-2600-610				
68	CC-819 05/05/23 Dusters	23.20		201 625				
AMAZON.COM			CC Accounting:	201- -100-2600-610				
69	CC-819 05/07/23 Oil Change Kit	19.10		101 625				
AMAZON.COM			CC Accounting:	101- -100-2600-610				
70	CC-819 05/07/23 Oil Change Kit	18.35		201 625				
AMAZON.COM			CC Accounting:	201- -100-2600-610				
71	CC-819 05/08/23 Batteries	70.00		101 625				
BATTERIES + BULBS			CC Accounting:	101- -100-2600-610				

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/	Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO # Fund Org Prog-Func		
72	CC-819 05/08/23 Batteries	70.00	201 625		
	BATTERIES + BULBS		CC Accounting: 201-	-100-2600-610	
73	CC-819 05/09/23 Misc Supplies	61.16	101 625		
	AMAZON.COM		CC Accounting: 101-	-100-2600-610	
74	CC-819 05/09/23 Misc Supplies	58.77	201 625		
	AMAZON.COM		CC Accounting: 201-	-100-2600-610	
75	CC-819 05/15/23 Paper, Weed & Feed	503.02	101 625		
	SAMS CLUB		CC Accounting: 101-	-100-2300-610	
76	CC-819 05/15/23 Paper, Weed & Feed	379.48	201 625		
	SAMS CLUB		CC Accounting: 201-	-100-2300-610	
77	CC-819 05/17/23 Chromebook Sleeves	199.40	101 625		
	AMAZON.COM		CC Accounting: 101-	-100-1000-682	
78	CC-819 05/17/23 Chromebook Sleeves	191.59	201 625		
	AMAZON.COM		CC Accounting: 201-	-100-1000-682	
79	CC-819 05/25/23 DuraFoam TBar	49.46	101 625		
	AMAZON.COM		CC Accounting: 101-	-100-2600-610	
80	CC-819 05/25/23 DuraFoam TBar	47.52	201 625		
	AMAZON.COM		CC Accounting: 201-	-100-2600-610	
81	CC-819 05/26/23 Ice Maker Filter Cartridge	71.39	101 625		
	AMAZON.COM		CC Accounting: 101-	-100-2600-610	
82	CC-819 05/26/23 Ice Maker Filter Cartridge	68.59	201 625		
	AMAZON.COM		CC Accounting: 201-	-100-2600-610	
83	CC-819 05/31/23 School Outfitter	1,954.98	101 625		
	MISC. VENDOR.		CC Accounting: 101-	-100-2600-610	
84	CC-819 05/31/23 School Outfitter	1,954.98	201 625		
	MISC. VENDOR.		CC Accounting: 201-	-100-2600-610	
85	CC-820 05/08/23 S Cap	13.96	110 625		
	CITY MOTOR CO, INC		CC Accounting: 110-	-100-2700-610	
86	CC-820 05/08/23 S Cap	13.96	210 625		
	CITY MOTOR CO, INC		CC Accounting: 210-	-100-2700-610	
87	CC-820 05/31/23 Misc Parts	171.51	110 625		
	TRANSPORTATION ACCESSORY		CC Accounting: 110-	-100-2700-610	
88	CC-820 05/31/23 Misc Parts	171.50	210 625		
	TRANSPORTATION ACCESSORY		CC Accounting: 210-	-100-2700-610	
89	CC-821 05/08/23 FCS - Groceries	74.49	201 625		
	WALMART		CC Accounting: 201-	-390-1000-610	
90	CC-821 05/08/23 FCS - Groceries	64.92	201 625		
	SAMS CLUB		CC Accounting: 201-	-390-1000-610	
91	CC-821 05/08/23 FCS - Groceries	51.47	201 625		
	SMITHS		CC Accounting: 201-	-390-1000-610	
92	CC-821 05/11/23 FCS - Groceries	7.98	201 625		
	468 MARKET		CC Accounting: 201-	-390-1000-610	
93	CC-821 05/15/23 FCS - Groceries	63.68	201 625		
	468 MARKET		CC Accounting: 201-	-390-1000-610	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
94		CC-822 05/05/23 State Music Parking	4.00		201	625		
	MISC. VENDOR.							
95		CC-822 05/05/23 State Music Meal	64.49		201	625		
	MISC RESTAURANTS	OUT-OF-DIST						
96		CC-822 05/05/23 State Music Meal	50.20		201	625		
	MISC RESTAURANTS	OUT-OF-DIST						
97		CC-822 05/09/23 2nd - Literacy Games	49.12		101	625		
	TEACHERS PAY TEACHERS							
98		CC-823 05/17/23 End of Year Supplies	61.76		101	625		
	468 MARKET							
99		CC-824 05/05/23 Panini Press, Instant Pot, uti	294.54		215	625		323
	AMAZON.COM							
100		CC-824 05/05/23 Dino Digs	139.93		115	625		423
	AMAZON.COM							
101		CC-824 05/10/23 Bandanas	123.96		201	625		
	AMAZON.COM							
102		CC-824 05/10/23 K Field Trip	85.00		101	625		
	MISC. VENDOR.							
103		CC-824 05/11/23 Binder Dividers	96.75		213	625		
	AMAZON.COM							
104		CC-824 05/18/23 1st - Practice Book	25.81		101	625		
	MCGRAW-HILL							
105		CC-824 05/18/23 Apron	15.98		101	625		
	AMAZON.COM							
106		CC-824 05/21/23 5th - Cookies	11.52		101	625		
	WALMART							
107		CC-824 05/25/23 Cake	60.00		101	625		
	MISC. VENDOR.							
108		CC-824 05/25/23 HOBY Registration	225.00		215	625		90
	HOBY REGISTRATION							
109		CC-824 05/26/23 Conference Reg - EA	40.00		101	625		
	OFFICE OF PUBLIC INSTRUCTION							
8379	12787S	1564 BENEFIS HEALTH SYSTEM	70.00					
	1	06/11/23 Physical Therapy	70.00*		113	280-2100		340
8380	12789S	1157 BUG DOCTOR	166.00					
	1	3553 06/06/23 Pest Control	83.00*		101	100-2600		340
	2	3553 06/06/23 Pest Control	83.00*		201	100-2600		340

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
8381	12790S	92 CASCADE COURIER	30.00					
1		2916 06/06/23 Resolution Ad	10.20		101	100-2500	540	
2		2916 06/06/23 Resolution Ad	19.80		201	100-2500	540	
8382	12791S	2163 CENTURY LINK	121.01					
1		06/01/23 Phone Lines - June 2023	41.15		101	100-2580	531	
2		06/01/23 Phone Lines - June 2023	25.41		110	100-2580	531	
3		06/01/23 Phone Lines - June 2023	27.83		201	100-2580	531	
4		06/01/23 Phone Lines - June 2023	26.62		210	100-2580	531	
8383	12794S	1379 GREAT FALLS COLLEGE MSU	75.00					
1		23216 05/25/23 Welding Workshop	75.00*		215	451-1000	582	323
8384	12792S	1905 FOWLER, BRYNN	109.76					
1		54144-S2 05/25/23 Semester 2 TR5 Reimbursement	109.76*		110	100-2700	514	
8385	12793S	206 GENERAL DISTRIBUTING CO.	150.04					
1		1252393 05/31/23 Welding Gases	150.04		201	390-1000	610	
8386	12795S	1501 GREAT FALLS MEDICAL SERVICES	160.00					
1		34794 06/07/23 DOT Physical - MC	80.00*		110	100-2700	340	
2		34794 06/07/23 DOT Physical - MC	80.00*		210	100-2700	340	
8387	12796S	2360 JJ KELLER	58.65					
1		9107919015 03/31/23 Bus Insp SO NCR	29.33		110	100-2700	610	
2		9107919015 03/31/23 Bus Insp SO NCR	29.32		210	100-2700	610	
8388	12797S	2352 KITTLESON BAND INSTRUMENT REPAIR	340.00					
1		06/01/23 Summer Instrument Repairs	170.00		101	100-1000	610	
2		06/01/23 Summer Instrument Repairs	170.00		201	100-1000	610	
8389	12798S	400 NORTHWESTERN ENERGY	8,088.78					
1		06/07/23 Electricity - May 23	2,374.33		101	100-2600	412	
2		06/07/23 Electricity - May 23	1,741.18		110	100-2600	412	
3		06/07/23 Electricity - May 23	1,741.18		201	100-2600	412	
4		06/07/23 Electricity - May 23	2,057.75*		210	100-2600	412	
5		06/07/23 Electricity - June 23	52.31*		101	100-2600	412	1
6		06/07/23 Electricity - June 23	38.35*		110	100-2600	412	1
7		06/07/23 Electricity - June 23	38.35*		201	100-2600	412	1
8		06/07/23 Electricity - June 23	45.33*		210	100-2600	412	1

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
8390	12799S	4495 PITNEY BOWES BANK INC PURCHASE	201.00					
1		06/04/23 Postage	86.43		101	100-2500	532	
2		06/04/23 Postage	114.57*		201	100-2500	532	
8391	12800S	2731 PITNEY BOWES GLOBAL FINANCIAL	164.97					
1		3317549780 06/07/23 Postage Meter Lease	75.89*		101	100-2500	452	
2		3317549780 06/07/23 Postage Meter Lease	89.08*		201	100-2500	452	
8392	12801S	1947 POMP'S TIRE SERVICE, INC	100.00					
1		1810007940 05/15/23 Tires	50.00		110	100-2700	610	
2		1810007940 05/15/23 Tires	50.00		210	100-2700	610	
8393	12802S	1710 REPUBLIC SERVICES	1,465.30					
1		000401260 05/31/23 Disposal Services - June 23	732.65*		101	100-2600	431	
2		000401260 05/31/23 Disposal Services - June 23	732.65*		201	100-2600	431	
8394	12786S	1557 AMERICAN EXPRESS	359.16					
1		CC-825 06/02/23 NAAE Region 1 Hotel Room	359.16		215	625		323
MISC HOTELS OUT-OF-DIST					CC Accounting: 215- -451-1000-582-323			
8395	12803S	1270 WEX BANK	5,131.42					
1		89653087 05/31/23 May Fuel - Route	1,890.45		110	100-2700	624	
2		89653087 05/31/23 May Fuel - Route	1,890.44		210	100-2700	624	
3		89653087 05/31/23 May Fuel - Athletics	469.09		101	720-3500	624	
4		89653087 05/31/23 May Fuel - Athletics	469.09		201	720-3500	624	
5		89653087 05/31/23 May Fuel - Activities	206.17*		101	710-3400	624	
6		89653087 05/31/23 May Fuel - Activities	206.18		201	710-3400	624	
8396	12807S	2076 JEROME'S BAND REPAIR	2,868.00					
1		06/06/23 Instrument Repairs	1,434.00*		101	100-1000	440	
2		06/06/23 Instrument Repairs	1,434.00*		201	100-1000	440	
8397	12808S	3233 KEN'S REFRIGERATION	1,439.22					
1		26622 06/22/23 Evaporator Replaement	647.65*		112 158	910-3100	440	
2		26622 06/22/23 Evaporator Replaement	374.20*		112 661	910-3100	440	
3		26622 06/22/23 Evaporator Replaement	417.37*		112 157	910-3100	440	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
8398	12805S	733 DISTRICT 6 MUSIC FESTIVAL	406.00					
1		03/23/23 District Music Festival Regist	406.00		201	710-3400	810	
8399	12809S	1916 T-MOBILE	51.40					
1		983183271- 06/21/23 Dist House Internet - June	32.70*		128	100-2580	531	1
2		983183271- 06/21/23 Dist House Internet - June	18.70*		228	100-2580	531	1
8400	12811S	505 TOWN OF CASCADE	2,936.81					
1		06/23/23 Water/Sewer Services - June 23	876.81*		101	100-2600	421	
2		06/23/23 Water/Sewer Services - June 23	678.82*		110	100-2600	421	
3		06/23/23 Water/Sewer Services - June 23	565.69*		201	100-2600	421	
4		06/23/23 Water/Sewer Services - June 23	707.11*		210	100-2600	421	
5		06/23/23 Water/Sewer Services - June 23	33.59*		101	100-2600	421	1
6		06/23/23 Water/Sewer Services - June 23	26.01*		110	100-2600	421	1
7		06/23/23 Water/Sewer Services - June 23	21.68*		201	100-2600	421	1
8		06/23/23 Water/Sewer Services - June 23	27.10*		210	100-2600	421	1
8401	12810S	1861 THRIVE PASS	133.00					
1		CSD_May 06/09/23 Dist Ins Share	133.00*		101	100-1000	260	
8402	12812S	541 UNIVERSAL ATHLETIC, LLC	1,993.49					
1		0035968 11/27/22 Basketballs	416.64*		101	720-3500	610	
2		0044435 06/08/23 JH BB Jerseys	1,424.98*		101	720-3500	610	
3		0044508 06/17/23 Staff Shirts	151.87*		101	100-2300	610	
8403	12813S	2047 US FOODS	1,550.68					
1		4822222 06/08/23 Food	115.47		112 157	910-3100	630	
2		4822222 06/08/23 Food	179.18*		112 158	910-3100	630	
3		4822222 06/08/23 Food	103.52		112 661	910-3100	630	
4		5001374 06/15/23 Food	168.96		112 157	910-3100	630	
5		5001374 06/15/23 Food	262.17*		112 158	910-3100	630	
6		5001374 06/15/23 Food	151.48		112 661	910-3100	630	
7		5174827 06/22/23 Food	165.27		112 157	910-3100	630	
8		5174827 06/22/23 Food	256.46*		112 158	910-3100	630	
9		5174827 06/22/23 Food	148.17		112 661	910-3100	630	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
8404	12806S	1501 GREAT FALLS MEDICAL SERVICES	160.00					
1		34924 06/26/23 DOT Physical - Cummings	80.00*		110	100-2700	340	
2		34924 06/26/23 DOT Physical - Cummings	80.00*		210	100-2700	340	
8405	12804S	1953 BROWN, AMANDA	750.00					
1		1 04/14/23 CPR/First Aid/AED Class/Card	375.00*		101	100-1000	330	
2		1 04/14/23 CPR/First Aid/AED Class/Card	375.00*		201	100-1000	330	
8406	12814S	1809 MUST	1,586.00					
3		JULY23 07/01/23 July Retiree Insurance - CM	794.00*		289	100-1000	260	89
4		JULY23 07/01/23 July Retiree Insurance - LC	38.00*		289	100-1000	260	89
5		JULY23 07/01/23 July Retiree Insurance - RM	754.00*		289	100-1000	260	89
8407	12815S	2372 ALLIANT	40.00					
1		2301452 05/15/23 Notary Bond	20.00*		101	100-2500	810	
2		2301452 05/15/23 Notary Bond	20.00*		201	100-2500	810	
8408	12818S	855 ENERGY WEST	1,195.05					
1		06/28/23 Gas - June 2023	579.97		101	100-2600	411	
2		06/28/23 Gas - June 2023	201.22		110	100-2600	411	
3		06/28/23 Gas - June 2023	177.54		201	100-2600	411	
4		06/28/23 Gas - June 2023	224.89*		210	100-2600	411	
5		06/28/23 Gas - June 2023	5.61*		101	100-2600	411	1
6		06/28/23 Gas - June 2023	1.94*		110	100-2600	411	1
7		06/28/23 Gas - June 2023	1.71*		201	100-2600	411	1
8		06/28/23 Gas - June 2023	2.17*		210	100-2600	411	1
8409	12820S	3876 HOME DEPOT PRO INSTITUTIONAL	720.49					
1		747564698 05/30/23 Paint, Goo Gone, Soap	202.83*		101	100-2600	610	
2		747564698 05/30/23 Paint, Goo Gone, Soap	194.88*		201	100-2600	610	
3		748964095 06/07/23 Paint, Misc Supplies	164.62*		101	100-2600	610	
4		748964095 06/07/23 Paint, Misc Supplies	158.16*		201	100-2600	610	
8410	12821S	1705 JOHNSON CONTROLS FIRE PROTECTION	1,435.97					
1		23599904 06/27/23 Fire Alarm Inspection	717.98*		101	100-2600	340	
2		23599904 06/27/23 Fire Alarm Inspection	717.99*		201	100-2600	340	

* ... Over spent expenditure

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
8411	12822S	48 MEADOW GOLD GREAT FALLS	441.36					
1		460028926 06/02/23 Dairy	49.36*		112 157	910-3100	630	27
2		460028926 06/02/23 Dairy	76.60*		112 158	910-3100	630	27
3		460028926 06/02/23 Dairy	44.26*		112 661	910-3100	630	27
4		10350311 06/06/23 Dairy	78.63*		112 157	910-3100	630	27
5		10350311 06/06/23 Dairy	122.01*		112 158	910-3100	630	27
6		10350311 06/06/23 Dairy	70.50*		112 661	910-3100	630	27
8412	12824S	2788 NATIONAL LAUNDRY	134.12					
1		78790 06/07/23 Kitchen Supplies	19.44		112 157	910-3100	610	
2		78790 06/07/23 Kitchen Supplies	30.18*		112 158	910-3100	610	
3		78790 06/07/23 Kitchen Supplies	17.44		112 661	910-3100	610	
4		84793 06/28/23 Kitchen Supplies	19.44		112 157	910-3100	610	
5		84793 06/28/23 Kitchen Supplies	30.18*		112 158	910-3100	610	
6		84793 06/28/23 Kitchen Supplies	17.44		112 661	910-3100	610	
8413	12825S	1352 SNYDER, TAMI	300.00					
1		05/20/23 2023 Senior Frame	300.00*		201	100-1000	340	
8414	12826S	1270 WEX BANK	1,857.16					
1		90220731 06/30/23 Route Fuel - June 2023	430.63		110	100-2700	624	
2		90220731 06/30/23 Route Fuel - June 2023	430.63		210	100-2700	624	
3		90220731 06/30/23 Drivers Ed Fuel - June 2023	295.88*		218	100-1000	624	
4		90220731 06/30/23 XCELL Fuel - June 2023	425.75*		115	434-1000	582	423
5		90220731 06/30/23 Ag Fuel - June 2023	274.27*		215	451-1000	582	323
8415	12819S	206 GENERAL DISTRIBUTING CO.	145.20					
1		1263427 06/30/23 Welding Gases	145.20*		215	451-1000	610	323
8416	12823S	1272 NAPA AUTO PARTS	609.92					
1		853921 06/08/23 Alternator, Core Deposit, Belt	105.67		110	100-2700	610	
2		853921 06/08/23 Alternator, Core Deposit, Belt	105.68		210	100-2700	610	
3		854255 06/09/23 Abrasives, Blster pk Mini	20.32		110	100-2700	610	
4		854255 06/09/23 Abrasives, Blster pk Mini	20.33		210	100-2700	610	
5		860621 06/26/23 Brake Spring, Pliers, Brake Ad	113.98		110	100-2700	610	
6		860621 06/26/23 Brake Spring, Pliers, Brake Ad	113.98		210	100-2700	610	
7		860667 06/26/23 Parking Brake, Brake Pads	44.56		110	100-2700	610	
8		860667 06/26/23 Parking Brake, Brake Pads	44.56		210	100-2700	610	
9		861948 06/29/23 Core Deposit	20.42		110	100-2700	610	
10		861948 06/29/23 Core Deposit	20.42		210	100-2700	610	

* ... Over spent expenditure

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
8417	12816S	1557 AMERICAN EXPRESS	451.75					
1		CC-826 06/28/23 NAAE Update - Meal	14.35		215	625		323
		MISC RESTAURANTS OUT-OF-DIST			CC Accounting: 215-	-451-1000-582-323		
2		CC-826 06/29/23 NAAE Update - Hotel	437.40		215	625		323
		MISC HOTELS OUT-OF-DIST			CC Accounting: 215-	-451-1000-582-323		
8418	12817S	1310 BMO HARRIS COMMERCIAL CARD	16,139.11					
1		CC-828 06/14/23 MASBO Conference - Meal	3.88		101	625		
		MISC RESTAURANTS OUT-OF-DIST			CC Accounting: 101-	-100-2500-582		
2		CC-828 06/14/23 MASBO Conference - Meal	3.17		201	625		
		MISC RESTAURANTS OUT-OF-DIST			CC Accounting: 201-	-100-2500-582		
3		CC-828 06/15/23 MASBO Conference - Meal	8.80		101	625		
		MISC RESTAURANTS OUT-OF-DIST			CC Accounting: 101-	-100-2500-582		
4		CC-828 06/15/23 MASBO Conference - Meal	7.20		201	625		
		MISC RESTAURANTS OUT-OF-DIST			CC Accounting: 201-	-100-2500-582		
5		CC-828 06/15/23 MASBO Conference - Hotel	204.34		101	625		
		MISC HOTELS OUT-OF-DIST			CC Accounting: 101-	-100-2500-582		
6		CC-828 06/15/23 MASBO Conference - Hotel	167.18		201	625		
		MISC HOTELS OUT-OF-DIST			CC Accounting: 201-	-100-2500-582		
7		CC-828 06/19/23 MASBO Conference - Meal	6.87		101	625		
		MISC RESTAURANTS OUT-OF-DIST			CC Accounting: 101-	-100-2300-582		
8		CC-828 06/19/23 MASBO Conference - Meal	5.63		201	625		
		MISC RESTAURANTS OUT-OF-DIST			CC Accounting: 201-	-100-2300-582		
9		CC-828 06/19/23 MASBO Conference - Fuel	37.60		101	625		
		MISC. VENDOR.			CC Accounting: 101-	-100-2500-582		
10		CC-828 06/19/23 MASBO Conference - Fuel	37.59		201	625		
		MISC. VENDOR.			CC Accounting: 201-	-100-2500-582		
11		CC-828 06/19/23 MASBO Conference - Meal	9.13		101	625		
		MISC RESTAURANTS OUT-OF-DIST			CC Accounting: 101-	-100-2500-582		
12		CC-828 06/19/23 MASBO Conference - Meal	7.47		201	625		
		MISC RESTAURANTS OUT-OF-DIST			CC Accounting: 201-	-100-2500-582		
13		CC-828 06/26/23 MASBO Conference - Hotel	-28.05		101	625		
		MISC HOTELS OUT-OF-DIST			CC Accounting: 101-	-100-2500-582		
14		CC-828 06/26/23 MASBO Conference - Hotel	-22.95		201	625		
		MISC HOTELS OUT-OF-DIST			CC Accounting: 201-	-100-2500-582		
15		CC-829 06/09/23 Petty Cash Checks	137.10		101	625		
		MISC. VENDOR.			CC Accounting: 101-	-100-2500-610		
16		CC-829 06/12/23 Amazon Business	3.74		128	625		
		AMAZON.COM			CC Accounting: 128-	-100-2500-682		
17		CC-829 06/12/23 Amazon Business	11.21		228	625		
		AMAZON.COM			CC Accounting: 228-	-100-2500-682		
18		CC-829 06/15/23 HIS - Tribune Sub	20.44		201	625		
		GREAT FALLS TRIBUNE			CC Accounting: 201-	-100-1000-640		

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
19	CC-829 06/21/23 PC CHarge Pak	161.50		101	625			
AED CENTER			CC Accounting:	101-	-100-2600-610			
20	CC-829 06/21/23 PC CHarge Pak	161.50		201	625			
AED CENTER			CC Accounting:	201-	-100-2600-610			
21	CC-829 06/22/23 Copy Paper	96.87		101	625			
AMAZON.COM			CC Accounting:	101-	-100-1000-610			
22	CC-829 06/22/23 Copy Paper	93.08		201	625			
AMAZON.COM			CC Accounting:	201-	-100-1000-610			
23	CC-829 07/03/23 Netgear 5port Ethernet Switch	11.21		101	625			
AMAZON.COM			CC Accounting:	101-	-100-2580-682			
24	CC-829 07/03/23 Netgear 5port Ethernet Switch	10.77		201	625			
AMAZON.COM			CC Accounting:	201-	-100-2580-682			
25	CC-830 06/19/23 Chat GPT Subscription	10.00		101	625			
CHAT GPT			CC Accounting:	101-	-100-2300-682			
26	CC-830 06/19/23 Chat GPT Subscription	10.00		201	625			
CHAT GPT			CC Accounting:	201-	-100-2300-682			
27	CC-830 06/22/23 Transportation Meeting - Meal	16.91		101	625			
MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	101-	-100-2300-582			
28	CC-830 06/22/23 Transportation Meeting - Meal	13.84		201	625			
MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	201-	-100-2300-582			
29	CC-831 06/29/23 Folders	253.75		101	625			
ROCHESTER 100 INC			CC Accounting:	101-	-100-1000-610			
30	CC-831 06/30/23 4 Part Forms	94.00		101	625			
NCR FORMS			CC Accounting:	101-	-100-2400-610			
31	CC-832 06/07/23 Food	3.93		112	625			
468 MARKET			CC Accounting:	112-157-910-3100-630				
32	CC-832 06/07/23 Food	6.10		112	625			
468 MARKET			CC Accounting:	112-158-910-3100-630				
33	CC-832 06/07/23 Food	3.53		112	625			
468 MARKET			CC Accounting:	112-661-910-3100-630				
34	CC-832 06/12/23 Food	3.29		112	625			
WALMART			CC Accounting:	112-157-910-3100-630				
35	CC-832 06/12/23 Food	5.10		112	625			
WALMART			CC Accounting:	112-158-910-3100-630				
36	CC-832 06/12/23 Food	2.95		112	625			
WALMART			CC Accounting:	112-661-910-3100-630				
37	CC-832 06/20/23 Food	2.12		112	625			
468 MARKET			CC Accounting:	112-157-910-3100-630				
38	CC-832 06/20/23 Food	3.30		112	625			
468 MARKET			CC Accounting:	112-158-910-3100-630				
39	CC-832 06/20/23 Food	1.91		112	625			
468 MARKET			CC Accounting:	112-661-910-3100-630				
40	CC-833 06/08/23 Chairs - 16in (qty 32)	2,601.39		101	625			
DECKER EQUIPMENT			CC Accounting:	101-	-100-2600-610			

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
41		CC-833 06/16/23 Multiflo Water Gym Complete	681.36		101	625		
	HOUSE OF CLEAN HILLYARD			CC Accounting:	101-	-100-2600-610		
42		CC-833 06/16/23 Multiflo Water Gym Complete	681.35		201	625		
	HOUSE OF CLEAN HILLYARD			CC Accounting:	201-	-100-2600-610		
43		CC-833 06/09/23 Supplies	18.27		101	625		
	HOUSE OF CLEAN HILLYARD			CC Accounting:	101-	-100-2600-610		
44		CC-833 06/09/23 Supplies	18.26		201	625		
	HOUSE OF CLEAN HILLYARD			CC Accounting:	201-	-100-2600-610		
45		CC-833 06/12/23 Main't Training - Meal	23.34		101	625		
	MISC RESTAURANTS OUT-OF-DIST			CC Accounting:	101-	-100-2600-582		
46		CC-833 06/12/23 Main't Training - Meal	19.10		201	625		
	MISC RESTAURANTS OUT-OF-DIST			CC Accounting:	201-	-100-2600-582		
47		CC-833 06/22/23 LP Gas	29.25		101	625		
	BREEN OIL COMPANY			CC Accounting:	101-	-100-2600-610		
48		CC-833 06/22/23 LP Gas	29.25		201	625		
	BREEN OIL COMPANY			CC Accounting:	201-	-100-2600-610		
49		CC-833 07/04/23 Desks	8,738.27		101	625		
	SCHOOLSIN			CC Accounting:	101-	-100-2600-610		
50		CC-834 06/13/23 Triangle Kit Small	115.42		110	625		
	TRANSPORTATION ACCESSORY			CC Accounting:	110-	-100-2700-610		
51		CC-834 06/13/23 Triangle Kit Small	115.42		210	625		
	TRANSPORTATION ACCESSORY			CC Accounting:	210-	-100-2700-610		
52		CC-834 06/14/23 CPR - Cummings	7.48		110	625		
	NATIONAL CPR FOUNDATION			CC Accounting:	110-	-100-2700-330		
53		CC-834 06/14/23 CPR - Cummings	7.47		210	625		
	NATIONAL CPR FOUNDATION			CC Accounting:	210-	-100-2700-330		
54		CC-835 06/06/23 Project Supplies	9.95		115	625		423
	468 MARKET			CC Accounting:	115-	-434-1000-610-423		
55		CC-835 06/07/23 Project Supplies	17.94		115	625		423
	468 MARKET			CC Accounting:	115-	-434-1000-610-423		
56		CC-835 06/08/23 Quizlet Subscription	35.99		213	625		
	QUIZLET			CC Accounting:	213-	-280-1000-682		
57		CC-835 06/20/23 MTSS Conference - Hotel	1,254.16		115	625		123
	MISC HOTELS OUT-OF-DIST			CC Accounting:	115-	-458-1000-582-123		
58		CC-835 06/21/23 MTSS Conference - Meals	51.86		115	625		123
	MISC RESTAURANTS OUT-OF-DIST			CC Accounting:	115-	-458-1000-582-123		
59		CC-835 07/03/23 Principal Supplies	49.76		101	625		
	AMAZON.COM			CC Accounting:	101-	-100-2400-610		
60		CC-835 07/03/23 Principal Supplies	47.81		201	625		
	AMAZON.COM			CC Accounting:	201-	-100-2600-610		
	# of Claims	54	Total:	86,789.90	# of Vendors	42		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
		*** Cancelled in 6/23 ****						
		*** Claim from another period (2/21) ****						
7156		1821 ADVANCED CHIROPRACTIC CENTER	100.00					
1		02/02/21 DOT Physical - Manning	50.00		110	100-2700	330	
2		02/02/21 DOT Physical - Manning	50.00		210	100-2700	330	
		*** Cancelled in 6/23 ****						
		*** Claim from another period (4/22) ****						
7753		1398 GREENFIELD SCHOOL DIST 75	270.00					
1		03/19/22 Bus Driver Training - 6 Driver	135.00		110	100-2700	582	
2		03/19/22 Bus Driver Training - 6 Driver	135.00		210	100-2700	582	
		*** Cancelled in 6/23 ****						
		*** Claim from another period (4/22) ****						
7764		1861 THRIVE PASS	26.00					
2		P6749 02/28/22 Dist Ins Share	26.00*		101	100-1000	260	
		# of Claims 3	Total: 396.00	# of Vendors 42				

SECTION III

07/14/23
11:45:15

CASCADE PUBLIC SCHOOLS
Statement of Activity by Account Name for 06/01/23 to 06/30/23

Page: 1 of 2
Report ID: S100

Account	Receipts					Invest (+)	Misc.	Misc.	Closing Balance
	Opening Balance	Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
1 ANNUAL	219.12	262.36	0.00	0.00	0.00		0.00	0.00	-43.24
36 ART	2295.84	0.00	-300.00	300.00	0.00		0.53	0.00	2296.37
2 ATHLETICS	11087.70	6549.69	-491.25	710.25	0.00		1.10	0.00	4758.11
5 BAND	5106.81	0.00	0.00	127.00	0.00		1.22	0.00	5235.03
51 BOOK FAIR	726.12	0.00	-90.00	90.00	0.00		0.17	0.00	726.29
3 BPA	-488.87	1612.00	-7772.55	7772.55	0.00		0.00	0.00	-2100.87
4 CHEER/PEP CLUB	1730.79	0.00	0.00	0.00	0.00		0.40	0.00	1731.19
7 CHOIR	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
61 CLASS OF 2023	1673.16	1383.27	0.00	0.00	0.00		0.07	0.00	289.96
62 CLASS OF 2024	1405.24	93.74	-660.00	660.00	0.00		0.31	0.00	1311.81
68 CLASS OF 2025	2255.93	0.00	0.00	0.00	0.00		0.53	0.00	2256.46
69 CLASS OF 2026	215.56	0.00	0.00	0.00	0.00		0.05	0.00	215.61
13 CONCESSIONS	36597.34	227.60	0.00	0.00	0.00		8.47	0.00	36378.21
47 COUNSELING	1793.39	0.00	0.00	0.00	0.00		0.42	0.00	1793.81
65 DRIVERS EDUCATION	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
32 FCS	206.23	0.00	-206.00	206.00	0.00		0.05	0.00	206.28
15 FFA	6515.34	0.00	-5041.05	5339.05	0.00		1.59	0.00	6814.93
64 FOOD SERVICE CLEARING	26869.07	18454.89	0.00	848.41	0.00		2.08	324.27	8940.40
12 HS BOYS' BB	89.56	0.00	0.00	0.00	0.00		0.02	0.00	89.58
46 HS CROSS COUNTRY	1626.05	0.00	0.00	0.00	0.00		0.38	0.00	1626.43
38 HS FOOTBALL	1399.67	0.00	0.00	0.00	0.00		0.33	0.00	1400.00
40 HS GIRLS' BB	204.72	0.00	0.00	0.00	0.00		0.05	0.00	204.77
66 HS GOLF	147.49	0.00	0.00	0.00	0.00		0.03	0.00	147.52
19 HS HONOR SOCIETY	4186.62	385.00	0.00	0.00	0.00		0.89	0.00	3802.51
29 HS STUDENT COUNCIL/MBI	590.83	0.00	-758.00	758.00	0.00		0.14	0.00	590.97
37 HS TRACK	210.81	0.00	0.00	0.00	0.00		0.05	0.00	210.86
10 HS VOLLEYBALL	5967.67	2000.00	0.00	2200.00	0.00		1.44	0.00	6169.11
34 HS WRESTLING	1606.28	0.00	0.00	0.00	0.00		0.37	0.00	1606.65
57 JH BOYS BB	1720.00	0.00	0.00	0.00	0.00		0.40	0.00	1720.40
39 JH FOOTBALL	2067.83	0.00	0.00	0.00	0.00		0.48	0.00	2068.31
56 JH GIRLS BB	375.36	0.00	0.00	0.00	0.00		0.09	0.00	375.45
35 JH HONOR SOCIETY	206.86	0.00	0.00	0.00	0.00		0.05	0.00	206.91
27 JH STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
53 JH TRACK	646.08	77.32	0.00	0.00	0.00		0.13	0.00	568.89
54 JH VOLLEYBALL	457.30	0.00	0.00	0.00	0.00		0.11	0.00	457.41
55 JH WRESTLING	127.70	0.00	0.00	0.00	0.00		0.03	0.00	127.73
43 JMG	207.85	0.00	0.00	0.00	0.00		0.05	0.00	207.90
6 JUNIOR TIRP	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
18 K-8 MISC EARNINGS	1929.79	0.00	0.00	0.00	0.00		0.45	0.00	1930.24
26 LIVING 2 SERVE	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
25 REVOLVING	210.27	0.00	-237.00	237.00	0.00		0.05	0.00	210.32
24 ROBOTICS	96.84	0.00	0.00	0.00	0.00		0.02	0.00	96.86
9 SCHOLARSHIP	1713.42	0.00	0.00	0.00	0.00		0.40	0.00	1713.82
33 SHOP FUND	1300.64	0.00	0.00	0.00	0.00		0.30	0.00	1300.94
31 TECHNOLOGY	10119.71	0.00	-320.00	320.00	0.00		2.36	0.00	10122.07
17 XCELL	793.86	0.00	0.00	0.00	0.00		0.18	0.00	794.04
898 MISC EARNINGS	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
899 MISC CHARGES	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
Total for Student Accounts	136211.98	31045.87	-15875.85	19568.26			25.79	324.27	108560.04
Bank Account Totals	136211.98	31045.87	-15875.85	19568.26	0.00		25.79	324.27	108560.04

SECTION IV

Substitute Teachers	
Name	
CERTIFIED	
Burcusa, Michael	C/FP
Gist, Virginia	C/FP
Iverson, Amanda	C/FP
LaLiberty, Frank	C/TB
Manning, Diana	C/TB/FP
McKamey, Jeanne	C/TB/FP
Pieper, Frank	C/FP
Skogley, Melody	C/TB/FP
Strobbe, Peggy	C/FP
NON-CERTIFIED	
Aker, Virginia	FP
Baker, Enrico	FP
Brown, Molly	FP
Castellanos-Romero, Amy	FP
Cox-Marez, Dawna	FP
Ethridge, Andrea	FP
Gonzalez, Jordan	FP
Guariglia, Alezandria	FP
Hughes, Doralyn	FP
Manley, Rachel	FP
McKamey, Rachelle	FP
Robinson, Diane	FP
Winkowitsch, Daniel	FP
Winkowitsch, Valerie	FP
Secretarial	
Name	
Skogley, Meolody	

***Need Approval by the Trustees**

T.B. Approved (No longer required)

C - Some teaching certification

FP - FINGERPRINTED

PH - Physical Approved

****All approval of employment is contingent upon passing background checks****

Bus Drivers	
Name	
Aker, Virginia	FP/PH
Cope, Ted	FP/PH
Correll, Michele	FP/PH
Cummings, Thomas	
McKamey, Jeanne	FP/PH
McFarlane, Richard	FP
Nelson, Dave	FP/PH
Nelsen, Mark	FP/PH
Shirley, Bill	FP/PH
Skogley, Jeff	TB/FP/PH
Tilleman, Eric	TB/FP/PH
Custodian	
Name	
Aker, Virginia	FP/PH
Day, Ricky	FP
Day, Rocky	FP
Hughes, Doralyn	FP
Hughes, Sam*	FP
Hunter, Tina	TB/FP/PH
Mann, Connor	FP
McFarlane, Richard	FP
Olson, Kayler	
Kitchen	
Name	
McKamey, Jeanne	FP
Hickam, Jay	FP/PH
Hughes, Doralyn	FP
Volunteers	
Name	
Nelsen, Jessica (piano)	
XCELL! Afterschool Program	
Name	
Vierra, Sabrina (Vol)	
Antonich, Myrtle	ULM
Calvert, Brittney	ULM
Spry, Jen	ULM

SECTION V



**Individual or Isolated Transportation
Approved Daily Rates
With Estimated Annual Total
School Year 2023-2024**

**07 Cascade
0101 Cascade Elem**

Parent or Guardian Name	Contract #	Shared	Isolation	Mileage	Daily Rate	185.5 Days Estimate
BF	54144	No	No	7.70	3.29	610.295
SH	54143	No	No	4.50	1.05	194.775
Estimated Annual Total						805.070