

# **CASCADE SCHOOL DISTRICT 3 & B**

Meeting of the Board of Trustees



## **APPENDICES**

July 14, 2021 Regular Board Meeting

# **APPENDIX A**

## Staff Reports

Section I – Superintendent

# SECTION I - Superintendent

Elsie Arntzen, Superintendent

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OFFICE OF PUBLIC INSTRUCTION  
STATE OF MONTANA

Putting Montana Students First **A+**



## Comprehensive School and Community Treatment (CSCT) Intergovernmental Transfer Guidance (IGT) Non-Federal Funds Match Funding Options for Districts

### Effective Date

The Montana Legislature (HB 671) has transferred the requirement for managing the CSCT program from the Department of Public Health and Human Services (DPHHS) to the Office of Public Instruction (OPI) effective July 1, 2021. HB 671 requires the implementation of a new IGT process for CSCT services.

### IGT

- Schools are required to provide a non-federal funds match for CSCT services which are sent to OPI for fund source confirmation and then transferred to DPHHS to meet the Medicaid required match. Today, that match is 35%.

### Example

The school district receives a bill from a provider \$100.00

The school district sends the matching amount to OPI \$35.00

Expenditure: XX-XXX-XXXX-XXX-**PRC**

\*Program code may not be made from federal funds or from the CSCT reimbursement

\*Recommend use of **PRC**

The DPHHS reimburses the school district \$100.00

Fund: 15 - Miscellaneous Programs Fund

Revenue: 3356 - Medicaid CSCT reimbursement

PRC: Unique Project Reporter Code is required

\*Further guidance on allowable uses for booked match funds will be provided

### Matching Funds

- The CSCT local match must come from a non-federal source
- The CSCT local match may not come from Medicaid CSCT reimbursement (Revenue 3356)
- The OPI recommends that districts track CSCT matching funds with unique project reporter codes



### Reimbursement

- These funds must be deposited to the Miscellaneous Programs Fund (15) using Medicaid CSCT reimbursement (Revenue 3356)
- A unique project reporter code is required
- If actual provider costs are less than the approved community rate, school may only bill and be reimbursed for actual costs. Receipt of reimbursement funds over actual is classified as program income and is prohibited.

### Administrative/Indirect Costs

- The OPI has requested an indirect cost rate of 17% for school districts. Below is an example of how the 17% indirect cost rate could factor in if OPI's request is granted:

### Example:

Daily Community rate approved by Medicaid:	\$100.00
Indirect Costs reimbursement to districts (part of the community rate).	17.00
Actual Cost of Services:	83.00
District required match	35.00

District receives the Medicaid payment of:	\$100.00
District keeps \$17.00 for administrative/indirect costs	17.00
District pays actual costs of services	83.00
The amount of funds not returned to the district:	\$18.00

**Note:** This is an example only of the method by which the funds would flow including the indirect cost request.

### Audit

- School must show an expense has been incurred
- Reimbursement must be recorded
- School must provide proof through records that a match payment was paid from authorized funds
- An unauthorized match expenditure will result in money being returned to the Department of Public Health & Human Services.

For additional information, please contact Jay Phillips at 406-444-4523 or [jphillips3@mt.gov](mailto:jphillips3@mt.gov)



**DISTRICT OPTIONS FOR MATCH FUNDING**

The purpose of this guidance section is to provide districts with viable options that may be used to meet the match requirement for CSCT programs services that are planned for billing to Medicaid for reimbursement. There are two suggested options for the use of ESSER funds. In addition, there are three options identified in current flexibilities afforded to school district trustees in Montana Code Annotated.

<p>Use of ESSER Funds to pay 100% of the cost of CSCT Services. Use of these funds is not an allowable Match.</p>	<p>Social Emotional and Student-Wellbeing are clear appropriate uses of ESSER funds.</p>	
<p>Multi-District Agreements are funds from district's general fund, budgeted funds that could be used as an allowable Medicaid match.</p>	<p>The intent of this section is to increase the flexibility and efficiency of school districts without an increase in local taxes. Agreements may need to be amended to include uses for CSCT.</p>	<p>MCA 20-3-363</p>
<p>Use of ESSER Funds to supplant where general/non-federal funds are budgeted for the match.</p>	<p>The use of ESSER funds for current non-federal expenses, e.g. staffing, HVAC systems, IT updates, summer enrichment, etc., as it meets the need to prepare, prevent, respond to COVID.</p>	
<p>Gifts, legacies, devises, and administration of endowment funds. Unspecified donations may, at the discretion of the Trustees be placed to any fund/use. These funds would be considered non-federal funds.</p>	<p>Unless otherwise specified by the donor, devisor, or testator, when a district receives a gift, legacy, or devise, the trustees may deposit the gift, legacy, devise, or the proceeds in any budgeted or nonbudgeted fund at the discretion of the trustees and may thereafter transfer any portion of the gift, legacy, devise, or proceeds to any other fund at the discretion of the trustees. Note: For most districts this is very limited funding.</p>	<p>MCA 20-9-604</p>



<p>Transfer of Funds – Improvement of School Safety &amp; Security – may be a viable option for the match and funds transferred would be non-federal funds.</p>	<p>programs to support school and student safety and security, including but not limited to active shooter training, threat assessments, and restorative justice;</p>	<p>MCA 20-9-236 (b)</p>
<p>Use of Tuition Funds – Permissive Levy</p>	<p>For students with an IEP that requires SED services, tuition funds could be used for the match</p>	
<p>Tax credit scholarship program and the innovative educational program identifies that any program, service, instructional methodology, or adaptive equipment used to expand opportunity for a child with a disability as defined in MCA 20-7-401, is allowable.</p>	<p>School districts that have identified CSCT services for children with disabilities may seek tax credit scholarships to pay for the match for Medicaid eligible students.</p>	<p>HB 279- 2021 Legislative Session</p>

This section is to provide guidance on the negotiated rate with third party providers to ensure that districts do not run afoul of state or federal requirements or create an auditing issue.

The OPI and DPHHS will be using an Inter-governmental Transfer (IGT) method that allows the OPI to transfer the local district match for Medicaid reimbursement to DPHHS. DPHHS must validate and verify to the Centers for Medicaid and Medicare Services (CMS), that the required match from non-federal funds has occurred. This is an accounting process handled on your behalf through an MOU between the OPI and DPHHS.

DPHHS is working on an amendment to the Montana State plan that includes CSCT. The goal of DPHHS is to negotiate a daily community rate as the reimbursement rate by CMS for the allowable services. The OPI has agreed to a 17% indirect cost or administrative cost rate to be part of the daily rate. The administrative cost rate is included for the express purpose of reimbursing districts for the administrative costs related to providing this service to its eligible students.

The OPI, in addition, is sending the accounting guidance directly to clerks. In order to fulfill the financial requirements for reimbursement and to ensure that the valid and transparent match occurs for services, the following guidelines are provided to districts:

- The current reimbursement rate is \$17.87 per unit or ~ \$72 per day. This rate has not been increased for a number of years.



- The OPI believes that, in order to address the severe shortage of mental health professionals, the minimum negotiated daily rate should be no less than 83 percent of the CMS negotiated rate. The 17% administrative cost rate to be included, ensures the 100% and holds the use of CSCT federal and non-federal funds in a full transparent mode, ensures districts are not “making” money on the CSCT program by “coloring” federal funds and your match funds differently. Otherwise, this creates an audit issue from the perspective of the OPI.

The goal is to ensure our SED students, that are served by the CSCT services, are receiving sustainable services that ensure the health and well-being of Montana children, while using the expertise of DPHHS to navigate the Medicaid reimbursable services for school districts along with the OPI’s expertise in Montana School Finance and ensuring the public is well-informed of the use of funds from all sources.

For additional information on non-federal match options, please contact Sharyl Allen at 406-444-5458 or [sharyl.allen@mt.gov](mailto:sharyl.allen@mt.gov)



## School Buses Assigned To School Systems As Of 07/15/2021

**07 Cascade**  
**0280 Cascade Public Schools**

0101 Cascade Elem  
0102 Cascade H S

VIN	License #	Bus #	Rated Capacity	Rate Per Mile	Operator	Semester 1 Inspection	Semester 2 Inspection
1BABNBCA5JF336679	2-21789B	789B	42	0.95	District	07/14/2021	
1BAKCKKH48F251594	2-2375	2375	54	1.15	District	07/14/2021	
1BAKCCPH4FF309466	2-70778A	778A	54	1.15	District	07/14/2021	
1BAKCCPH88F246651	2-70788A	788A	54	1.15	District	07/14/2021	
1BAKCCSA7LF362183	2-51422B	422B	54	1.15	District	07/14/2021	
1BAKGCPA8DF294555	2-42767A	767A	65	1.36	District	07/14/2021	
1FDSE35P46DB10270	2-2427	2427	16	0.95	District	07/14/2021	
1gb6g5bg3f1108116	2-97038A	038A	30	0.95	District	07/14/2021	
1GB6G5BG9F1149415	2-99584A	584A	24	0.95	District	07/14/2021	
1HA6GUBG0KN001075	2-64611B	611B	30	0.95	District	07/14/2021	
1T88U3B2831123808	2-2076	2076	84	1.80	District	07/14/2021	
4UZABRDJ0ACAP6208	2-2550	2550	66	1.36	District	07/14/2021	



# APPENDIX B

## Board Report

Section I – Policy Committee Minutes

Section II – MTSBA Business & Correspondence

Section III – Board Training Hours

Section IV – Board Evaluation

# **SECTION I - Policy Committee Minutes**

## **Policy Committee Meeting**

July 14, 2021

5:00 p.m.

Board Room

### **Attendees:**

John Rumney, Val Fowler, Ruth Mortag, Rick Miller, Karsen Drury

### **Topics of Discussion:**

- Handbook review for SY2021-2022
  - Reviewed changes the administrative staff proposed after reviewing the handbooks.
    - Classified Handbook
    - Certified Handbook
    - Coaches/Sponsors/Advisors/Activities/Athletic Handbook
    - Transportation Handbook
    - Board Handbook
- Policy updates and revisions
  - Reviewed changes to policies that MTSBA both required and recommended to the District after the conclusion of the legislative session.

Adjourned 6:45 p.m.

## SECTION II - MTSBA Business & Correspondence



TO: MTSBA Board of Directors  
 FROM: Lance Melton, Executive Director  
 RE: Dues Revenue Estimate for FY2023  
 DATE: June 20, 2021

Pursuant to the MTSBA Bylaws, below is a dues revenue estimate for the fiscal year beginning July 1, 2022.

**Requested Action:** The MTSBA Board of Directors is requested to approve the FY23 dues revenue estimate for presentation to our members for their approval through electronic ballot.

**Refresher Regarding How MTSBA Dues are Calculated:**

The MTSBA bylaws include a dues formula that is based on total current spending by each member three years preceding the year to which the dues apply. The lag between the year of spending vs. the year of dues to which such spending applies is to ensure that we are relying on audited data submitted by OPI to the National Center for Education Statistics.

The dues formula is largely sensitive to each member’s local funding, providing a decrease in dues when a member’s expenditures drop from year to year and providing an increase in each year when a member’s expenditures rise. If a member’s spending places them in one of the floors, caps or flat rates, the dues for such member change according to the total percentage change in expenditures by all members in the applicable year.

The percentage by which total current spending of all members increased from FY19 to FY20 was 1.71%. That inflation factor has been applied to all floors, caps and flat rates as well as to spending thresholds as required by the Bylaws.

The following is a chart that identifies the various assessment rates, floors, caps and flat rates as specified in the Bylaws. The chart below is in an adjusted form as specified in the Bylaws and is presented for your approval.

FY23 Dues Formula, Formula Change Per Bylaws				
FY20 Spending Low	FY20 Spending High	Assessment	Floor	Cap
\$0	\$392,605	Flat Rate	\$399	\$399
\$392,606	\$2,364,339	0.14%	\$399	\$2,609
\$2,364,341	\$4,716,230	0.11%	\$2,609	\$4,407
\$4,716,231	\$6,988,354	0.09%	\$4,407	\$5,422
\$6,988,355	\$11,049,867	0.08%	\$5,422	\$7,166
\$11,049,868	Above Floor, not 1 of 7 largest members	0.06%	\$7,166	\$14,013
Seven Largest Members	Flat Rate	Flat Rate	\$19,653	\$19,653
Coop Members	Flat Rate	Flat Rate	\$808	\$808

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 Lance L. Melton, Executive Director

## **Estimated Dues Revenue Required by the MTSBA Bylaws:**

The MTSBA Bylaws provide that I am to “*estimate the financial impact of the formula above upon projected revenue from regular voting member dues for the Corporation in the subsequent year. In making such estimate, the Executive Director shall adjust the floors, caps and flat rates by the same percentage that spending of the membership overall has changed.*”

Once the revenue estimate is complete, it is subject to approval by the MTSBA Board of Directors. Once approved by the MTSBA Board, the dues revenue estimate is presented to the members for their approval.

For purposes of estimating the dues revenue for FY2023, I have used OPI’s data set for total current spending for FY2020, which reflects an increase in total current spending by our members of 1.71% from FY19-20:

- FY19 Total Current Spending = \$1,699,679,379
- FY20 Total Current Spending = \$1,728,694,784
- Growth in Total Current Spending, \$\$, FY18-19 = \$29,015,404
- Growth in Total Current Spending, %, FY18-19 = 1.71%

Pursuant to the Bylaws, I have estimated the impact of this growth on our existing dues formula by adjusting the floors, caps, flat rates and spending classifications by 1.71% and by applying the Bylaws-adjusted formula to total current spending of the members from FY20.

On the basis of these referenced calculations, I estimate that MTSBA dues revenue would increase under the adjusted formula by approximately \$20,026, from \$1,054,575 in FY22 to \$1,074,587 in FY23.

1. The increase in dues represents approximately 0.4% of MTSBA’s budgeted revenues for FY22 and this increase, if approved, will help MTSBA meet the inflationary costs of operation in FY23 and continue to provide expanded dues based services to our members.
2. This projected increase represents estimated membership dues revenue growth of 1.9% and is based on 100% member retention and no member consolidating, dissolving, or quitting between now and FY23.
3. Provided that we experience average growth in overall revenues from FY22 to FY23, I estimate that the FY23 dues will represent approximately 21% of overall revenues.

## **Placing Dues in Context:**

The large majority, 79% of what we do, is funded through revenues other than dues. At approximately 21% of our \$5 million overall budget, our dues are among the lowest in the nation in terms of the percentage of revenues.

We have approximately \$1.7 million in expenses that don’t generate any revenues for MTSBA, and dues help pay for programs that do not generate revenues but that provide tremendous value for our members. Examples of the categories of expense that do not generate revenues include the cost of operating the MTSBA Board and engaging in NSBA, member outreach, the cost of

owning and operating the building, advocacy before the Legislature and Congress and the cost of corresponding staff that do not generate revenues but who provide valuable services that are core to our Mission. We make up the several hundred thousand dollar gap between dues revenue and non-revenue generating expenses through fees generated by voluntary member selection of MTSBA services, royalties, and contracts with our Insurance Programs that provide our members with access to extensive fee-free services, all of which have been extensively documented and transparently outlined to our members in the membership value infographic.

If you have any questions, please let me know. We will be working with the MTSBA Officers to determine how best to seek your approval of this dues revenue estimate, which will occur either through a Zoom meeting of the board or an electronic ballot, at the discretion of the officers.

Thank you in advance for reviewing this memo and let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Lance Melton", with a stylized flourish at the end.

Lance Melton, Executive Director

## **PRINCIPLES AND GUIDELINES**

**(as approved by the MTSBA Membership in June 2020)**

*The purpose of this document is two-fold. First, it is intended to provide a framework of governance for school districts throughout Montana. You, as school board trustees, can review these principles and guidelines and use them as a starting point for conducting business that fully develops the educational potential of each child in your district. Secondly, this document identifies key advocacy issues that MTSBA will pursue on behalf of trustees, school districts, and each student in Montana in the pursuit of educational excellence.*

### **Principle I**

**School boards should align their efforts and activities with the goal of fully developing the educational potential of all the state's citizens.**

#### **Relevant Guidelines for School Boards:**

School boards should:

1. Practice Excellence in Governance. MTSBA recommends consideration of the Eight Characteristics of Effective School Boards, which is included as Appendix A of this document. Briefly summarized:
  - a. Set high expectations for student achievement and quality instruction and set clear goals toward that end.
  - b. Develop strong, shared beliefs and values about what is possible for students to learn and achieve.
  - c. Focus on accountability through policy, not through micro-management.
  - d. Collaborate, communicate, and engage freely with staff and community members to set and achieve district goals.
  - e. Understand data and use it to drive improvement.
  - f. Promote professional development of administrators and staff even in the midst of financial challenges.
  - g. Ensure that the board and superintendent share the same vision of excellence and achievement.
  - h. Make individual and whole-board training a priority to build shared knowledge, values, and commitment toward excellence in education.
2. School boards should remain focused on the interests of children, including student achievement, in carrying out their statutory obligation to collectively bargain in good faith with their public employees in compliance with 39-31-305, MCA. Maintaining a focus on the interests of students will help ensure that limited resources are used in the most effective and efficient manner possible in pursuing the full development of each student's educational potential.
3. Employ staff who are highly qualified and engaging.
4. Embrace the concept of differentiated learning for all students. Meet each child on his or her own terms to ensure student success.

5. Create a safe environment for all that is conducive to learning, free from bullying, harassment, and intimidation.
6. Encourage and welcome parental and family involvement to help understand each child's needs.
7. Advocate in every possible manner the need for adequate school funding.

Relevant Guidelines for MTSBA Activities:

MTSBA must:

1. Advocate for adequate, rational funding for schools, sufficient to allow school districts to meaningfully comply with and provide an education worthy of the definition of the basic system of free quality schools in 20-9-309, MCA.

## **Principle II**

**School boards should recognize the shared authority for education between the community, locally elected school boards, the Montana Board of Public Education, and the Legislature.**

Relevant Guidelines for School Boards:

School boards should:

1. Strongly encourage the preservation of locally-made decisions within the community, rather than a "one-size-fits-all" approach from the state or federal government.
2. Conscientiously use local, state, and federal resources to successfully educate students.
3. Engage, educate, and enlist the support of community members regarding the public schools' charge of fully developing the educational potential of each child.

Relevant Guidelines for MTSBA Activities:

MTSBA must:

1. Advocate for preservation of decision-making at the local, community level.
2. Support and advocate for proper exercise of the Board of Public Education's and the Legislature's respective authority. The Board of Public Education is to exercise "general supervision" over the basic system of free quality schools, which should be exercised in a manner that does not intrude on the more specific and expansive authority of elected school boards to "supervise and control" education in each community. The Legislature is to define the basic system of free quality schools and fund it rationally, recognizing the Board of Public Education's accreditation standards as the foundation upon which the basic system of free quality schools is built.
3. Advocate for and enforce the constitutional guarantee and requirement that all publicly funded K-12 education in Montana be supervised and controlled by

publicly elected school boards as required by Article X, Section 8 of the Montana Constitution.

### **Principle III**

**School boards should ensure Equal Educational Opportunity for all students.**

*Relevant Guidelines for School Boards:*

School boards should:

1. Ensure that all students have full access to the programs and resources of their school district.
2. Position every child to succeed, regardless of any special circumstances.

*Relevant Guidelines for MTSBA Activities:*

MTSBA must:

1. Work to provide adequate and equitable funding so that local boards can provide student access to programs and services.

### **Principle IV**

**School boards should recognize and commit to the preservation of the distinct and unique cultural heritage of American Indians.**

*Relevant Guidelines for School Boards:*

School boards should:

1. Implement and maintain programs to preserve and educate regarding the cultural heritage and language of American Indian peoples and tribes.
2. Collaborate with American Indian peoples and tribes to ensure that educational programming is culturally accurate and relevant and in harmony with the corresponding efforts of tribal governments, education departments and tribal colleges.

*Relevant Guidelines for MTSBA Activities:*

MTSBA must:

1. Work to provide adequate funding for and state-wide commitment to Indian Education for All.
2. Recognize the negative impact that concentrated poverty can have on cultural preservation and pride and advocate for legislation to address and mitigate these negative impacts, including but not limited to advocacy for resources to address poverty, such as impact aid legislation.



## Principle V

**School boards should preserve the separation of Church and State.**

### Relevant Guidelines for Trustees:

School boards should:

1. Ensure an appropriate balance between freedom of religion and avoidance of endorsement of a particular religion.
2. Comply with the test set forth in *Lemon v. Kurtzman* (1971) in addressing issues of religion in the public schools:
  - a. The action of the district must have a secular purpose.
  - b. The primary effect of the district's action must neither advance nor inhibit religion; and
  - c. The action must not excessively entangle the district in religion.

### Relevant Guidelines for MTSBA Activities:

MTSBA must:

1. Oppose vouchers, tuition tax credits, and other forms of proposed direct or indirect support for sectarian education that MTSBA believes violates Article X, Section 6 of the Montana Constitution.
2. Advocate for continued support of religious freedom.

## Principle VI

**School boards should work to collaborate, solve challenges and resolve disagreements with other school boards locally whenever possible.**

### Relevant Guidelines for Trustees:

School boards should:

1. Recognize the shared bond among and autonomous authority of area school boards in exercising supervision and control of their respective school districts pursuant to Article X, Section 8 of the Montana Constitution;
2. Recognize the value of outreach to and collaboration among area school boards and school districts;
3. Recognize and respect the potential for divergence in the interests of different area school boards when each are exercising supervision and control of their respective school districts;
4. Recognize the dilution of effectiveness in MTSBA's advocacy when based on simple majorities rather than broad consensus among member school boards.
5. Ensure open lines of communication among the constitutionally empowered trustees in areas throughout the state.
6. Work to resolve differences among area school boards and school districts through local solutions whenever possible.

7. Work to isolate the impact of division among school districts in a given area on overall unity and resulting effectiveness within and among state associations representing local school boards and their staff.

*Relevant Guidelines for MTSBA Activities:*

MTSBA must:

1. Understand, respect and equitably balance the interests of its member school boards while ensuring that the voices of all its members are heard and acknowledged in MTSBA's advocacy.
2. Maintain a focus on and reserve its resources to address issues of statewide impact and concern in its advocacy and maintain neutrality on issues of limited statewide impact that divide its members. When issues of limited statewide impact involve division among its members, MTSBA advocacy must be limited to providing information to all of its affected members on an equitable and neutral basis.
3. Identify and attempt to resolve division within the membership whenever possible through neutral facilitation of dialogue and transparent provision of information to its members.

## **Appendix “A” To MTSSBA’s Principles and Guidelines Eight characteristics of effective school boards: At a glance**

What makes an effective school board – one that positively impacts student achievement? From a research perspective, it’s a complex question. It involves evaluating virtually all functions of a board, from internal governance and policy formulation to communication with teachers, building administrators, and the public.

But the research that exists is clear: boards in high-achieving districts exhibit habits and characteristics that are markedly different from boards in low-achieving districts. So what do these boards do? Here are eight characteristics:

1. **Effective school boards commit to a vision of high expectations for student achievement and quality instruction and define clear goals toward that vision.** Effective boards make sure these goals remain the district’s top priorities and that nothing else detracts from them. In contrast, low achieving boards “were only vaguely aware of school improvement initiatives” (Lighthouse I). “There was little evidence of a pervasive focus on school renewal at any level when it was not present at the board level,” researchers said. (Lighthouse I)
2. **Effective school boards have strong shared beliefs and values about what is possible for students and their ability to learn, and of the system and its ability to teach all children at high levels.** In high-achieving districts, poverty, lack of parental involvement and other factors were described as challenges to be overcome, not as excuses. Board members expected to see improvements in student achievement quickly as a result of initiatives. In low-achieving districts, board members frequently referred to external pressures as the main reasons for lack of student success. (Lighthouse I)
3. **Effective school boards are accountability driven, spending less time on operational issues and more time focused on policies to improve student achievement.** In interviews with hundreds of board members and staff across districts, researchers Goodman, Fulbright, and Zimmerman found that high-performing boards focused on establishing a vision supported by policies that targeted student achievement. Poor governance was characterized by factors such as micro-management by the board.
4. **Effective school boards have a collaborative relationship with staff and the community and establish a strong communications structure to inform and engage both internal and external stakeholders in setting and achieving district goals.** In high-achieving districts, school board members could provide specific examples of how they connected and listened to the community, and school board members received information from many different sources, including the superintendent, curriculum director, principals and teachers. Findings and research were shared among all board members. (Lighthouse I; Waters and Marzano) By

comparison, school boards in low-achieving districts were likely to cite communication and outreach barriers. Staff members from low-achieving districts often said they didn't know the board members at all.

5. **Effective school boards are data savvy: they embrace and monitor data, even when the information is negative, and use it to drive continuous improvement.** The Lighthouse I study showed that board members in high-achieving districts identified specific student needs through data, and justified decisions based on that data. Board members regularly sought such data and were not shy about discussing it, even if it was negative. By comparison, board members in low-achieving districts tended to greet data with a "blaming" perspective, describing teachers, students and families as major causes for low performance. In these districts, board members frequently discussed their decisions through anecdotes and personal experiences rather than by citing data. They left it to the superintendent to interpret the data and recommend solutions.
6. **Effective school boards align and sustain resources, such as professional development, to meet district goals.** According to researchers LaRocque and Coleman, effective boards saw a responsibility to maintain high standards even in the midst of budget challenges. "To this end, the successful boards supported extensive professional development programs for administrators and teachers, even during times of [fiscal] restraint." In low-achieving districts, however, board members said teachers made their own decisions on staff development based on perceived needs in the classroom or for certification.
7. **Effective school boards lead as a united team with the superintendent, each from their respective roles, with strong collaboration and mutual trust.** In successful districts, boards defined an initial vision for the district and sought a superintendent who matched this vision. In contrast, in stagnant districts, boards were slow to define a vision and often recruited a superintendent with his or her own ideas and platform, leading the board and superintendent to not be in alignment. (MDRC/Council of Great City Schools)
8. **Effective school boards take part in team development and training, sometimes with their superintendents, to build shared knowledge, values and commitments for their improvement efforts.** High-achieving districts had formal, deliberate training for new board members. They also often gathered to discuss specific topics. Low-achieving districts had board members who said they did not learn together except when the superintendent or other staff members made presentations of data. (Lighthouse I; LFA; LaRocque and Coleman)

Though the research on school board effectiveness is in the beginning stages, the studies included in this report make it clear that school boards in high-achieving districts have attitudes, knowledge and approaches that separate them from their counterparts in lower-achieving districts. In this era of fiscal constraints and a national environment focused on accountability, boards in high-performing districts can provide an important blueprint for success. In the process, they can offer a road map for school districts nationwide.

## **Appendix “B” To MTSBA’s Principles and Guidelines References for MTSBA Principles & Guidelines**

### Principle I --

- Montana Constitution, Article X, section 1
- Core Purpose of MTSBA, Strategic Plan
- Core Purpose of the basic system of free quality schools, K-12 Vision Group

### Principle II –

- Montana Constitution, Article X, Section 8, elected trustees
- Montana Constitution, Article X, Section 9, Board of Public Education
- Core Values, MTSBA
- Core Values, K-12 Vision Group

### Principle III –

- Montana Constitution, Article X, Section 7
- MTSBA Core Values (balance in treating and addressing needs of members)

### Principle IV –

- Montana Constitution, Article X, Section 1(2)
- MTSBA Core Values
- K-12 Vision Group Core Values

### Principle V –

- Montana Constitution, Article X, Section 6 (applies to school districts, the state and public corporations)
- MCA, 20-5-109
- Lemon v. Kurtzman (1971)
- Kaptein v. Conrad

### Principle VI –

- Montana Constitution, Article X, Section 8, elected trustees
- MTSBA Core Value: “Understanding, respecting and equitably balancing the interests of every public school system in Montana.”
- MTSBA Board of Directors Goal Area 1 - Engaged and United Advocacy for Increased Student Achievement.
- Objective 2: We will increase member unity on key advocacy initiatives.

# MTSBA Annual Meeting

The Annual Meeting (held on June 10, 2021 virtually) is typically where the membership votes on the items that require a vote of the membership. Although we had great participation in this year's Annual Meeting, we did not meet the quorum requirements to conduct business of the Association.

The MTSBA Bylaws provides an alternative process for conducting voting on Association issues. The process allows for electronic voting by each board on the issues.

The MTSBA recommends that each board has discussion to come to a consensus on the issues.

The issues that require the MTSBA membership's attention at this time are as follows:

1. MTSBA Principles & Guidelines (NOTE: The Principles & Guidelines are voted on by the membership each year. Please review the Principles & Guidelines attached. The latest version of the Principles & Guidelines were approved by the membership in June 2020);
2. FY23 Dues Revenue Estimate (NOTE: This comes as a seconded motion of the MTSBA Board of Directors). Please review Lance Melton's memorandum (attached) providing your District with documentation of the estimate of revenue that will be generated by the dues formula for FY23, together with a recap of how dues are calculated.
3. Nomination of Scott Walter as MTSBA President-Elect (NOTE: This comes as a seconded motion of the MTSBA Board of Directors); and
4. Nomination of Tom Billteen as MTSBA Vice-President (NOTE: This comes as a seconded motion of the MTSBA Board of Directors).

## SECTION III - Board Training Hours

<b>Cascade Board Hours 2021-2022</b>			
<b>NAME</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>CREDIT RECEIVED</b>
<b>Chris Wilson</b>			
		<b>TOTAL</b>	<b>0</b>
<b>Iain McGregor</b>			
		<b>TOTAL</b>	<b>0</b>
<b>John Rumney</b>			
		<b>TOTAL</b>	<b>0</b>
<b>Rick Cummings</b>			
		<b>TOTAL</b>	
<b>Ruth Mortag</b>			
		<b>Total</b>	<b>0</b>
<b>Val Fowler</b>		MTSBA Think Tank Thursdays	1
		2021 Summer Series	
		<b>TOTAL</b>	<b>1</b>



# SECTION IV - Board Evaluation



## Board Meeting Evaluation

Questions   **Responses**   5

### 5 responses



Accepting responses



[Summary](#)

Question

Individual

### Who has responded?

#### Email

chris.wilson@cascade.k12.mt.us

rick.cummings@cascade.k12.mt.us

ruth.mortag@cascade.k12.mt.us

john.rumney@cascade.k12.mt.us

val.fowler@cascade.k12.mt.us

Waiting for 2 responses

[Send email reminder](#)

chris.boland@cascade.k12.mt.us

iain.mcgregor@cascade.k12.mt.us



## Board Meeting Date

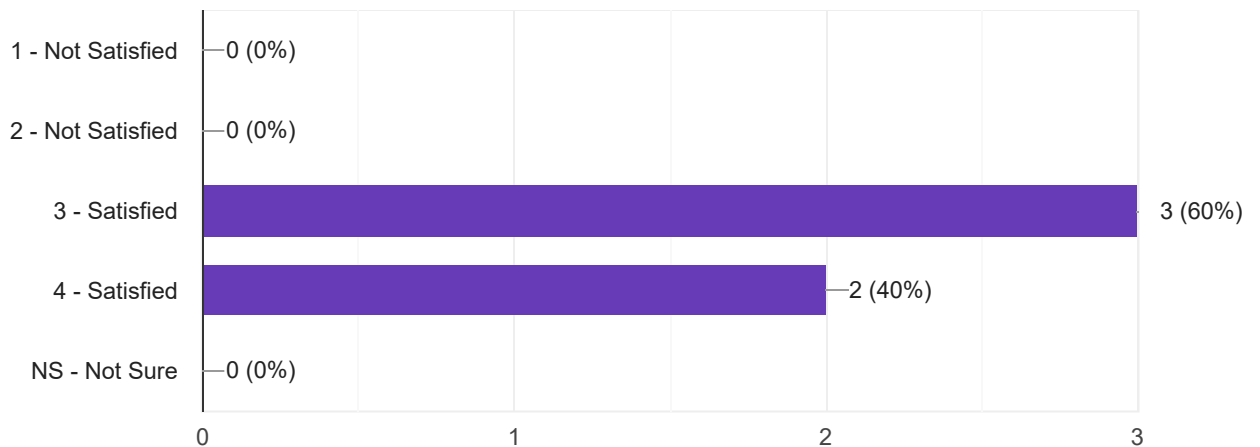
5 responses

Jun 2021 | 29 5

## Focus

We conducted the meeting with an emphasis on outward vision, rather than internal preoccupation?

5 responses



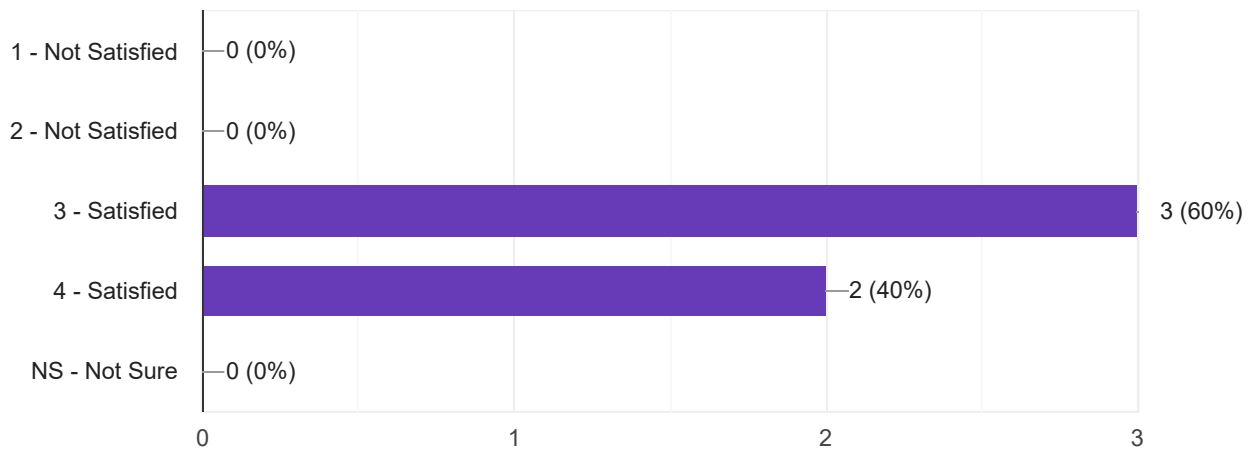
## Comment

0 responses

No responses yet for this question.

### We focused our thinking at a strategic level?

5 responses



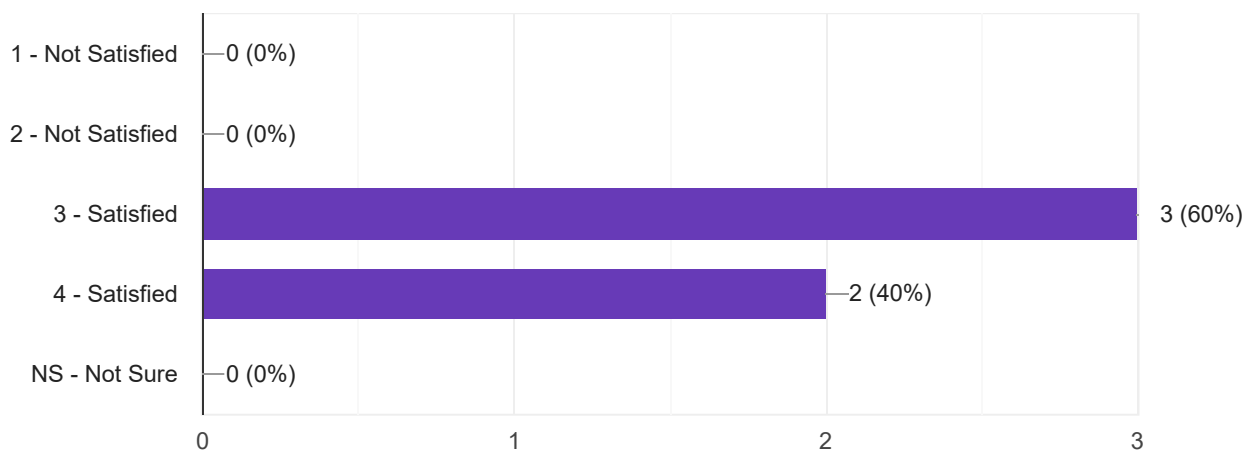
### Comment

0 responses

No responses yet for this question.

### We focused on the future, rather than the past or the present?

5 responses



## Comment

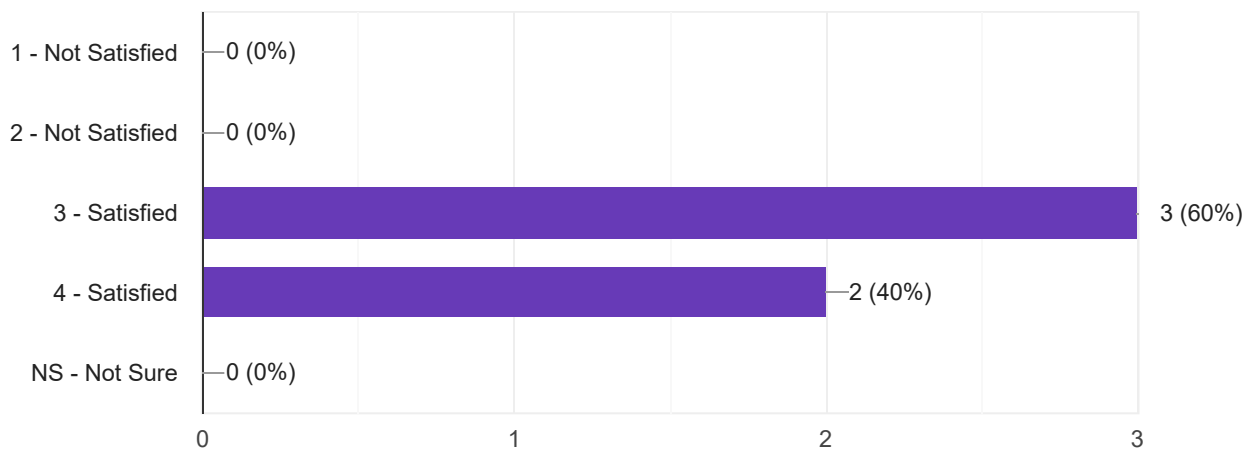
0 responses

No responses yet for this question.

## Respect

We made collective rather than individual decisions?

5 responses



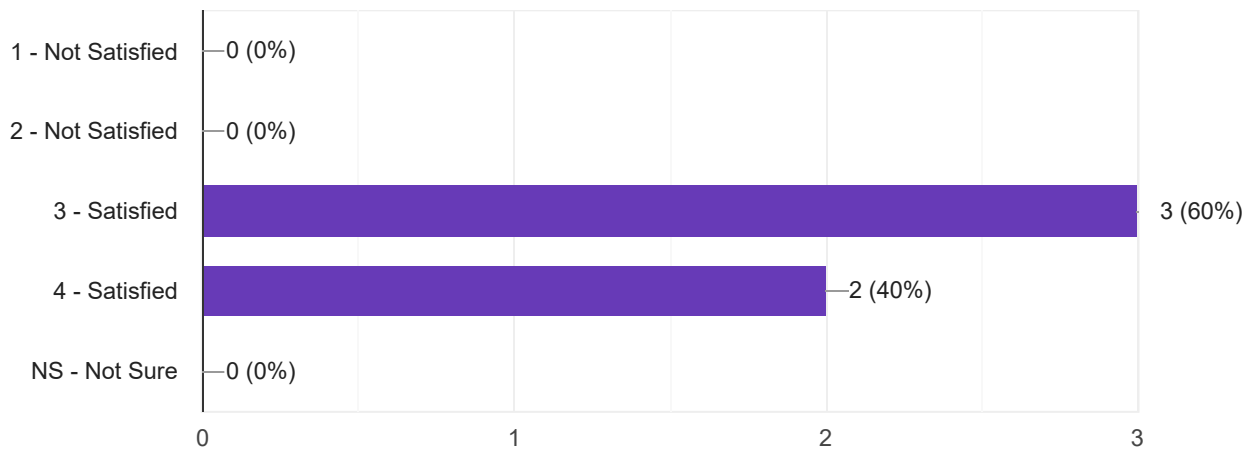
## Comment

0 responses

No responses yet for this question.

### We encouraged diversity of viewpoints?

5 responses



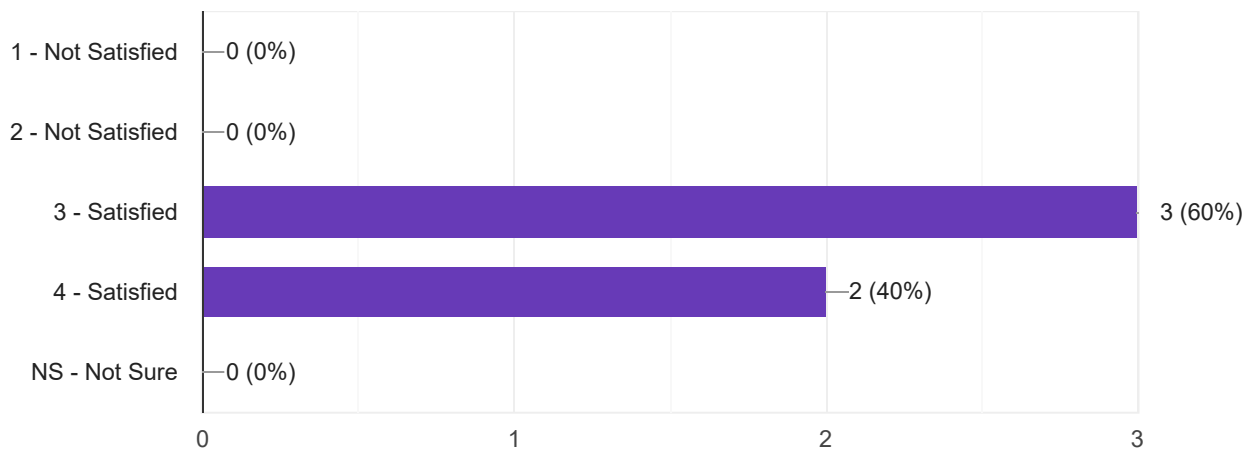
### Comment

0 responses

No responses yet for this question.

### We were sensitive to our stakeholder's needs?

5 responses



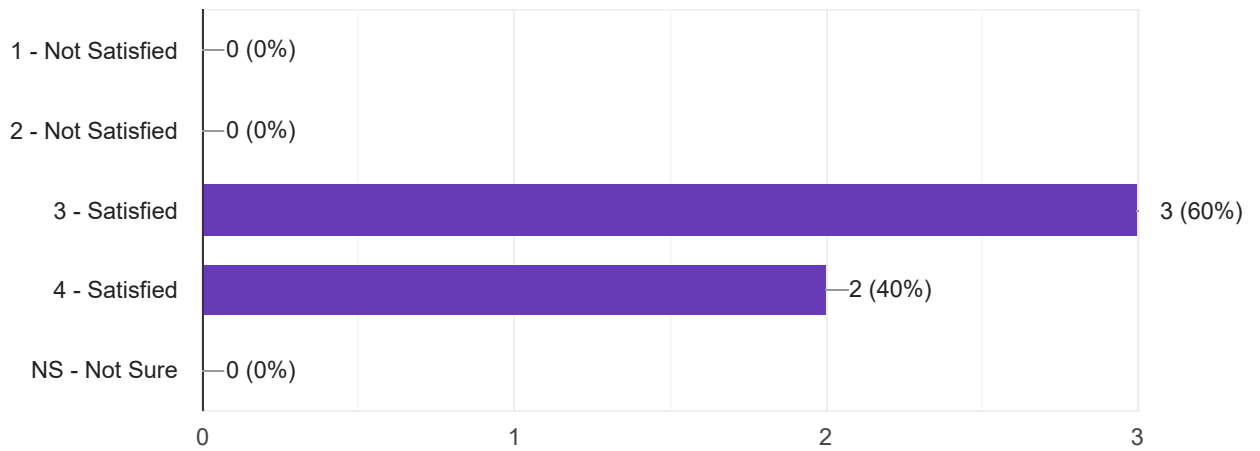
### Comment

0 responses

No responses yet for this question.

### We gave adequate emphasis to the ethics of each issue?

5 responses



### Comment

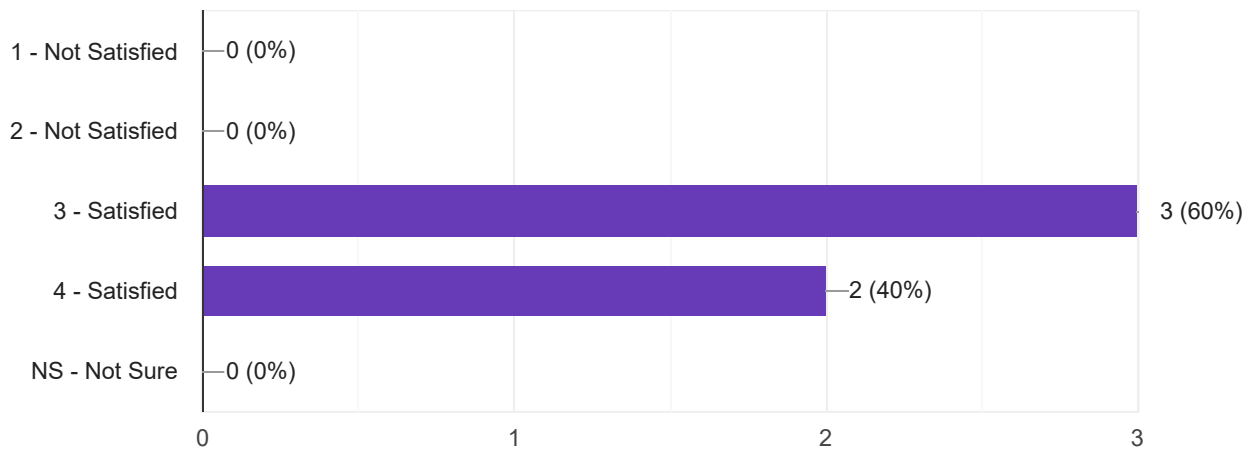
0 responses

No responses yet for this question.

### Information

### We had the right information to make wise decisions?

5 responses



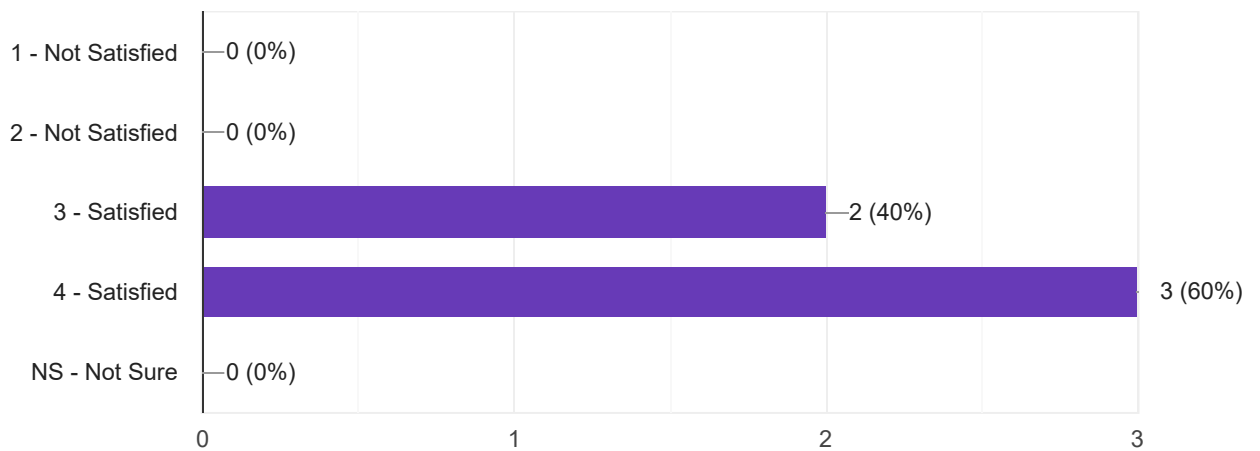
### Comment

0 responses

No responses yet for this question.

### We acknowledged those times when we lacked information or knowledge and made plans to get what we needed?

5 responses



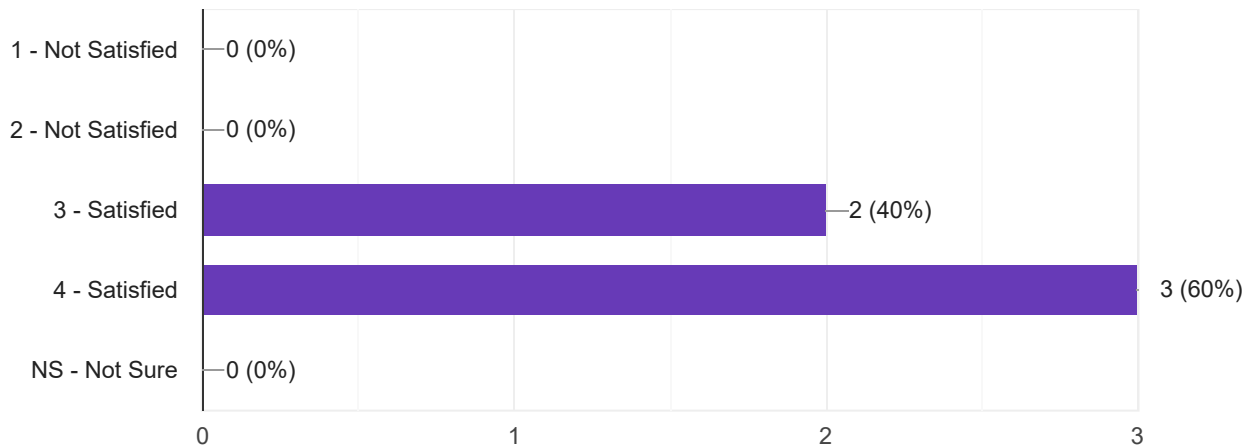
### Comment

0 responses

No responses yet for this question.

### We used the presence of staff appropriately?

5 responses



### Comment

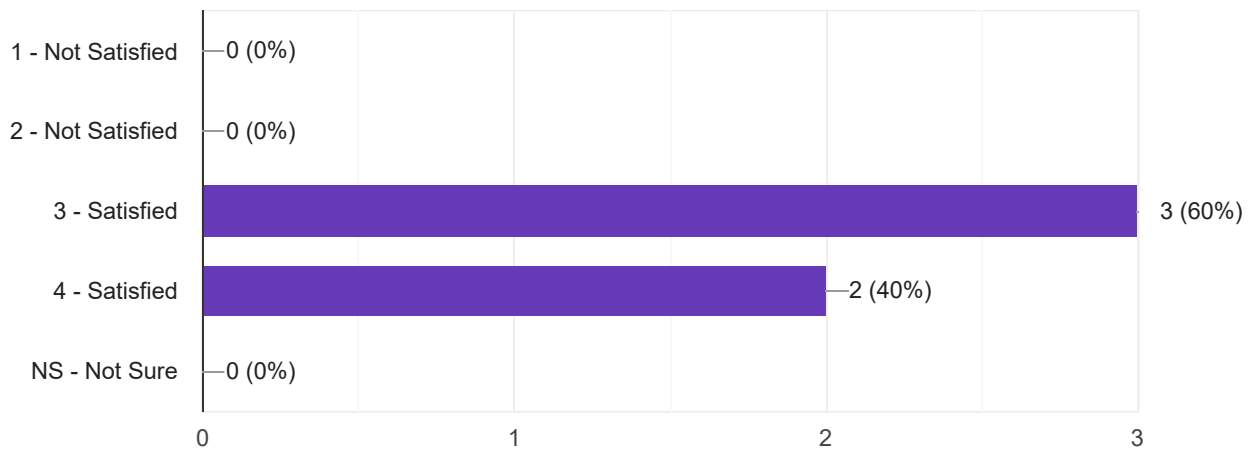
0 responses

No responses yet for this question.

### Agenda

### The agenda was structured in a way that enhanced our ability to focus strategically?

5 responses



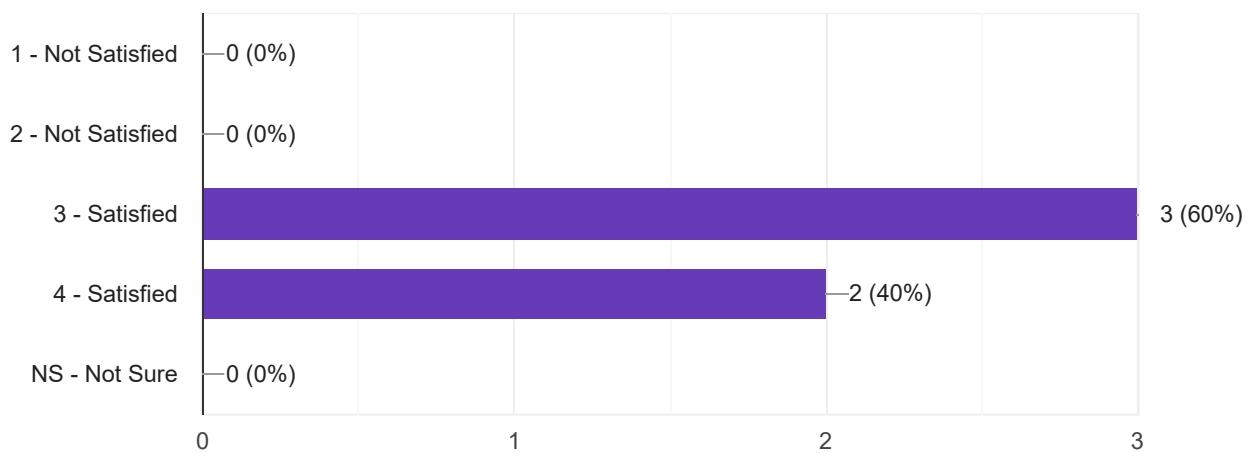
### Comment

0 responses

No responses yet for this question.

### We spent the right amount of time on most issues?

5 responses





## Comment

1 response

It was a large agenda with a lot to cover, and I thought we did a good job of not rushing through things to get done.

# APPENDIX C

## New Business

Section I – Holt Science Curriculum

Section II – Collective Bargaining Agreement

Section III – Handbooks

Section IV – Required Policies & Updates

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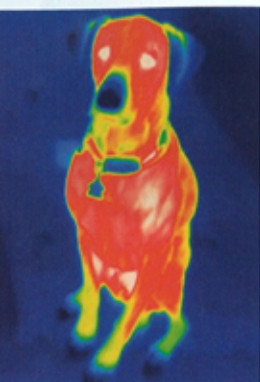
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# **SECTION II - Collective Bargaining Agreement**

## COLLECTIVE BARGAINING AGREEMENT

Between

CASCADE PUBLIC SCHOOLS  
SCHOOL DISTRICT 3&B  
CASCADE COUNTY

AND

THE CASCADE EDUCATION ASSOCIATION

2021-2023

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PREAMBLE

The parties have an obligation pursuant to law to bargain collectively with respect to wages, hours, fringe benefits and other conditions of employment, and the parties have reached certain understandings which they desire to confirm in this Agreement, and in consideration of the foregoing mutual covenant, it is hereby agreed as follows:

ARTICLE 1—RECOGNITION

- 1.1 The Cascade Board of Trustees District #3&B (referred to as the Board) agrees to recognize the Cascade Education Association (referred to as the Association) as the exclusive representative of the teachers for the term of this Agreement.
- 1.2 The exclusive representative shall represent members of the appropriate unit which shall consist of all 3/7th to full-time teachers of the school district who are certified in Class I, II, IV, V, as provided in Section 20-4-106, MCA, and whose positions call for or require such certification but shall exclude the following:
  - A. Superintendents and Principals;
  - B. Substitute teachers;
  - C. Teacher's aides; and,
  - D. Supervisors as defined by the 20-4-106, MCA
- 1.3 Unless otherwise indicated, the term "teacher" when used hereinafter shall refer to all employees in the appropriate unit as above defined.

ARTICLE 2—TEACHER RIGHTS AND RESPONSIBILITIES

- 2.1 Nothing contained herein shall be construed to deny or to restrict any teacher such rights as he/she may have under Montana and federal law.
- 2.2 The Board agrees that individual teachers shall have the rights of association, self-organization, and the designation of representatives of their own choosing in compliance with 39-31-201, RCM.
- 2.3 No teacher shall be disciplined, reprimanded, reduced in rank or compensation without the following steps, A through C, having been implemented sequentially by a school administrator:
  - A. Oral warning
  - B. Formal written warning or reprimand to cover the following:
    - 1. What happened?
    - 2. Reason for warning or reprimand.
    - 3. What changes are expected?
    - 4. Suggestions for improvement with timetable.
    - 5. What will take place if no change is forthcoming or the situation giving rise to the warning or reprimand is repeated?
    - 6. The teacher shall have the right to file a written response to the formal warning and have the response placed in his/her personnel file.
  - C. Disciplinary action, which may include, but is not limited to, suspension, discharge, termination, non-renewal or dismissal of the charges leading to the hearing.
  - D. In cases where the action(s) of the teacher is of such a nature as to seriously and adversely affect the educational process, corrective discipline of the teacher may be brought before the Board of Trustees for a hearing of the issue.

- E. 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.

2.4 The individual contract of employment between the Board of Trustees and each teacher shall contain the following statement:

"This individual contract is made pursuant to and subject to the terms and conditions of the Agreement between the Association and the Board of Trustees, and to the extent that the provisions of this contract and said Agreement may be inconsistent, the provisions of said Agreement shall be controlling."

Therefore, if individual contracts are issued during negotiations, mediation, or fact finding or before agreement has been reached between the Board and the Association, the provisions of each individual contract shall be adjusted to comply with the terms and conditions of the final agreement once it has been consummated.

2.5 Notice of non-renewal of a non-tenured teacher's contract must be given by June 1.

2.6 Reduction In Force

- A. Non-tenured teachers shall be excluded from this Reduction in Force provision.
- B. A Reduction in Force and the term "layoff" as used herein shall mean any suspension from employment arising out of a reduction in the teacher work force of the District, and shall be separate and distinct from the terms retirement, resignation, non-renewal, discharge, dismissal, or termination.
- C. Grades 7-12 and Grades K-6 shall be considered as separate units for purposes of this section so that the layoff procedure with respect to one such unit shall not apply to other units.
- D. If the layoff affects a particular educational program or unit, layoffs will be confined to personnel employed in such program or unit. However, nothing shall be interpreted or applied so as to prohibit the Board from assigning laid off personnel to positions in other units or programs, for which they are qualified, held by less senior teachers.
- E. Definition - Seniority shall be defined as the total length of continuous service, including full credit for service of less than a full duty day or service of less than a full contract year, if a teacher has signed a contract for the ensuing school year with the District. Seniority shall accrue from the date of employment. Seniority will not be broken by approved leaves of absence. Seniority will not be broken by employment by the Board in a position outside the appropriate unit if the Board required certification/license for employment in that position. In the event of identical dates of employment, those holding advanced educational preparation shall have precedent. In the event of both identical dates of employment and advanced preparation, rank shall be determined by lot. This order once established shall not change.
- F. Loss of Seniority - A teacher shall lose his/her seniority for any of the following reasons:
  - 1. if teacher is dismissed and not subsequently reinstated,
  - 2. if teacher retires,
  - 3. if teacher resigns,
  - 4. if teacher overstays a leave of absence without obtaining an extension of the leave,
  - 5. if a teacher declines an offer of recall to the previous-held positions or an equivalent position.
- G. Seniority List - A seniority list shall be prepared by the Board at least once a year not later than January 1. Needed corrections to this list shall be presented to the Board in writing prior to January 20. All uncontested data will be considered accurate from that point and for subsequent years. Corrections after this date may be made only with the written agreement of the Board. A copy of this list shall be provided to the Association and shall be available in all buildings for review during regular working hours.
- H. When a reduction in force takes place, the least senior teacher shall be laid off first, provided that the least senior teacher does not have experience and qualifications that are substantially greater than a more senior teacher. If the less senior teacher has such experience and qualifications, a more senior teacher shall be laid off first. The RIF Experience and

Qualifications Worksheet and Rubric shall determine when a teacher has substantially greater experience and qualifications. See Appendix F.

I. Recall:

1. When recalling to the former teacher's District assignment, the most senior teacher shall be the first recalled, provided that a less senior teacher does not have experience and qualifications that are substantially greater than the more senior teacher. In such event, the less senior teacher shall be recalled first. Recall rights shall not be based exclusively on seniority.
2. When recalling to a teaching position other than the previous District assignment, the most senior teacher must have experience and qualifications that are substantially greater than all other personnel.
3. The Board shall give written notice of recall from layoffs by sending a registered or certified letter, return receipt requested, to said teacher at the teacher's last known address. The teacher's address as it appears on the Board's record shall be conclusive when used in connection with layoffs, recalls, or other notices to the teacher. It shall be the responsibility of each teacher to notify the Board of any changes of address. If the Board is not able to cause delivery of the notice of recall within fifteen days of the date that such notice was sent, it shall result in forfeiture on the part of the teacher to any further rights to reinstatement.
4. The teacher on recall who signs a contract with another school district shall notify the District within thirty (30) days or shall forfeit all rights to recall. If the District has knowledge that any teacher on recall is under contract with another school district, the District is under no requirement to offer a contract to a teacher on recall unless the District has received notice that the other employer is aware of the possibility of recall to District employment, and the other employer has agreed to release the teacher upon recall by the District.
5. If a teacher declines or does not accept an offer of recall to the previous-held position or an equivalent position within seven days of the notice of recall, it shall result in the forfeiture on the part of the teacher to any future rights of recall under this article.

J. The Board shall be the sole determinant of: the number of teachers employed in each school program(s); the continuation, elimination, or modification of each school program(s); and the quality of each school program(s).

2.7 Teachers will perform all duties faithfully and satisfactorily as directed by the administration and agree to comply with and abide with all pertinent statutes of the state of Montana and rules and regulations promulgated by the Board.

### ARTICLE 3-ASSOCIATION RIGHTS AND RESPONSIBILITIES

3.1 The Cascade Education Association, as the exclusive representative of all of the members of the appropriate unit, will represent all such persons fairly and equally. The Cascade Board of Trustees shall assist the CEA in promoting membership in the Association. No one shall be required to join the Association but membership in the Association shall be encouraged and made available to all who apply, consistent with the Association constitution and by-laws. No one shall be denied Association membership because of race, creed, color or sex.

Each teacher who is not an Association member may provide written authorization to the Cascade Board of Trustees to have a representative fee deducted from his/her salary. This fee will be forwarded as directed by the Cascade Education Association.

3.2 Any teacher may become a member of the Association under the procedures specified by the Association.

3.3 The Board of Trustees agrees to furnish to the Association upon written request to the superintendent such information or access to such information as is not confidential, is a matter of public record and directly relates to the grievance process, negotiations, hearings or litigations. Such requests are subject to Association reimbursement to the district for the cost of supplying such information.

3.4 The Association shall have the right to use the interschool mailboxes for distribution of Association materials. The Association's right to the use of the interschool mail boxes shall be considered void in cases of work stoppage or strike.

3.5 Representatives of the Association will be permitted to conduct business on school property, provided the business does not interfere with the educational process. Such rights shall be considered void in cases of work stoppage or strike.

- 3.6 The Association and its representatives shall have the right to use school buildings at times and on dates in which the buildings have been previously scheduled for district or public use. Written notice will be given to the building administrator in sufficient advance time to schedule the building use. Such right shall be considered void in cases of work stoppage or strike.
- 3.7 The Association and its representatives shall have the right to use school office and audiovisual equipment in the school. The Association shall pay the cost of such use and materials and agree to compensate the district for any damages sustained in such use. Such rights shall be considered void in cases of work stoppage or strike.

#### ARTICLE 4—BOARD RIGHTS AND RESPONSIBILITIES

- 4.1 The matters of negotiations and bargaining for agreement herein shall not include matters of curriculum, policy of operation, selection of teachers and other personnel, or physical plan of schools or other facilities. The Board has authority, duties and responsibilities conferred upon and vested in it by law to establish school policy of operation, including but not limited to the following rights:
- A. to exercise the executive management and administrative control of the school system and its properties, facilities, programs and the contracted activities of its employees,
  - B. to employ and re-employ all personnel, determine their qualifications, conditions of work, and work assignments and further to promote, demote or dismiss such personnel as provided by law; and
  - C. to select textbooks and other teaching materials to be used in all courses of instruction, to establish and supervise curriculum, manner of instruction, class schedules, hours of instruction, days that the school shall be in session, physical plant and other facilities to establish terms and conditions of work, except as hereinafter set forth.
- 4.2 The Association shall recognize any agent of the Board selected to represent it in any matter covered by this Agreement as is evidenced by letter of appointment executed by the Board chairperson or the clerk of the district. The exercise of the foregoing powers and duties by the Board, the adoption of policies, rules and regulations, and furtherance therewith shall be limited only by the specific and express terms of this agreement and applicable laws of the state of Montana and of the United States of America.
- 4.3 The management of the district and the direction of its employees are vested exclusively in the Board. All matters not specifically and expressly covered or treated by the language of this Agreement may be administered by the Board in accordance with such policy or procedure as the Board may determine. Management rights will not be deemed to exclude other management rights not herein specifically enumerated.
- 4.4 The Board agrees to bargain with the exclusive representative as outlined in Montana laws and this Agreement. The Cascade Board of Trustees shall assist the CEA in promoting membership in the Association. No one shall be required to join the Association but membership in the Association shall be encouraged and made available to all teacher candidates in the Cascade School District.
- 4.5 Information regarding positions which are to be available through creation or vacancy shall be publicized to the staff by posting notices on staff work area bulletin boards and by providing one copy of the notice to the Association president. Qualifications shall be listed on the position announcement.
- 4.6 Teachers in the Cascade School 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 Cascade School District, said teacher shall have the advantage in selection.
- 4.7 The Board joins the Association in the cost of printing copies of this Agreement within thirty (30) days following final signatures. The Board will make copies available to all teachers hereafter employed or offered employment by the district. The association will make copies available to all teachers presently employed in the district.

- 4.8 The Board will decide if a hiring incentive for an open teaching position in the District will be offered, and if approved, will direct the superintendent to post the incentive options with the job advertisement. The CEA-MEA president will be notified as to whether an incentive is being offered.

If approved by the Board, a candidate for an open teaching position may choose one of the following two options:

- A. The Board may provide a match for a newly hired teacher's student monthly loan payments for educational studies up to but not to exceed \$200 per month for participating full-time teachers not to exceed 9 months. Payments are to be made directly to the teacher's loan company or financial institution: or
- B. A newly hired teacher will be given a one-time only hiring bonus of \$1,800 to be paid upon the Board's final approval of the new hire.

#### ARTICLE 5—GRIEVANCE PROCEDURE

- 5.1 A "grievance" shall mean an allegation by a teacher, group of teachers, or the Association resulting in a dispute or disagreement between the teacher and the school district as to the interpretation or application of the terms and conditions contained in this Agreement.
- 5.2 The teacher, group of teachers, Association, administrator or school district may be represented during any step of the procedure by any person or agent designated by such party to act in his/her behalf.
- 5.3 The following definitions and interpretations pertain:
- A. Extensions: Time limits specified in this agreement may be extended by mutual consent.
  - B. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.
  - C. Computation of Time: In computing any period of time prescribed or allowed by procedure herein, the date of the act, event or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, Sunday or a legal holiday.
  - D. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.
- 5.4 Concerning Time Limitations and Waivers: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school district's designee(s) setting forth the facts and the specific provisions of the agreement allegedly violated and the particular relief sought within twenty (20) days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of grievance.
- 5.5 In the adjustment of grievance, the school district and the teacher(s) shall attempt such adjustments of grievance arising during the course of employment in the following manner: (Use appendix A of this contract)
- A. Level One. If the grievance is not resolved through informal discussions, the school district designee shall give written decision on the grievance to the parties involved within five (5) days following receipt of the written grievance.
  - B. Level Two. In the event the grievance is not resolved in Level One, the decision rendered may be appealed to the superintendent of schools provided such appeal is made in writing within ten (10) days after receipt of the decision of Level One. If the grievance is properly appealed to the superintendent, the superintendent shall set a time to meet regarding the grievance within seven (7) days after receipt of the appeal. Within five (5) days following the meeting, the superintendent shall issue in writing, to the parties involved, a decision.

- C. Level Three. In the event the grievance is not resolved in Level Two, the decision rendered may be appealed to the Board of Trustees provided such appeal is made in writing within ten (10) days after receipt of the decision of Level Two. If a grievance is properly appealed to the Board of Trustees, the superintendent shall cause the grievance to be placed on the agenda of the next regularly scheduled Board meeting for hearing of the parties involved. The Board of Trustees within seven (7) days after hearing the grievance will render a decision in writing to the parties involved.
- D. Level Four. If the aggrieved is not satisfied with the disposition of the grievance by the Board, the grievance, only at the option of the exclusive representative, may be submitted before an impartial arbitrator. The exclusive representative shall exercise its right of arbitration by giving the superintendent written notice of its intention to so file within ten (10) days of the receipt of the decision at Level Three.

Within ten (10) days after such written notice of submission to arbitration, the superintendent and the exclusive representative will attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment for such arbitrator to serve. If the parties are unable to agree upon an arbitrator or obtain such a commitment in ten (10) days a request for a list of arbitrators will be made to the Board of Personnel Appeals. The arbitrator shall be chosen by each party deleting one name in order (after the flip of a coin) until one name remains.

The arbitrator selected will confer with the representative of the Board and the exclusive representative and hold arbitration session(s) promptly and will issue his/her decision not later than thirty (30) days from the date of hearing. The arbitrator's decision shall be in writing and will set forth decision, reasoning and conclusions. The report will be submitted to the Board and the exclusive representative. The findings shall be binding on both parties.

- E. Step Waiver. Provided both parties agree in writing, any level of this grievance procedure may be bypassed and processed at a higher level.
- F. Costs: Each party shall bear its own costs of arbitration except that the fees and charges of the arbitrator shall be shared equally by the parties.
- G. Jurisdiction of the Arbitrator: The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. The arbitrator's findings shall be based upon the specific provisions of this Agreement. This arbitration provision shall be for grievances only.
- H. Exceptions to Time Limits: The time limits provided in this Article shall be strictly observed unless extended by written agreement of the parties. Notwithstanding the expiration of this Agreement, any claim or grievance arising there under may be processed through this grievance procedure until resolution.

5.6 No reprisals of any kind will be taken by the school district or its designee(s) against any teacher nor will the exclusive representative or any teacher(s) take reprisal action against any member of the Board of Trustees or school administration because of their participation in this grievance procedure.

#### ARTICLE 6—WORK DAY/WORK YEAR

- 6.1 School Day: The teachers' workday shall be determined by the board with the day not exceeding 9 hours (excluding an occasional IEP or staff meeting) on any given student day and 4 hours on any PIR Friday, with the teachers' individual contract specifying the number of contracted hours for the school year. A teachers' workday will not have morning duty prior to the contracted time. Any hours scheduled outside of the teacher's normal school day (i.e. open house, family night, subject night...) shall be proposed by the calendar committee prior to adoption by the board.
- 6.2 Teachers will be-scheduled to work 1432 instructional and instructional related hours.
- 6.3 Lunchroom, homeroom, and playground duties shall be scheduled by the administration and be rotated equally within the staff as reasonably and as practically as possible.
  - A. The Board of Trustees will institute a joint teacher (Association member chosen by the Association), Administration/School Board member committee to review teacher concerns as requested by the Board or Association.

- B. Each teacher will receive a calendar that includes one period, duty-free prep time per day that is proportional to the other periods of the day spent with students. In the case of part-time teachers teaching 4/7 periods per day or more, the district will provide a percentage of a preparation period based on the instructional assignment agreed to in the teacher's contract. (A part-time teacher teaching 6/7 would receive compensation for a preparation period of 6/7 of one period).
  - C. Two teachers who by rotation are scheduled as junior class or senior class advisors shall receive a stipend of \$250 each to be paid at the end of each school year. The principal shall establish the expectations of the junior and senior class advisors at the beginning of each school year and will evaluate each advisor yearly upon payment of stipends.
- 6.4 Teachers filling positions which require certification and who are paid on an hourly basis shall be compensated at the following rate effective July 1, 2008 (unless covered by an additional contract).
- A. When teaching students \$18.00 per hour
  - B. When not teaching students \$12.00 per hour
  - C. 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.
- 6.5 The Board of Trustees will institute a joint teacher/administration committee responsible for recommending the school calendar. Two teachers (Association members) and one administrator will comprise the committee. The committee will present the proposed calendar to the Board which will approve the calendar. The school calendar shall be part of the school district policy of operation and shall not be part of this Agreement.
- 6.6 Teachers shall adhere to professional attire standard Mondays through Thursdays. Such a standard means that clothing which common sense dictates is not appropriate for classroom, business office or parents' meeting shall not be worn. For example, teachers should not wear inappropriate footwear, blue jeans, spandex, shorts, oversize T-shirts, see-through blouses, or sweat suits. But teachers may adjust their attire when appropriate for field trips, physical education classes, art classes or Vocational Agriculture classes. More casual attire is permissible on Fridays provided that it does not create a distraction to the educational process or set an undesirable example for students. Individual exceptions to this dress code may be made by the Administration for special circumstances such as medical recommendations, etc.

ARTICLE 7—LEAVES

- 7.1 Any teacher who intends to take leave of any nature will be responsible for lining out their own subs and ensuring they have coverage prior to taking leave by using the automated sub phone line, effective School Year 2017-2018.
- 7.2 Peer Coverage: Teachers needing one (1) hour, and one hour only, for sick, personal, bereavement, school sponsored activities, or professional leave, and finding a peer teacher to substitute for that hour, will not lose a day of leave or fraction of a day. It is the responsibility of the teacher to (1) secure a fellow teacher to cover for the 1-hour absence; (2) obtain a Leave Request Form and the proper signatures; and (3) submit the Leave Request Form to the principal. In the case of absence for one hour due to school sponsored activities, school administration may assist the teacher in finding coverage. Teacher can obtain emergency peer coverage from a teacher who is willing to watch their class even if they are watching their own class upon administrative approval. The principal has the final decision as to whether the absence/substitute arrangement upsets the educational setting and will be permitted. In all circumstances, the substituting teacher can earn credit toward a personal day (See Article 7.4 F).
- 7.3 Unauthorized Absence: Teachers missing scheduled contract days or portion of days which are not excused by the administration or covered by leave policy will have a proportionate part of their salary deducted. A pay reduction for the time of unauthorized absence will be equal to the teachers' daily rate (daily rate of pay = 1/187<sup>th</sup> or 1/length of school year if less than 187 days).
- 7.4 Sick Leave: The number of days of sick leave granted to teachers shall be equivalent to two weeks of instructional days per year. 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 of sick leave per month of contract.

Sick leave is granted for personal illness or disability, medical appointments, quarantine, maternity or communicable disease 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.

The following rules apply:

- A. Teachers who are absent from school must notify the designated person of their intent to return to school by 3:00 p.m. of their last day of being ill.
  - 1. Except when notified to the contrary, the substitute teacher shall be released from duty at the close of the school day on Friday or on the last school day before the start of a vacation.
  - 2. In the event that the returning teacher has failed to notify the superintendent or principal of the teacher's intent to return to duty, and the substitute and the teacher both appear, the regular teacher will be expected to perform the classroom duties. The substitute shall be compensated for one-half day with the cost to be deducted from the teacher's salary
- B. All teachers must call the designated person by 7:00 a.m. to arrange for a substitute.
- C. A doctor's report may be required of teachers for illness extending beyond three (3) days if a doctor's care is necessary.
- D. Violations of the intended use of sick leave of the provisions of this article will engender disciplinary action.
- E. If a teacher leaves the district following fifteen (15) years of continuous teaching service in the Cascade school system, a teacher shall be compensated for twenty-five percent (25%) of his/her unused sick leave days based on salary base per day. If figure exceeds \$.50, the figure will be rounded to the next highest dollar.
- F. Teachers who are absent 1-4 periods will use a half (1/2) day of sick or personal leave; teachers who are absent 5-7 periods will use one (1) full day of sick or personal leave.

7.5 Personal Business Leave: Three (3) days when the district operates on a 5-day instructional week and two (2) days when the district operates on less than a 5-day instructional week of personal business leave without loss of pay or benefits will be allowed each teacher per school year.

- A. Written requests for personal business leave must be submitted no less than three (3) business or school days in advance of the leave to the building principal. A personal leave request may not be approved if adequate substitute coverage cannot be secured.
- B. No more than two (2) teachers may be absent on personal business leave on the same day, unless special permission is given by the Superintendent.
- C. Personal leave may not be used to extend any vacation period during the school year nor used in the first five (5) or last ten (10) days of the school year unless special permission is given by the superintendent.
- D. Personal leave shall be granted in minimum units of half days.
- E. A teacher has three options with unused personal leave days. Teachers must notify the District Clerk of their chosen option by May 5<sup>th</sup> of the current year. If the teacher fails to notify by this deadline, the District Clerk will default to option 3.
  - 1 Unused personal business leave at the allowed maximum per year may be added to the accumulated total of sick leave days, not to exceed the maximum established in Article 7.4.



- 2 A teacher has the option to roll over one (1), and only one, unused personal day to the next school year, creating a maximum of one plus the total number of personal business leave days granted per year (as outlined in 7.5). Any unused days beyond the one allowable rollover, may be added to the accumulated total of sick leave days (refer to option 1) or may be paid out (refer to option 3).
- 3 A teacher has the option to have unused personal days bought back at \$50 per day (or \$25 per half day).

F. 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 hours or periods of substitutions, the substituting teacher shall earn one extra personal day. (See Article 7.2)

G. Teachers who do not use any of their personal days will be entered into a \$250 drawing held at the conclusion of the school year.

7.6 Sabbatical Leave: Sabbatical may be granted to promote staff development and to encourage the professional growth of teachers. When sabbatical leaves are available, a teacher with five (5) years of service in the district is eligible to apply. The following factors will be considered when the Board of Trustees grants a sabbatical.

A. Factors

1. Number of requests submitted (one sabbatical per year may be approved)
2. Cost of sabbatical to district. Cost will include replacement teacher, sick leave, insurance, retirement and all associated costs of teacher replacement.
3. Availability of qualified teacher replacement to fill in for staff member on sabbatical.
4. Value of planned course of study to achievement of district goals.

B. Salary and benefits

1. The teacher will be compensated at (1/3) salary and (1/3) benefits while on sabbatical leave.
2. Tenure will be maintained while on sabbatical.
3. Teacher will provide service to the district for a minimum of two years after completion of sabbatical.

C. Procedure

1. Application for sabbatical must be submitted to the superintendent on or before February 1st.
2. Board approval for sabbatical will be at the regular April meeting.

7.7 Medical Leave: The Cascade School Board will authorize a medical leave of absence from duty for reasons of verified medical disability, provided without salary or fringe benefits in accordance with the statute and Board Policies.

7.8 Maternity Leave: Teachers will be allowed to take maternity leave in conjunction as sick leave in order to be paid while on maternity leave. Paid leave will follow regulations of the sick leave as outlined in Article 7.10.

7.9 Professional Leaves, Meetings, and Conferences:

- A. Association Conference is covered and governed by state statute.
- B. Because visits to other classes and other schools are a valuable means of professional growth, any teacher may, upon written request and approval of the superintendent, be granted a visit, to vary in duration and purpose, to observe another school setting.
- C. Attendance at professional meetings will be granted at the discretion of the Board. The district may defray expenses if the district requests such attendance.

7.10 Sick Bank Policies and Procedures

- A. Purpose: The purpose of the sick leave bank is to provide additional leave only to the individually contracted teachers of Cascade Public School who need extended medical care, rehabilitation, hospitalization or leave as allowed in Article 7.3. Sick bank privileges shall not extend beyond the individual teacher under contract. A teacher must have exhausted all of his or 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 leave, or any other non-paid absence or leave.
- B. Participation and Donation: 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 (5) days over a (3) year period of time and is eligible to then withdraw ten (10) bank days for every day donated. Therefore, each member can withdraw a lifetime total of 50 days. Nontenured teachers may only donate one day per year, until tenure is reached. After receiving tenure, they will be required to donate at a rate of not less than two days per year until they have contributed five days. Contributions will be made to the bank on the last day of the school year upon checkout. The exception will be with the first-year teacher who will be expected to donate one day within one month of employment in the district. All donations are irrevocable.
- C. Committee: An administrative committee will be maintained to manage the bank and authorize the bank withdrawals. It will consist of one K-8, one 9-12 teacher (annually selected by members of the sick leave bank), and one administrator (appointed annually by the superintendent). For documentation purposes, the committee will work hand in hand with the school clerk. Withdrawal approval will be given on a simple majority vote. The committee will grant or deny each request within 20 days.
- D. Withdrawal Process: A formal written request must be made and submitted to the sick bank committee for approval. This bank may only be used by those teachers who have written verification from a medical doctor, or doctors when requested by the committee. The committee may request written verification from a second doctor. Sick bank days will be allocated in five-day blocks. Additional blocks from the bank will require submitting another request to the committee for approval. Any unused days (from a 5-day block) will be returned to the bank. The committee has the discretion of authorizing less than the ten bank days per day contributed should the bank's balance fall below 60 days.
- E. Maintaining a Minimum Balance: Should the bank's balance fall below 60 days; the committee has the authority to determine the number of additional sick days that must be deposited by each member so as to replenish the bank. Each member will be required to contribute an equal amount. Additional days contributed to the bank for this purpose does not entitle a member to withdraw more than the 50 days allowed (refer to Participation and Donation). Failure of a member to comply with the committee's request to replenish the bank will result in forfeiture of the individual's membership in the sick leave bank.
- F. Repayment of Days Withdrawn: Members who use the sick bank will be required to pay back sick days at the rate of two days per year. If a member ceases employment with Cascade Public Schools and has a balance of un-repaid days from the bank, that person shall have a payroll deduction from their final check to repay the sick leave days. Said deduction shall be figured using their daily rate of pay.
- G. Emergency Sick Leave Bank: In order to help newer teachers who have not been able to accumulate Sick Leave, this portion of the Sick Leave Bank is available to any teacher employed by Cascade Public Schools. A teacher may request no more than 5 days of sick leave without the requirement of paying the days back to the bank. Any unused days (from the 5-day block) will be returned to the bank upon teacher checkout at the end of the school year. This portion of the bank may be used only once (lifetime) by any one teacher. All other requirements of the Sick Leave Bank must be met, e.g. final approval from the committee. Deposits to supply the days used for this Emergency Sick Leave Bank can come from teachers who wish to donate extra, unused sick days into this area of the Sick Leave Bank; for example, those who have accumulated 130 days of Sick Leave and want extra days to be available for others to use.

#### 7.11 Professional Development

- A. The District will budget \$3,000.00 per year for teacher development training. Registration fees and travel expenses will be covered for attendance at local, regional or national professional development.

- B. Permission to use the budgeted yearly professional development funding must be granted by each of the following: Superintendent, immediate Supervisor, and the CEA President. Failure to receive approval from each of these will result in non-approval for use of funds.
- C. Any funds not expended for this purpose will become part of the regular school budget.
- D. All monies awarded must be spent during the current fiscal year (prior to July 1).
- E. Final approval for all out-of-district travel must be given by the Board of Trustees.

Teachers may apply at any time to the Superintendent of Schools with specific information about the training or convention and benefit to participants. Continued emphasis will be placed on observing teachers at other schools.

- 7.12 Jury Duty: Official leave at full salary will be provided to each teacher for Jury Duty. Payment received for “Jury Fee” from the Court system will be remitted by the teacher to the School District Clerk. The teacher is to retain any mileage reimbursement. A copy of original official summons is to be attached to the Leave Request Form when requesting a substitute for Jury Duty.
- 7.13 Bereavement: Up to five (5) days per year of bereavement leave at full pay for the death of a member 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 death of a close friend, relative, or member of the community not covered as defined by immediate family.

Bereavement leave is non-accumulative. Extended bereavement leave shall be granted under special circumstances by the administration.

#### ARTICLE 8—HEALTH INSURANCE

- 8.1 The district agrees to pay the base amount of \$1,800.00 and half of the difference between the base and the actual cost of the premium per year. In the event the premium is less than the base amount the board will pay the actual premium cost only.
- 8.2 It is understood that the district's only obligation is to purchase insurance policies and pay such amounts as agreed to herein, and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier. The Board and the Association will discuss and review any change in the carrier.
- 8.3 For those new employees hired after 2010-2011 who choose the High Deductible Health Plan, HDHP, with a Health Savings Account, an HSA, as a health insurance benefit through the District’s insurance provider, the District will pay a one-time-only start-up amount, or an incentive, for an HSA. Contributions to the HSA are only by payroll deduction and are electronically deposited into a savings account established by the employee in conjunction with the district clerk. The start-up amount will also be electronically deposited into a savings account.

An employee can participate in the HDHP for the insurance without setting up an HSA. If the employee chooses the HDHP without establishing an account, the incentive described below does not apply.

Just as deductibles and out-of-pocket amounts are proportional (e.g., single deductible is \$1000 while family deductible is \$2000), an incentive amount is also proportional and will be deposited for employees electing the HDHP WITH a savings account, an HSA, as follows:

- Single: \$500
- Parent-child: \$800
- Two-party: \$975
- Family: \$1300

This one-time-only start-up incentive will be electronically deposited when the employee shows evidence (account numbers and bank name on file at the district clerk's office) that a Health Savings Account has been established no later than October 1 of the contract year.

#### ARTICLE 9—PROFESSIONAL COMPENSATION

- 9.1 The salaries are reflected in Appendix "B" for the 2021-2023 school years.
- A. Step 0 was replaced by step 1 on the salary matrix. Teacher's steps will be frozen until the 2022-2023 school year's contract.
- 9.2 Ten (10)-semester lane credits shall be required for lane changes beyond a particular degree lane.
- 9.3 In order to receive credit on the salary schedule for additional college course work, it is understood that such course work shall enhance a teacher's abilities as jointly determined by the district and teacher.
- A. Teacher must complete an application form for course approval. (See Appendix F) 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: a. District goals; b. Curriculum targeted goals; c. Pre-targeted goals between the teacher's supervisor and the teacher; and/or d. Effective Schools (High Performance) Team Goals.
- B. In the event that a disagreement exists, the Board shall have the final determination authority.
- C. 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.
- 9.4 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.
- 9.5 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. Satisfactory evidence will be grade record sent from the school in question. The grade report may be used to satisfy the time deadline but shall not be construed as satisfying the provision for pay purposes.
- 9.6 Teachers will receive their monthly payment of wages on the 1st of each month with payment # 1 on September 1.
- 9.7 To apply on the salary schedule, all credits beyond the bachelor's degree education lane will be graduate level.
- 9.8 Credits to apply to educational lanes beyond a particular degree must be earned subsequent to the earning of the degree, and must be taken at an accredited college, university or trade school.
- 9.9 A teacher shall move no more than one (1) step or year of experience in any one year provided an additional year of experience is gained.
- 9.10 Teachers new to the system will be granted credit on a 1:1 basis for all previous teaching experience up to a maximum of six years. All teaching shall have been in consecutive years in fully accredited schools. Consideration for non-consecutive years may be made for teachers who left teaching to further their education, i.e. earning a Master's Degree. Subject to the preceding limitations, placement on the salary schedule and years credited will be at the discretion of the superintendent.
- 9.11 The Board encourages tenured teachers to pursue a deeper understanding about teaching and learning through the National Board Certification process from the National Board for Professional Teaching Standards. A teacher must notify the district superintendent in writing of his/her intent to achieve certification and provide a timeline in which the process may be completed. The teacher is not obligated to complete certification within the submitted timeline, but communicating an anticipated timeline will better allow the district to plan for the financial stipend. The teacher must present evidence of certification before compensation is paid.

Any tenured teacher who, while an employee of the district and having made proper notification, is a successful candidate and achieves National Board Certification, will be granted one of the following two options:

- A. \$1,000 per year honorarium for five (5) years. Payments will begin in the first school year following the successful achievement of certification and will be made in September of each of the next five (5) school years that the teacher is employed by the District; or
- B. a one-time stipend of \$3500 to be given to the teacher after successful completion of certification. Payment will be made within sixty (60) days of certification

9.12 If at any time during a contracted school year, an elementary teacher is assigned a self-contained, multi-grade classroom, he or she will receive an additional stipend of \$1000 for that school year. The stipend will be incorporated into the monthly paychecks.

9.13 The District will cover the cost of a single serving adult lunch or the cost of a la carte items or beverages for teachers on the day when assigned a lunch duty in the duty. The District will not pay for extra servings of entrees or beverages.

9.14 The District shall conduct an annual review and reconciliation of teacher base pay and teacher average pay for all staff whose salaries are covered under the terms of this agreement in order to ensure that teacher base pay in the District is:

- 1. not less than 10 times the quality educator payment amount identified in 20-9-306(16), MCA, for the fiscal year in question; and
- 2. not less than 70% of the teacher average pay in such fiscal year.

In the event that teacher base pay does not meet these standards, teacher base pay will be increased to meet these standards, and the salary for each teacher whose pay is less than either of the amounts referenced above shall be increased to ensure the teacher's salary for the fiscal year in question is at least 10 times the quality educator payment and at least 70% of the teacher average pay, as computed with the increased salary of such teacher included in the average. Any increases in salary for teachers under the circumstances set forth herein shall not be construed to require corresponding increases to any other teacher of the district whose salary is already at least 10 times the quality educator payment and at least 70% of the teacher average pay.

However, to the extent that the district receives an incentive payment in any fiscal year from the state that is in excess of the cost to the district of reconciling teacher pay as referenced herein, any amount of the incentive that is above the costs of reconciliation shall be made available to bargain other increases in compensation for teachers whose employment is covered under the terms of this agreement. Any such increases shall be negotiated in a manner that does not cause any teacher's salary to fall below 10X the quality educator payment or at least 70% of the teacher average pay.

For purposes of this section, the following definitions apply:

- 1. "Teacher base pay" means the lowest salary for a beginning teacher incorporated in this agreement, not including bonuses, stipends, or extended duty contracts.
- 2. "Teacher average pay" means the total salaries paid to all of its teachers covered under the terms of this agreement, not including bonuses, stipends, or extended duty contracts, divided by the total full-time equivalent teachers (187 days = 1 FTE) employed in the district, with full-time equivalence rounded to the nearest tenth.

#### ARTICLE 10—EFFECT AND SCOPE OF AGREEMENT

10.1 During its term, this Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the Board and the Association in written and signed amendment to this agreement.

10.2 If any provision of this Agreement or any application thereof to any teacher is finally held to be contrary to law by a court of competent jurisdiction, then such provision or application shall be deemed invalid, to the extent required by such decision, but all other provisions or applications shall continue in full force and effect. If such provisions exist which are so held, at the request of either the Board or the Association, negotiations will provide the benefit(s) according to the intent of the rulings.

10.3 This Agreement constitutes the entire Agreement between the parties and no verbal statements or past practices shall supersede any of its provisions. Any amendment supplemental hereto shall not be binding upon either party unless executed by the parties hereto. The parties further acknowledge that, during the course of collective bargaining, each party has had the unlimited right to offer, discuss, accept or reject proposals. Therefore, for the term of this Agreement, no further collective bargaining shall be had upon any provisions of this agreement, nor upon any subject of collective bargaining, unless by mutual consent of the parties hereto.

ARTICLE 11—DURATION OF AGREEMENT

- 11.1 This Agreement will become effective July 1, 2021 and will remain in force and effect until June 30, 2023.
- 11.2 This Agreement will be renewed and continued in effect past June 30, 2023, unless written notice is given by either party to the other party prior to March 1, 2023.

IN WITNESS WHEREOF, we have hereunto set our hands on this day and year indicated below.

FOR CASCADE SCHOOL DISTRICT 3 & B

FOR CASCADE EDUCATION ASSOCIATION

\_\_\_\_\_  
Chairperson, Board of Trustees

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Secretary

**APPENDIX "A"**  
**Grievance Report**

Aggrieved Person \_\_\_\_\_ Date Filed \_\_\_\_\_

School \_\_\_\_\_ Teaching Assignment \_\_\_\_\_

1. Date Grievance Occurred \_\_\_\_\_

2. Statement of Grievance \_\_\_\_\_

3. Action requested or relief sought \_\_\_\_\_

(Attach additional sheet if needed)

LEVEL I

1. Decision of Principal or immediate supervisor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal or  
Immediate Supervisor

\_\_\_\_\_  
Date

2. Aggrieved Person's Response \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Aggrieved

\_\_\_\_\_  
Date

LEVEL II

1. Date received by Superintendent or Designee \_\_\_\_\_

2. Decision of Superintendent or Designee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent or Designee

\_\_\_\_\_  
Date

3. Aggrieved person's response \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Aggrieved

\_\_\_\_\_  
Date

LEVEL III

1. Date submitted to Board of Trustees \_\_\_\_\_

2. Decision, award and disposition of the Board of Trustees \_\_\_\_\_

\_\_\_\_\_  
Signature Chairman, Board of Trustees

\_\_\_\_\_  
Date

3. Aggrieved Person's Response \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Aggrieved

\_\_\_\_\_  
Date

LEVEL IV

1. Date submitted to arbitration \_\_\_\_\_

2. Disposition and award of the arbitrator \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Arbitrator

\_\_\_\_\_  
Date



APPENDIX “B”

2021-2023  
Salary Schedule

2020-2021 Salary Base: \$30,230  
 Percent Increase: 0.00  
 2021-2023 Salary Base: \$31,439

1.000	1.034	1.069	1.086	1.103	1.138	1.172
0.040	1.044	0.470	0.049	0.051	0.054	0.058

EXP	BA	BA+10	BA+20	BA+30	BA+40, MA	BA+50, MA 10	MA+20
0	\$ 31,439	\$ 32,508	\$ 33,608	\$ 34,143	\$ 34,677	\$ 35,778	\$ 36,847
1	\$ 32,697	\$ 33,891	\$ 35,086	\$ 35,683	\$ 36,281	\$ 37,475	\$ 38,670
2	\$ 33,954	\$ 35,275	\$ 36,564	\$ 37,224	\$ 37,884	\$ 39,173	\$ 40,493
3	\$ 35,212	\$ 36,658	\$ 38,041	\$ 38,764	\$ 39,475	\$ 40,871	\$ 42,317
4	\$ 36,468	\$ 38,041	\$ 39,519	\$ 40,304	\$ 41,091	\$ 42,568	\$ 44,140
5	\$ 37,727	\$ 39,425	\$ 40,996	\$ 41,845	\$ 42,694	\$ 44,266	\$ 45,964
6	\$ 38,984	\$ 40,808	\$ 42,474	\$ 43,386	\$ 44,298	\$ 45,964	\$ 47,787
7	\$ 40,242	\$ 42,191	\$ 43,952	\$ 44,926	\$ 45,901	\$ 47,662	\$ 49,611
8	\$ 41,499	\$ 43,574	\$ 45,429	\$ 46,467	\$ 47,504	\$ 49,359	\$ 51,434
9	\$ 42,757	\$ 44,958	\$ 46,907	\$ 48,007	\$ 49,108	\$ 51,057	\$ 53,258
10	\$ 44,015	\$ 46,341	\$ 48,385	\$ 49,548	\$ 50,711	\$ 52,755	\$ 55,081
11	\$ 45,272	\$ 47,724	\$ 49,862	\$ 51,088	\$ 52,314	\$ 54,452	\$ 56,905
12	\$ 46,530	\$ 49,108	\$ 51,340	\$ 52,629	\$ 53,918	\$ 56,150	\$ 58,728
13	\$ 47,787	\$ 50,491	\$ 52,818	\$ 54,169	\$ 55,521	\$ 57,848	\$ 60,552
14	\$ 49,045	\$ 51,874	\$ 54,295	\$ 55,710	\$ 57,125	\$ 59,545	\$ 62,375
15		\$ 53,258	\$ 55,773	\$ 57,250	\$ 58,728	\$ 61,243	\$ 64,198
16			\$ 57,250	\$ 58,791	\$ 60,331	\$ 62,941	\$ 66,022
17			\$ 58,728	\$ 60,331	\$ 61,935	\$ 64,639	\$ 67,845
18				\$ 61,872	\$ 63,538	\$ 66,336	\$ 69,669
19+				\$ 63,412	\$ 65,142		

Teachers who attained BA+40 prior to 2007-2008 were placed in the BA+40/MA column. Only teachers who earn a Master’s degree may be placed in the BA+40/MA column or the subsequent columns of MA+10 and MA+20.

A teacher shall move no more than one (1) step or year of experience in any one year provided an additional year of experience is gained.

Teachers new to the system will be granted credit on a 1:1 basis for all previous teaching experience up to a maximum of six years. All teaching shall have been in consecutive years in fully accredited schools. Consideration for non-consecutive years may be made for teachers who left teaching to further their education, i.e. earning a Master’s Degree. Subject to the preceding limitations, placement on the salary schedule and years credited will be at the discretion of the superintendent.

The District may place teachers with less than three years experience as step three (3) of the salary schedule. These teachers will be advanced to step four (4) upon successful completion of their first year and continue to advance each subsequent completed year as it qualifies them under the terms of this agreement. Step six is the maximum step at which a new teacher may enter the District.

**APPENDIX “C”**

Attainment Level

2021-2023

1.000	1.034	1.069	1.086	1.103	1.138	1.172
0.040	1.044	0.470	0.049	0.051	0.054	0.058

<b>EXP</b>	<b>BA</b>	<b>BA+10</b>	<b>BA+20</b>	<b>BA+30</b>	<b>BA+40, MA</b>	<b>BA+50, MA 10</b>	<b>MA+20</b>
0	1.000	1.034	1.069	1.086	1.103	1.138	1.172
1	1.040	1.078	1.116	1.135	1.154	1.192	1.230
2	1.080	1.122	1.163	1.184	1.205	1.246	1.288
3	1.120	1.166	1.210	1.233	1.256	1.300	1.346
4	1.160	1.210	1.257	1.282	1.307	1.354	1.404
5	1.200	1.254	1.304	1.331	1.358	1.408	1.462
6	1.240	1.298	1.351	1.380	1.409	1.462	1.520
7	1.280	1.342	1.398	1.429	1.460	1.516	1.578
8	1.320	1.386	1.445	1.478	1.511	1.570	1.636
9	1.360	1.430	1.492	1.527	1.562	1.624	1.694
10	1.400	1.474	1.539	1.576	1.613	1.678	1.752
11	1.440	1.518	1.586	1.625	1.664	1.732	1.810
12	1.480	1.562	1.633	1.674	1.715	1.786	1.868
13	1.520	1.606	1.680	1.723	1.766	1.840	1.926
14	1.560	1.650	1.727	1.772	1.817	1.894	1.984
15	1.560	1.694	1.774	1.821	1.868	1.948	2.042
16	1.560	1.694	1.821	1.870	1.919	2.002	2.100
17	1.560	1.694	1.868	1.919	1.970	2.056	2.158
18	1.560	1.694	1.868	1.968	2.021	2.110	2.216
19+	1.560	1.694	1.868	2.017	2.072	2.110	2.216

Teachers who attained BA+40 prior to 2007-2008 were placed in the BA+40/MA column. Only teachers who earn a Master’s degree may be placed in the BA+40/MA column or the subsequent columns of MA+10 and MA+20.

A teacher shall move no more than one (1) step or year of experience in any one year provided an additional year of experience is gained.

Teachers new to the system will be granted credit on a 1:1 basis for all previous teaching experience. All teaching shall have been in consecutive years in fully accredited schools. Consideration for non-consecutive years may be made for teachers who left teaching to further their education, i.e. earnings a Masters Degree. Subject to the preceding limitations, placement on the salary schedule and years credited will be at the discretion of the superintendent.

**Cascade Education Association  
Sick Leave Bank Deposit Form**

---

**Section 1: To be completed by the employee.**

---

I wish to contribute \_\_\_\_\_ days of my personal sick leave to the Cascade School Sick Leave Bank. I have read and I understand the district policies relative to the administration of that bank and agree to abide by the regulations governing those policies. I understand that all contributions are irrevocable.

Signed \_\_\_\_\_

Date \_\_\_\_\_

---

**Section 2: To be completed by the Sick Leave Bank Committee.**

---

I have inspected the above application for contribution of days to the Cascade School Sick Leave Bank and verify that the application complies with all district policies.

Signed \_\_\_\_\_

Date \_\_\_\_\_

---

**Section 2: To be completed by Cascade School Administration.**

---

\_\_\_\_\_  
Signature - School Clerk

Date \_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature

Date \_\_\_\_\_

Date \_\_\_\_\_

APPENDIX "D-I"

**Cascade Education Association  
Sick Leave Bank Withdrawal Request**

In accordance with Cascade School District Sick Bank guidelines, I hereby request an allowance of \_\_\_days from the sick leave bank. I am also submitting a statement from an attending physician that will justify the medical need for this request. I further understand that in order to qualify to withdraw days from the bank, I must have exhausted my personal allotment of sick leave and personal days and must have incurred five (5) days absence without pay.

Printed Name \_\_\_\_\_ Number of days requested \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_

In the event that the employee is unable to sign the request, the employee's agent will briefly explain the reasons surrounding that inability and sign below.

Agent's Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agent's Printed Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature of Agent \_\_\_\_\_ Date \_\_\_\_\_

(Note: This request must be immediately forwarded to the C.E.A. President or a member of the sick bank committee.)

---

**Sick bank committee use only:**

Request received on \_\_\_\_\_ (Date) by \_\_\_\_\_ (Name)

Verification of sick leave and personal day exhaustion \_\_\_\_\_ (yes/no).

Attending physician's statement attached \_\_\_\_\_ (yes/no).

**Committee Decision:** \_\_\_ **Approved** \_\_\_ **Denied** \_\_\_ **Number of days**

Reason for denial:

Committee Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

School Clerk Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

APPENDIX "E"

Cascade Public School District 3&B

Teacher Request for Approval of Credits for Salary Advancement

Note: Incomplete request forms will be returned.

Form approved 2008 Collective Bargaining Agreement

Employee Information:

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Current Teaching Assignment \_\_\_\_\_

Number of Years in District \_\_\_\_\_ Date hired \_\_\_\_\_

Current Placement (Steps and Lanes) \_\_\_\_\_

Class or Workshop Information:

Class or Workshop Title \_\_\_\_\_

Class or Workshop Number \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Class Dates \_\_\_\_\_ Class Times \_\_\_\_\_

Instructor Name \_\_\_\_\_ College or University \_\_\_\_\_

Number of Semester Credits requested \_\_\_\_\_

How is this class designed to enhance your ability to plan and implement your curriculum to fit the needs of the district? (please explain on reverse or attach) \_\_\_\_\_

Type of Approval Requested:

College Credit for movement on salary schedule: This credit, if approved, will apply towards my movement

From \_\_\_\_\_ To \_\_\_\_\_

Is there any special circumstance in this request? \_\_\_\_\_ Yes \_\_\_\_\_ No (please explain on reverse or attach)

Are additional information sheets attached or materials on reverse side? \_\_\_ Yes \_\_\_ No

Teacher signature verifying the above and attached materials are correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrative Determination:

Superintendent's Determination. Check if additional comments or materials are attached \_\_\_\_\_ yes

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

This application will be processed no more than three (3) working days from the date of request.

**APPENDIX "F"**  
**Cascade RIF Experience and Qualifications Worksheet**

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

Current Position: \_\_\_\_\_

Name of "Particular Educational Program" being considered: \_\_\_\_\_

---

Licensure and Endorsement Information: \_\_\_\_\_

---

In-District Experience (# of years): \_\_\_\_\_

Out-of-District Experience (# of years): \_\_\_\_\_

Other related work experiences and years: \_\_\_\_\_

---

---

Formal Improvement Plan:  No  Yes, dates: \_\_\_\_\_

Summary rating from EPAS\* Scales (take all EPAS scales in personnel files; assign Exemplary=4, Proficient=2, Developing=1, Unsatisfactory=0: add together and divide by the total number of evaluations.

---

Related professional experiences: \_\_\_\_\_

---

---

Relevant (to the "Particular Educational Program") PIR courses taken: \_\_\_\_\_

---

---

Relevant (to the "Particular Educational Program") college courses taken: \_\_\_\_\_

---

---

Relevant (to the "Particular Education Program") certificates, apprenticeships, other licensures: \_\_\_\_\_

---

---

Organizational Commitment-Current supervisor ranks this employee on a scale from 1 to 3 with 3 being the highest level of organizational commitment:

---

**Appendix “F-1”**

**RIF Experience and Qualifications Rubric**

<b>Experience or Qualification Factor</b>	<b>Point Description</b>	<b>Points Allotted</b>
Hold proper licensure for the considered “Particular Education Program”	If no, this person is not eligible for this position. If yes, no points awarded. Completed the remainder of the rubric	
Other endorsements that could lead to future flexibility	1 point for each	
In-district teaching experience	1 point for each year	
Out-of-District teaching experience	1 point for each year	
Other related experience	1 point for each year	
EPAS Scale Average	Insert points assigned	
Improvement Plan	Subtract 5 points for each separate improvement plan	
Related professional experiences	1 point for each	
Related PIR courses	1 point for each	
Related college courses	1 point for each	
Related certificates, apprenticeships; other licenses	1 point for each	
Organizational commitment	Insert points assigned	
<b>Total</b>		

# SECTION III - Handbooks

## Handbook Updates

### Classified Handbook

- First page – changed dates
- Changed font in entire handbook to 12 instead of 10
- Updated Table of Contents

### Certified Handbook

- First page – change dates
- Changed font in entire handbook to 12 instead of 10
- Updated Table of Contents
- Changed 2020-2021 to Current on page 8
- Updated Driver's Ed Salary to \$30 as set by the board on page 6
- Updated times for work day on page 8

### Coaches/Sponsors/Advisors/Activities/Athletic Handbook

- First page – change dates
- Changed font in entire handbook to 12 instead of 10
- Updated Table of Contents
- Added directors and coordinators on page 3
- Removed (C-Squad) and added (Additional Coaches) on page 6
- Made changes to Academic Eligibility to match student handbook on page 16
- Replaced head coach with administration on who could allow participation when a student misses the bus – page 21

### Transportation handbook

- First page – change dates
- Changed font in entire handbook to 12 instead of 10
- Updated Table of Contents
- Added or more to 3 miles in item 7 page 5
- Change mandatory to recommended on number 9 on page 5
- Change four to two in g. on page 5. Two is required by OPI
- Add that all drivers need to check for sleeping students on part 13 page 7
- Change fourth to half. Some busses take a half a tank a day to run routes. Page 16
- Remove oil and lubrication requirements. Not the same for all vehicles. Page 16
- Quarter to half, same reasons page 17
- Change by the first Friday in September to after the first week of school on page on page 17
- Added 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 to Eligible Passenger to match state definition page 17
- Removed reference to slips and cards to allow the principals to use the behavior matrix when dealing with bus behavior. Page 19
- Remove Local residents may be able to assist in most cases of bus failure page 20 under BUS BREAKDOWNS.
- Remove ax from Evacuation. There are no axes on the bus page 20.
- Updated forms at the end of the document.

### Board handbook

- First page – change dates
- Changed font in entire handbook to 12 instead of 10
- Updated Table of Contents
- Added Page Numbers
- Updated Trustees page 12



# 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 21<sup>st</sup> 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 Drury  
Title VII, Civil Rights or Discrimination Issues: Rick Miller  
Title IX: Nichole Pieper  
Equal Employment Opportunities (EEO): Rick Miller  
Americans with Disabilities Act: Rick Miller

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 Policy #5336)

## 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 March of 2020.



### Classified Staff Pay Matrix

Revised March 2020

Dept.	Aide	Custodian	Bus Driver	Secretary	Admin Assistant	General Kitchen	Head Kitchen
<b>Sub Pay</b>	<b>14.25</b>	<b>13.5</b>	<b>14.50</b>	<b>14.25</b>	<b>NA</b>	<b>9.75</b>	<b>NA</b>
<b>Hiring Pay</b>							
0-6 months	<b>14.25</b>	<b>13.50</b>	<b>14.50</b>	<b>14.25</b>	<b>15.50</b>	<b>9.75</b>	<b>13.50</b>
<b>Base Pay</b>	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

### 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 twelve (12) weeks of FMLA to be used concurrently with paid sick leave.

### ***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***

The building is accessible to staff during the course of the school year between the hours of 7:00 a.m. and 6:30 p.m., weekdays. Staff members requiring access at other times, 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.

### ***School Day Hours***

The length of the school day is from 8:00 a.m. to 3:51 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.

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.

## **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, 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.

# 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 21<sup>st</sup> 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: Michelle Price

Title VI (Social Security): Karsen Drury

Title VII, Civil Rights or discrimination issues: Michelle Price

Title IX: Nichole Pieper

Equal Employment Opportunities (EEO): Rick Miller

Americans with Disabilities Act: Rick Miller

Section 504 of the Rehabilitation Act of 1973: Nichole Pieper



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 programs 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—from principals to secretaries—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 principals, 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 at least two (2) weeks' written resignation notice from all employees. (Board Policy 5251)

### **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/RECERTIFICATION**

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 ~~2020-2021~~ **Current**)

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 a.m. to 4:26 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.

The work day includes lunch, preparation time and assigned duties. School begins at 8:00 **7:55** a.m. **Required arrival time for all teachers is twenty (20 15) minutes before the start of school, or 7:40 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.

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 approximately two (2) weeks prior to the final checkout day so that teachers can begin obtaining the necessary signatures. 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.

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)

### **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)

### **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.

### **SICK LEAVE**

Certified employees shall be granted sick leave according to the terms of the current collective bargaining agreement. (Board Policy 5321)

**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.

### **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](http://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.

All teachers will be assigned a unique code or password to be used to operate the Canon machines. At no time should students be allowed to operate the copy machines. Copying/printing costs for each teacher up to 15,000 copies for the school year will be covered by the school District. Copying/printing costs that exceed this allocation will be deducted from the teacher's classroom or department budget at the cost of \$0.02 per page copied. It is important that individual codes be protected and not be shared with other staff members for this reason.

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.

A Fundraising Committee will oversee a master schedule and review proposals. Committee members will consist of the Activities Director, an administrator, two teachers, and a representative from the student council, if necessary.

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.

Members of the Fundraising Committee are the Activities Director, the JH/HS principal, the elementary principal, two teachers as well as a representative from the High School Student Council. The Activities Director will serve as the chairperson of the committee and call meetings as needed.

### ***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.
3. **Athletics:** Coaches are asked to generate requisitions for their team needs for the coming fiscal year.
  - a. Meet with all coaches/staff within your sport or activity to determine needs.
  - b. All requisitions are to be placed in the 'Athletics' folder before checking out for the school year.
  - c. Current catalogs can be found in the gray filing cabinet in the teacher mailroom.
  - d. A final determination for athletic/activity needs will be made by the A.D. 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***

The building is accessible to staff during the course of the school year between the hours of 7:00 a.m. and 6:30 p.m., weekdays. Staff members requiring access at other times, 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

### ***School Day Hours***

The length of the school day is from 8:00 a.m. to 3:53 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.

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 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. Casual dress offers a welcome alternative to the formality of typical professional attire.

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.

Listed below is a general overview of the more common items that are not appropriate. These items should help set the general parameters for proper casual wear and allow you to make intelligent judgments about items that are not specifically addressed. Examples of acceptable casual wear include Badger wear or "Black and Gold" wear and jeans. Examples of inappropriate clothing items that should not be worn on casual days include:

- Jeans that are excessively worn or faded
- Short shorts
- Spandex or other form fitting pants, to include yoga pants, that do not cover hip and buttocks with a shirt or dress
- Miniskirts
- Spaghetti-strap dresses
- T-shirts or sweatshirts with offensive messages or images



- Halter tops
- Tops with bare shoulders unless worn under a blouse or jacket
- Visible undergarments
- Slippers
- Muscle Shirts

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, 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***

7-12 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! (eXCellent 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: \_\_\_\_\_

\*Classified Staff, please print this page, sign it, and return it to the office. Thank you.

2021-2022

# 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 21<sup>st</sup> 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 Drury

Title VII, Civil Rights or Discrimination Issues: Rick Miller

Title IX: Nichole Pieper

Equal Employment Opportunities (EEO): Rick Miller

Americans with Disabilities Act: Rick Miller

Commented [MR1]: Should be in each handbook.

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](http://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](http://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](http://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 to 3	4 to 8	9 to 13	14 to 18	19+
Longevity	0%	5%	10%	15%	20%
Head High School Varsity Coach FB, BB, VB, Wrestling, Track, Golf	\$2,897	\$3,042	\$3,187	\$3,332	\$3,476
1st Assistant	\$2,130	\$2,237	\$2,343	\$2,450	\$2,556
2nd Asst. Coaches, (" <del>C</del> " Squad) (Additional Assistants)	\$1,675	\$1,759	\$1,843	\$1,926	\$2,010
Head Coach Cross Country	\$2,707	\$2,842	\$2,978	\$3,113	\$3,248
JH Head Coach	\$1,414	\$1,485	\$1,555	\$1,626	\$1,697
Assistant JH Coach	\$958	\$1,006	\$1,054	\$1,102	\$1,150
Annual	\$1,065	\$1,118	\$1,172	\$1,225	\$1,278
BPA	\$2,897	\$3,042	\$3,187	\$3,332	\$3,476
Band	\$2,897	\$3,042	\$3,187	\$3,332	\$3,476
Choir	\$1,374	\$1,443	\$1,511.40	\$1,580	\$1,649
Drivers' Ed	<del>\$25/hr</del>	<del>\$26/hr</del>	<del>\$27/hr</del>	<del>\$28/hr</del>	<del>\$29/hr</del>
	\$30/hr	\$31/hr	\$32/hr	\$33/hr	\$34/hr
FFA	\$2,897	\$3,042	\$3,187	\$3,332	\$3,476
School Newspaper	\$1,065	\$1,118	\$1,172	\$1,225	\$1,278
Pep Club Advisor	\$572	\$601	\$629	\$658	\$686
JH/HS Science Fair	\$1,675	\$1,759	\$1,843	\$1,926	\$2,010
Elementary Science Fair	\$519	\$545	\$571	\$597	\$623
Academic Coach	\$519	\$545	\$571	\$597	\$623

### ***Evaluation***

The Activities Director will evaluate each head coach using the enclosed form. The head coach 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 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.

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 administrative assistant 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 willingly 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 or alcohol at team activities.

**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 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 office within 24 hours.

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.

**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. MHSA 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 AD

#### ***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.

Members of the Fundraising Committee are the Activities Director, the JH/HS principal, the elementary principal, two teachers as well as a representative from the High School Student Council. The Activities Director will serve as the chairperson of the committee and call meetings as needed.

#### ***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.

#### ***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 must be turned in to the Activities Director during your evaluation. If keys 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 ~~may be~~ **are** allowed to participate in practice. ~~or in school activity requirements at the discretion of the coach or advisor; however, they~~ **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.**

Commented [MR2]: Added to eliminate confusion

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. A homeschool student is not eligible to participate for an MHSA member school. (Article II, Section (2) Eligibility, MHSA handbook)
2. No student who is enrolled in a grade below the ninth shall be eligible to participate in a MHSA Association Contest, except as established in Section (5) of the MHSA handbook.
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 **Principal 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 a participant appears on this report, they will have one probationary week per semester to pull up their grade from an "F" to a passing grade.~~ 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 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.
5. **Transfer Rule:** A student of any grade level who changes high 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 90-days. (See MHSA Official Handbook for waiver requirements)

#### *Activity Fee*

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

#### *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](http://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. In cases where a medical note cannot be provided (ie: 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.

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 MHSAA 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 6<sup>th</sup> 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. 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.

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 From 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 ~~head-coach~~ **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.

***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.

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.

***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/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](http://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, the following meal allowances will be adhered to:

Breakfast	\$6.00
Lunch	\$8.00
Dinner	\$12.00

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:** \_\_\_\_\_

**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.

**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 2<sup>nd</sup> place finish at district (GBB, GVB, T, BBB).
- 2 points An individual or team member achieving a 3<sup>rd</sup> place conference win (BFB), a 1<sup>st</sup> place district win (BBB, GBB, T, GVB), or a 4<sup>th</sup> place divisional win (W, G).
- 3 points An individual achieving a 3<sup>rd</sup> place divisional finish (W, G).
- 4 points An individual or team member achieving a 2<sup>nd</sup> place conference or divisional title (BFB, BBB, W, G, T, GBB, CC, GVB).
- 5 points An individual or team member achieving a 1<sup>st</sup> place conference or divisional title (BFB, BBB, W, T, G, CC, GBB, GVB).
- 6 points An individual or team member achieving a 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> place State Title (BFB, BBB, W, T, G, CC, GBB, GVB).
- 7 points An individual or team member achieving a 2<sup>nd</sup> or 3<sup>rd</sup> place State Title (BFB, BBB, W, T, G, CC, GBB, GVB).
- 8 points An individual or team member achieving a 1<sup>st</sup> 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 2<sup>nd</sup> Team All Conference or Division. (BFB, BBB, T, GBB, GVB)
- 3 points An individual or team member nominated to a 1<sup>st</sup> 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 2<sup>nd</sup> Team All State (BFB, BBB, T, W, G, GBB, GVB, CC)
- 5 points An individual or team member nominated to a 1<sup>st</sup> 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.

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***

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.

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

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.

# 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 21<sup>st</sup> 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 Drury  
Title VII, Civil Rights or Discrimination Issues: Rick Miller  
Title IX: Nichole Pieper  
Equal Employment Opportunities (EEO): Rick Miller  
Americans with Disabilities Act: Rick Miller

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 ~~mandatory~~ **recommended** for all drivers to have taken within the 1<sup>st</sup> 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 – ~~four~~ **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 COMMON SENSE RULES FOR BUS OPERATION**

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 Tests 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:**

Rick Miller  
(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 fourth half of a tank. ~~Make allowances for weather conditions. Oil and lubrication is to be changed every 5000 miles.~~

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  $\frac{1}{4}$   $\frac{1}{2}$  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

Route#3: Old US Hwy 91

Route #4: Wolf Creek

Route #5: Ulm

Route #6: Chestnut Valley

Route#7: Adel

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** by the first Friday in September.

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 21<sup>st</sup> 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 1<sup>st</sup> 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 Report Slips***

#### **Bus Conduct Cards:**

~~These slips tell how, when and where the student misbehaved. Please see a sample of the slip in Appendix G. The driver, the parent and the appropriate principal must sign each one. The slip should describe the consequences of continued misbehavior.~~ 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. ~~Local residents may be able to assist in most cases of bus failure.~~ 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, ~~and ax.~~ 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

## BUS DRIVER'S VEHICLE INSPECTION REPORT

COMPANY: \_\_\_\_\_ BUS NO: \_\_\_\_\_  
 ODOMETER READING: \_\_\_\_\_ DATE: \_\_\_\_\_  
 END MILEAGE: \_\_\_\_\_ START MILEAGE: \_\_\_\_\_  
 TIME: \_\_\_\_\_ DAY \_\_\_\_\_  
 MONTH \_\_\_\_\_  
 YEAR \_\_\_\_\_  
 TOTAL MILEAGE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

**INSPECT ITEMS LISTED - IF DEFECTIVE NUMBER AND DESCRIBE IN 'REMARKS'**

<input type="checkbox"/> FLUID LEAKS UNDER BUS	<input type="checkbox"/> EMERGENCY ODOMETER HORN
<input type="checkbox"/> LOOSE WIRES, HOSE CONNECTIONS OR BELTS IN ENGINE COMPARTMENT	<input type="checkbox"/> HEADLIGHTS, FLASHERS & 4-WAY FLASHERS
<input type="checkbox"/> OIL LEVEL	<input type="checkbox"/> FRONT OF BUS - WINDSHIELD
<input type="checkbox"/> HEADLIGHT COOLANT LEVEL	<input type="checkbox"/> LEFT FRONT TIRE & WHEEL
<input type="checkbox"/> BATTERY	<input type="checkbox"/> LEFT REAR TIRE & WHEEL
<input type="checkbox"/> TRANSMISSION	<input type="checkbox"/> STOP ARM (SCHOOL BUS)
<input type="checkbox"/> UNUSUAL ENGINE NOISE	<input type="checkbox"/> EXHAUST SYSTEM
<input type="checkbox"/> GAUGES & WARNING LIGHTS SWITCHES	<input type="checkbox"/> LEFT SIDE OF BUS - WINDOWS & LIGHTS
<input type="checkbox"/> HORN	<input type="checkbox"/> REAR OF BUS - WINDOW & LIGHTS
<input type="checkbox"/> FANS & DEFROSTERS	<input type="checkbox"/> TAIL PIPE
<input type="checkbox"/> WIPERS & WASHERS	<input type="checkbox"/> RIGHT REAR TIRE & WHEEL
<input type="checkbox"/> STOP ARM CONTROL (WARNING CONTROL)	<input type="checkbox"/> RIGHT SIDE OF BUS - WINDOWS & LIGHTS
<input type="checkbox"/> INSIDE & OUTSIDE MIRRORS	<input type="checkbox"/> DRIVER'S SEAT & BELT
<input type="checkbox"/> BRAKE PEDAL & WARNING LIGHT	<input type="checkbox"/> DIRECTIONAL LIGHTS
<input type="checkbox"/> OPERATION OF SERVICE BRAKE	<input type="checkbox"/> PARKING BRAKE OR SERVICE BRAKE
<input type="checkbox"/> EMERGENCY EQUIPMENT	<input type="checkbox"/> CLUTCH
<input type="checkbox"/> FIRST AID KIT	<input type="checkbox"/> STEERING
<input type="checkbox"/> ENTRANCE STEPS	<input type="checkbox"/> WHEELCHAIR LIFT
<input type="checkbox"/> CLEANLINESS OF INTERIOR	
<input type="checkbox"/> CLEANLINESS OF FLOOR	

REMARKS \_\_\_\_\_

CONDITION OF ABOVE VEHICLE IS:  SATISFACTORY  UNSATISFACTORY

DRIVER'S SIGNATURE: \_\_\_\_\_

ABOVE DEFECTS CORRECTED  
 ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

DRIVER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## BUS DRIVER'S VEHICLE INSPECTION REPORT

COMPANY: \_\_\_\_\_ BUS NO: \_\_\_\_\_  
 ODOMETER READING: \_\_\_\_\_ DATE: \_\_\_\_\_  
 END MILEAGE: \_\_\_\_\_ START MILEAGE: \_\_\_\_\_  
 TIME: \_\_\_\_\_ DAY \_\_\_\_\_  
 MONTH \_\_\_\_\_  
 YEAR \_\_\_\_\_  
 TOTAL MILEAGE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

**INSPECT ITEMS LISTED - IF DEFECTIVE, NUMBER AND DESCRIBE IN 'REMARKS'**

<input type="checkbox"/> FLUID LEAKS UNDER BUS	<input type="checkbox"/> EMERGENCY ODOMETER HORN
<input type="checkbox"/> LOOSE WIRES, HOSE CONNECTIONS OR BELTS IN ENGINE COMPARTMENT	<input type="checkbox"/> HEADLIGHTS, FLASHERS & 4-WAY FLASHERS
<input type="checkbox"/> OIL LEVEL	<input type="checkbox"/> FRONT OF BUS - WINDSHIELD
<input type="checkbox"/> HEADLIGHT COOLANT LEVEL	<input type="checkbox"/> LEFT FRONT TIRE & WHEEL
<input type="checkbox"/> BATTERY	<input type="checkbox"/> LEFT REAR TIRE & WHEEL
<input type="checkbox"/> TRANSMISSION	<input type="checkbox"/> STOP ARM (SCHOOL BUS)
<input type="checkbox"/> UNUSUAL ENGINE NOISE	<input type="checkbox"/> EXHAUST SYSTEM
<input type="checkbox"/> GAUGES & WARNING LIGHTS SWITCHES	<input type="checkbox"/> LEFT SIDE OF BUS - WINDOWS & LIGHTS
<input type="checkbox"/> HORN	<input type="checkbox"/> REAR OF BUS - WINDOW & LIGHTS
<input type="checkbox"/> FANS & DEFROSTERS	<input type="checkbox"/> TAIL PIPE
<input type="checkbox"/> WIPERS & WASHERS	<input type="checkbox"/> RIGHT REAR TIRE & WHEEL
<input type="checkbox"/> STOP ARM CONTROL (WARNING CONTROL)	<input type="checkbox"/> RIGHT SIDE OF BUS - WINDOWS & LIGHTS
<input type="checkbox"/> INSIDE & OUTSIDE MIRRORS	<input type="checkbox"/> DRIVER'S SEAT & BELT
<input type="checkbox"/> BRAKE PEDAL & WARNING LIGHT	<input type="checkbox"/> DIRECTIONAL LIGHTS
<input type="checkbox"/> OPERATION OF SERVICE BRAKE	<input type="checkbox"/> PARKING BRAKE OR SERVICE BRAKE
<input type="checkbox"/> EMERGENCY EQUIPMENT	<input type="checkbox"/> CLUTCH
<input type="checkbox"/> FIRST AID KIT	<input type="checkbox"/> STEERING
<input type="checkbox"/> ENTRANCE STEPS	<input type="checkbox"/> WHEELCHAIR LIFT
<input type="checkbox"/> CLEANLINESS OF INTERIOR	
<input type="checkbox"/> CLEANLINESS OF FLOOR	

REMARKS \_\_\_\_\_

CONDITION OF ABOVE VEHICLE IS:  SATISFACTORY  UNSATISFACTORY

DRIVER'S SIGNATURE: \_\_\_\_\_

ABOVE DEFECTS CORRECTED  
 ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

DRIVER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# PRE-TRIP CHECKLIST

Driver Name : \_\_\_\_\_

Month / Year : \_\_\_\_\_

Bus / Route # : \_\_\_\_\_

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
<b>EXTERIOR INSPECTION:</b>					
windows					
mirrors					
engine compartment/fluid leaks					
tires/wheels					
roof emergency door					
<b>INTERIOR INSPECTION:</b>					
fire extinguisher					
seat belt					
seats/windows					
floor/waste basket					
service door/steps					
first aid kit					
<b>STARTING INSPECTION</b>					
sound of engine					
gauges/dashboard					
turning signals/dash lights					
stop lights/signs					
<b>PRE-LOAD INSPECTION</b>					
steering					
park brake/brakes					
transmission/engine					
horn					
suspension					
yourself					

Comments / Maintenance Concerns : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Driver Signature : \_\_\_\_\_

# 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 leaks on ground	Exterior lights / Stopwell / Stop / Reverse	Exhaust system / Hangers, clamps, leaks
Bus Leaking	Reflectors / Reflective tape	Transmission / Leaks, wiring & vent
Entrances cover, up, condition & seals	Emergency doors / tube buzzer & latch	Splash guards
Grab handles secure	Wheel Chais / LUL / tube / inspect / adjust	Wheels, lug nuts, hubs, hub oil level
Step well / Step leads	W/S washer fluid / wiper arms & blades	Lube all fittings and pivot points
Cleanliness	Door & compartment hinges	Tire pressure as per recommendation
Emergency Equipment	Body damage	Tire tread depth min 6/32's Hr 4/32 1/4
Drivers Seat & Seat belt	Storage Comp / Chais / Key / Coin	<b>ENGINE COMPARTMENT / FLUIDS</b>
Gauges before start / KOER / Warning lamps	Engine compartment / Dims / RE	Motor oil level
Wash to start lamp / Inrate heater cycle	Batteries / water / clean / cables / tray	Hydraulic / steering oil level
Starting operation	Steep arms visual	Coolant level / radiator & bottle
Gauges after start / KOER	Electrical panels / wires, fuses, breakers, etc	Reservoir / clean / condition
Engine operation	Child Check Monitor	Coolant test / PH _____ Pressure _____
Air Build up / Cat not psi	<b>RAISE BUS ON HOIST</b>	Molybdate PPM _____ Nitrite _____
Parking brake hold @ 1200 rpm	Steep well & light wiring	Fluid leaks / Fuel / Coolant / OIL / Hyd-P/S
Brake interlock / pump brakes in / popping?	Belts, hoses & clamps	Air filter / minute, dusts, clean get top inlet
Low air warning - set gas?	Fluid leaks	Water valves on - YES NO
Park brake release (pop out 20-40 psi)	Wiring & tubes (power and ground)	Fan & Fan Clutch / wiring, air hoses, etc
PP - Wash and pin / build air / KOER	Motors, junctions, clean & tight	Rolls and brackets
Steering wheel, straight / Til / Toe	Shafting gear, linkages, thread ends	Wiring & connections
Turn signals and cancellation	Front axle springs, pins, bags, valves, shocks & brackets, etc.	Compartment light
4 way hazard lights	Front brake lining / drums / rotors	Belts, hoses, clamps
Head lights / Miles indicator	Front axle seal	Alternator wiring / mounts
Home lights / Panel light / Dash lights	Front brake hoses, ends, shocks	Belt tensioner / Pulley alignment
Rear condition - Controls / Defroster	Brake adjustment	Air / rubber / hoses / clamps
Sea View / Mounts / Condition	Driv shafts, carriers, u-joints	Shutters
Brake / Defroster / Dual Fans / Knobs	Visual air dryer, Oil?	Compartment cover seal
Wipers / Washers / Windshield Condition	Air tanks, moisture or oil?	Fogging cleanliness
Horns / air & city / dual tone	Fuel tanks, lines and filters	<b>FINISH UP DETAILS</b>
Service door operation	Differential oil level / vent	Service sticker
<b>INTERIOR INSPECTION</b>	Rear axle, springs, pins, bags, valves, shocks/shock brackets, etc.	Inspection sticker, OK?
AM/FM Radio & PA sys	Rear brake lining / drums / rotors	Other PH's due?
Passenger Seat Condition / source	Rear axle seals	Check and clear diagnostic codes
All fasteners - interior	Rear hub boxes, cans, studs, etc.	Clean up & wipe off
Sub Windows / Latches / Lulle		Electronic Waste Outlet
Emerg X, latch, operation, buzzers, dreads		

**PM-B CHECKLIST (tube, oil & filters) (Includes PM-A above)**

Drain motor oil if required.	Change required oil filters	Change coolant filter
Sample motor oil	Change required fuel filters	Fuel/Oil additives

**PM-C CHECKLIST (Annual, includes a PM-A)**

Replace air filter	Check hydraulic / P/S oil & filters	Battery cables / grounds, remove, clean, coat
Change trans fluid and filters	Rebuild air dryer	
Change rear differential oil	Batteries, clean & test	

NOTES:

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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 \_\_\_\_\_

# EMERGENCY EVACUATION SUMMARY SHEET

## Cascade School District 3 & B Emergency Evacuation Drill Summary Sheet

Driver's Name: \_\_\_\_\_

Bus Route # : \_\_\_\_\_

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

Time : \_\_\_\_\_

No. of Students Participating : \_\_\_\_\_

Driver Comments :

Please return this form within 1 day of your evacuation drill

# LEAVE REQUEST

Cascade Public Schools  
CLASSIFIED STAFF  
Leave Request Form

### General Information

---

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

### Type of Leave Requested

### Date(s)

- |                                    |       |
|------------------------------------|-------|
| _____ 1. Sick                      | _____ |
| _____ 2. Leave Without Pay         | _____ |
| _____ 3. Vacation                  | _____ |
| _____ 4. School Sponsored Activity | _____ |
| _____ 5. Other                     | _____ |

### Additional Information:

Substitute: *Office Use Only* \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Recommendations

Leave  Granted or  Denied (circle one)

Supervisor's 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 PASSENGERS \_\_\_\_\_  
CHAPERONES: \_\_\_\_\_

**PAY SCHEDULE:**

\_\_\_\_\_ o **Start Time**

\_\_\_\_\_ o **End Time**

6 hours or less \$100.00

7 - 10 hours \$17.00 an hour

11 hours or more \$200.00

\_\_\_ over Night Lay-over pay ( \_\_\_ nights X \$250.00 )

\_\_\_\_\_ **TOTAL PAY**

**BUS DRIVER SIGNATURE** \_\_\_\_\_

**SUPERVISOR SIGNATURE** \_\_\_\_\_

# DISCIPLINE REFERRAL FORM

Cascade Public Schools DISCIPLINE REFERRAL FORM			
Student(s) _____		Grade Level _____	Referring Staff _____
Date _____	Time _____		
<b>Location</b>			
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gym	<input type="checkbox"/> Off-Campus	<input type="checkbox"/> Music Room
<input type="checkbox"/> Playground	<input type="checkbox"/> Library	<input type="checkbox"/> Stadium	<input type="checkbox"/> Vocational Room
<input type="checkbox"/> Commons/common area	<input type="checkbox"/> Bus loading zone	<input type="checkbox"/> Office	<input type="checkbox"/> Other Location
<input type="checkbox"/> Hallway/ breezeway	<input type="checkbox"/> Parking lot	<input type="checkbox"/> Art Room	<input type="checkbox"/> Unknown
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Bus	<input type="checkbox"/> Computer Lab	<input type="checkbox"/> Other _____
<input type="checkbox"/> Bathroom/restroom	<input type="checkbox"/> Special event/assembly/ Field trip	<input type="checkbox"/> Locker room	
<b>Problem Behaviors (check the most intrusive)</b>			
<b>MINOR</b>		<b>MAJOR</b>	
<input type="checkbox"/> Inappropriate language	<input type="checkbox"/> Physical contact/Physical aggression	<input type="checkbox"/> Abusive <span style="color: red;">lap</span> /inappropriate <span style="color: red;">lap</span> /Profanity	<input type="checkbox"/> Truancy
<input type="checkbox"/> Defiance/Disrespect/ Non-compliance	<input type="checkbox"/> Disruption	<input type="checkbox"/> Physical aggression	<input type="checkbox"/> Property damage/ Vandalism
<input type="checkbox"/> Property misuse	<input type="checkbox"/> Dress Code violation	<input type="checkbox"/> Defiance/Disrespect/Insubordination /Non-compliant	<input type="checkbox"/> Forgery/Theft
<input type="checkbox"/> Technology violation _____	<input type="checkbox"/> Tardy	<input type="checkbox"/> Lying/Cheating	<input type="checkbox"/> Dress Code Violation
<input type="checkbox"/> Tardy	<input type="checkbox"/> Other _____	<input type="checkbox"/> Harassment/Bullying	<input type="checkbox"/> Technology Violation
<input type="checkbox"/> Known		<input type="checkbox"/> Fighting	<input type="checkbox"/> Inappropriate Display of affection
		<input type="checkbox"/> Disruption	<input type="checkbox"/> Inappropriate location/Out of bounds area
		<input type="checkbox"/> Tardy	<input type="checkbox"/> Bomb threat/False alarm
		<input type="checkbox"/> Skipping	<input type="checkbox"/> Arson
			<input type="checkbox"/> Use/Possession of Tobacco
			<input type="checkbox"/> Use/Possession of alcohol
			<input type="checkbox"/> Use/Possession of drugs
			<input type="checkbox"/> Use/Possession of combustibles
			<input type="checkbox"/> Use/Possession of weapons
			<input type="checkbox"/> Other behavior
<b>Possible Motivation</b>			
<input type="checkbox"/> Obtain adult attention	<input type="checkbox"/> Avoid peer(s)	<input type="checkbox"/> Unknown Motivation	
<input type="checkbox"/> Obtain items/ activities	<input type="checkbox"/> Avoid adult(s)		
<b>Others Involved</b>			
<input type="checkbox"/> None	<input type="checkbox"/> Peers	<input type="checkbox"/> Staff	<input type="checkbox"/> Teacher
		<input type="checkbox"/> Substitute	<input type="checkbox"/> Unknown
		<input type="checkbox"/> Other	
<b>Administrative Decision</b>			
<input type="checkbox"/> Time in office	<input type="checkbox"/> Time Out/Detention	<input type="checkbox"/> Bus Suspension	<input type="checkbox"/> Expulsion
<input type="checkbox"/> Loss of Privileges	<input type="checkbox"/> Restitution	<input type="checkbox"/> In-School Suspension	<input type="checkbox"/> Other Admin Decision
<input type="checkbox"/> Conference with Student	<input type="checkbox"/> Community Service	<input type="checkbox"/> Out-of-School Suspension	<input type="checkbox"/> Unknown Admin Decision
<input type="checkbox"/> Parent Contact	<input type="checkbox"/> Individualized instruction	<input type="checkbox"/> Saturday School	
<b>Other Information/Comments (additional comment on back)</b>			
<b>Harassment Type</b>			
<input type="checkbox"/> Racial	<input type="checkbox"/> Sexual	<input type="checkbox"/> Bullying	<input type="checkbox"/> Gender
		<input type="checkbox"/> Religious	<input type="checkbox"/> Cyberbullying
<b>Administrator comments:</b>			
Administrator Signature: _____		Date: _____	

# 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 21<sup>st</sup> 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 Drury  
Title VII, Civil Rights or Discrimination Issues: Rick Miller  
Title IX: Nichole Pieper  
Equal Employment Opportunities (EEO): Rick Miller  
Americans with Disabilities Act: Rick Miller

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.

**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 if there is any public comment on the motion and will close public comment following the last speaker. 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 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

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:

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**

<b>John Rumney, Chair</b>	<a href="mailto:john.rumney@cascade.k12.mt.us">john.rumney@cascade.k12.mt.us</a>
<b>Iain McGregor, Vice Chair</b>	<a href="mailto:iain.mcgregor@cascade.k12.mt.us">iain.mcgregor@cascade.k12.mt.us</a>
<b>Val Fowler</b>	<a href="mailto:val.fowler@cascade.k12.mt.us">val.fowler@cascade.k12.mt.us</a>
Ruth Mortag	<a href="mailto:ruth.mortag@cascade.k12.mt.us">ruth.mortag@cascade.k12.mt.us</a>
Chris Wilson	<a href="mailto:chris.wilson@cascade.k12.mt.us">chris.wilson@cascade.k12.mt.us</a>
Rick Cummings	<a href="mailto:rick.cummings@cascade.k12.mt.us">rick.cummings@cascade.k12.mt.us</a>

### **BOARD COMMITTEES 2020-2021**

**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).

<b>Policy Review</b>	John Rumney, Val Fowler, Ruth Mortag
<b>Facilities &amp; Grounds</b>	John Rumney, Chris Wilson, Iain McGregor
<b>Transportation</b>	Chris Wilson, Iain McGregor, Rick Cummings
<b>Negotiations</b>	Val Fowler, Ruth Mortag, Iain McGregor
<b>Finance &amp; Budget</b>	Val Fowler, John Rumney, Rick Cummings
<b>Technology</b>	Ruth Mortag, Chris Wilson, Rick Cummings
<b>Agenda</b>	<b>John Rumney</b>

### **DISTRICT PERSONNEL CONTACT INFO 2020-2021**

<b>School Numbers</b>	(406) 468-9383
<b>School Fax</b>	(406) 468-2212
<b>Rick Miller, Superintendent</b> <a href="mailto:rick.miller@cascade.k12.mt.us">rick.miller@cascade.k12.mt.us</a>	(406) 781-0819 Extension 105
<b>Nichole Pieper, JH/HS Principal</b> <a href="mailto:nichole.peiper@cascade.k12.mt.us">nichole.peiper@cascade.k12.mt.us</a>	(406) 799-8090 Extension 102
<b>Michelle Price, EL Principal</b> <a href="mailto:michelle.price@cascade.k12.mt.us">michelle.price@cascade.k12.mt.us</a>	(406) 879-6025 Extension 106
<b>Karsen Drury, Clerk</b>	(406) 600-1533

[karsen.drury@cascade.k12.mt.us](mailto:karsen.drury@cascade.k12.mt.us)

Extension 104

**Bryan Smith, Maintenance & Transportation**

(406) 799-0403

[bryan.smith@cacade.k12.mt.us](mailto:bryan.smith@cacade.k12.mt.us)

Extension 150

**Angela Johnson, Food Service**

(406) 788-5199

[angela.johnson@cascade.k12.mt.us](mailto:angela.johnson@cascade.k12.mt.us)

Extension 120

**Sonja Mazaira, Athletic Director**

(559) 760-5131

[sonja.mazaira@cascade.k12.mt.us](mailto:sonja.mazaira@cascade.k12.mt.us)

Extension 140

# SECTION IV - Required Policies & Updates

## Policy Updates

### Policy 3311

**OPTION 3** -- However, the Board of Trustees through this policy authorizes the Superintendent, or principal of a school without a Superintendent, to use his/her discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances. *Note: Under this Option, there is no expulsion hearing unless the administration determines that the circumstances warrant a recommendation of expulsion of the student for a period of one (1) year to the Board.*

### Policy 4332

**Optional:** Possess a non-firearm weapon as defined in this policy;

**Option 1:** For the purposes of this policy, "School building" means a combination of any materials, whether mobile, portable, or fixed, to form a structure and the related facilities for the use or occupancy by persons or property owned or leased by a local school district that are used for instruction or for student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361, MCA. The term is construed as though followed by the words "or part or parts of a building" and is considered to include all stadiums, bleachers, and other similar outdoor facilities, whether temporary or permanently fixed.

### Policy 2170P

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 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.

The District **SELECTION OPTION:** [shall] 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.

### Policy 2600P

#### **Option 1**

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

### Policy 3550

Noncurricular student groups may post notice of gatherings in accordance with Policy 3222.

Noncurricular student groups may be authorized by the [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

1 \_\_\_\_\_ **School District**

2  
3 **INSTRUCTION**

2170

4  
5 Digital Academy Classes

6  
7 The District recognizes that the District and students may have a need for greater flexibility in  
8 the educational program due to funding, teacher availability, individual learning styles, health  
9 conditions, employment responsibilities, lack of success in traditional school environments or a  
10 desire for students to accelerate their learning and work at the college level before leaving high  
11 school. The District acknowledges that online learning solutions offered by the Montana Digital  
12 Academy (MTDA) may fulfill these needs.

13  
14 MTDA is authorized by Montana law to charge fees for students to access offered courses. The  
15 District shall pay fees for students enrolled in an MTDA class that is required for graduation as  
16 specified in District policy or the student handbook or as determined by the Superintendent or  
17 designee. The District may charge students a reasonable fee for an MTDA course or activity not  
18 required for graduation. The Board of Trustees authorizes the Superintendent to waive the fee in  
19 cases of financial hardship.

20  
21 The Superintendent, and/or designees, shall be responsible for developing procedures for the  
22 online learning program ~~that meet the District standards for that address related topics that may~~  
23 include but are not limited to specification and determination of graduation requirements and fee  
24 collection for classes that are not required.

25  
26 Further, the online learning solutions providers ensure that:

- 27
- 28 A. Online course providers are accredited by a nationally recognized accreditation
- 29 program or agency or are approved and endorsed by the Montana Office of
- 30 Public Instruction.
- 31 B. Qualified district staff provides information and guidance to students and parents
- 32 regarding the selection of appropriate online courses to meet their needs, as well
- 33 as a suitable number of online courses in which a student may enroll.
- 34 C. The curriculum requirements of the state and school district are met.
- 35 D. All online courses taken by the students will be approved by the administration in
- 36 advance of enrollment.
- 37 E. All teacher-led online courses include licensed, highly qualified teachers.
- 38

39 Cross Reference:	2100	School Calendar and Day
	<u>2170P</u>	<u>Digital Academy Procedures</u>
	<u>3520</u>	<u>Student Fees and Fines</u>

43 Legal Reference:	§20-7-1201, MCA	Montana digital academy – purposes - governance
	§20-7-1202, MCA	Funding – rulemaking authority
	<u>§20-9-213, MCA</u>	<u>Fees</u>

- 1 Policy History:
- 2 Adopted on:
- 3 Reviewed on:
- 4 Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **INSTRUCTION**

2170P

4  
5 Digital Academy Classes

6  
7 The District will permit a student to enroll in Montana Digital Academy (MDA) classes in order  
8 that such student may include a greater variety of learning experiences within the student’s  
9 educational program or enroll in a class for credit recovery.

10  
11 The District will allow students in grades \_\_\_\_\_ to enroll in the Montana Digital Academy  
12 program under the following conditions:

- 13  
14 1. The student must be an enrolled student in the District.
- 15  
16 2. A part-time student must be enrolled for a minimum of ~~two courses~~ 180 aggregate hours  
17 of instruction as provided in 20-9-311(4)(a)(i). This can be an onsite ~~a combination of~~  
18 ~~one in-house class and one~~ or an MTDA class, ~~or two MTDA classes~~.
- 19  
20 3. Determination of ~~For~~ Montana High School Association (MHSA) eligibility will be  
21 based on eligibility rules established by MHSA , ~~the student must be enrolled for, and~~  
22 pass, any combination of four courses. Students who wish to take MTDA classes and  
23 participate in MHSA activities must follow all extra-curricular eligibility rules.
- 24  
25 ~~4. The student will be required to take the class(es) in the school building, during school~~  
26 ~~time.~~  
27 The student will be required to take the class(es) during the Digital Academy course  
28 within the schedule.
- 29  
30 OR: The student will have the option of taking the MTDA class(es) in the school  
31 building, during school time, or outside of the school building at a remote location,  
32 depending how and when such MTDA class(es) is/are offered.
- 33  
34 ~~5. Students who wish to take MTDA classes and participate in MHSA activities must follow~~  
35 ~~all extra-curricular eligibility rules.~~
- 36  
37 6. ~~Each spring the administration will present the MTDA course offerings to the Board for~~  
38 ~~approval.~~ Any MTDA course offered may be made available to a student in the discretion  
39 of the Superintendent or designee and all courses offered by MTDA shall be considered  
40 approved by the Board of Trustees for the applicable school fiscal year.
- 41  
42 ~~7. The District will allow a student to enroll in a maximum of three (3) MTDA courses per~~  
43 ~~semester.~~
- 44



1 8. ~~In order for a home school or private school student to participate in MHSAA activities, the~~  
2 ~~student must be enrolled in, and pass, four (4) classes per semester that are taught on~~  
3 ~~campus from a highly qualified teacher.~~

4  
5 9. The District shall pay fees for students enrolled in an MTDA class that required for  
6 graduation as specified in District policy or the student handbook or as determined by the  
7 Superintendent or designee. OPTIONAL: Classes defined as being required for  
8 graduation include classes taken for purposes of credit recovery. OPTIONAL: Classes  
9 defined as being required for graduation do not include classes offered by the District  
10 onsite as determined by the Superintendent or designee and will therefore be considered  
11 an elective class, subject to a student fee as referenced in this policy.

12  
13 10. The District SELECTION OPTION: [shall / shall not] charge students a reasonable fee  
14 for an elective MTDA course or activity not required for graduation. The Board of  
15 Trustees authorizes the Superintendent to waive the fee in cases of financial hardship.

16  
17 Policy History:

18 Adopted on:

19 Reviewed on:

20 Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **INSTRUCTION**

2332  
page 1 of 3

4  
5 Religion and Religious Activities

6  
7 In keeping with the United States and Montana Constitutions and judicial decisions, the District  
8 may not support any religion or endorse religious activity. At the same time, the District may  
9 not prohibit private religious expression by students. This policy provides direction to students  
10 and staff members about the application of these principles to student religious activity at school.

11  
12 Student Prayer and Discussion

13  
14 Students may pray individually or in groups and may discuss their religious views with other  
15 students, as long as they are not disruptive or coercive. The right to engage in voluntary prayer  
16 does not include the right to have a captive audience listen, to harass other students, or to force  
17 them to participate. Students may pray silently in the classroom, except when they are expected  
18 to be involved in classroom instruction or activities.

19  
20 Staff Members

21  
22 Staff members are representatives of the District and must “navigate the narrow channel between  
23 impairing intellectual inquiry and propagating a religious creed.” They may not encourage,  
24 discourage, persuade, dissuade, sponsor, participate in, or discriminate against a religious activity  
25 or an activity because of its religious content. They must remain officially neutral toward  
26 religious expression.

27  
28 Graduation Ceremonies

29  
30 Graduation is an important event for students and their families. In order to assure the  
31 appropriateness and dignity of the occasion, the District sponsors and pays for graduation  
32 ceremonies and retains ultimate control over their structure and content.

33  
34 District officials may not invite or permit members of the clergy to give prayers at graduation.  
35 Furthermore, District officials may not organize or agree to requests for prayer by other persons  
36 at graduation, including requests by students to open or deliver a prayer at graduation. The  
37 District may not prefer the beliefs of some students over the beliefs of others, coerce dissenters  
38 or nonbelievers, or communicate any endorsement of religion.

39  
40 Baccalaureate Ceremonies

41  
42 Students and their families may organize baccalaureate services, at which attendance must be  
43 entirely voluntary. Organizers of baccalaureate services may rent and have access to school  
44 facilities on the same basis as other private groups and may not receive preferential treatment.  
45 The District may not be identified as sponsoring or endorsing baccalaureate services. District  
46 funds, including paid staff time, may not be used directly or indirectly to support or subsidize

1  
2  
3  
4 any religious services.

5  
6 Assemblies, Extracurricular and Athletic Events  
7

8 District officials may not invite or permit members of the clergy, staff members, or outsiders to  
9 give prayers at school-sponsored assemblies and extracurricular or athletic events. District  
10 officials also may not organize or agree to student requests for prayer at assemblies and other  
11 school-sponsored events. Furthermore, prayer may not be broadcast over the school public  
12 address system, even if the prayer is nonsectarian, nonproselytizing, and initiated by students.  
13

14 Student Religious Expression and Assignments  
15

16 Students may express their individual religious beliefs in reports, tests, homework, and projects.  
17 Staff members should judge their work by ordinary academic standards, including substance,  
18 relevance, appearance, composition, and grammar. Student religious expression should neither  
19 be favored nor penalized.  
20

21 Religion in the Curriculum  
22

23 Staff members may teach students about religion in history, art, music, literature, and other  
24 subjects in which religious influence has been and continues to be felt. However, staff members  
25 may not teach religion or advocate religious doctrine or practice. The prohibition against  
26 teaching religion extends to curricular decisions which promote religion or religious beliefs.  
27

28 School programs, performances, and celebrations must serve an educational purpose. The  
29 inclusion of religious music, symbols, art, or writings is permitted, if the religious content has a  
30 historical or independent educational purpose which contributes to the objectives of the approved  
31 curriculum. School programs, performances, and celebrations cannot promote, encourage,  
32 discourage, persuade, dissuade, or discriminate against a religion or religious activity and cannot  
33 be oriented to religion or a religious holiday.  
34

35 Student Religious Clubs-Groups  
36

37 Students may ~~organize~~ gather as non-curricular groups ~~clubs~~ to discuss or promote religion in  
38 accordance with District Policy 3233. ~~subject to the same constitutionally acceptable restrictions~~  
39 ~~the District imposes on other student organized clubs.~~  
40

41 Distribution of Religious Literature  
42

43 Students may distribute religious literature to their classmates, subject to the same  
44 constitutionally acceptable restrictions the District imposes on distribution of other non-school  
45 literature. Outsiders may not distribute religious or other literature to students on school  
46 property, consistent with and pursuant to the District policy on solicitations (Policy 4321).

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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.

Cross Reference:     Policy 3550 – Student Clubs  
                              Policy 3233 - Student Use of Buildings  
                              Policy 3510 - School Sponsored Activities

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

4  
5 Work Based Learning Program

6  
7 The Board recognizes that education should be making classroom experiences a meaningful  
8 process of learning about all practical aspects of life. The Board believes that the inclusion of  
9 career education in the basic curriculum will provide students with information about the many  
10 career opportunities available and will establish a relationship between what is taught in the  
11 classroom and the world of work.

12  
13 Work-based learning must provide all participating students with on-the-job experience and  
14 training along with career and complimentary vocational/technical classroom instruction to  
15 contribute to each student’s employability. The students’ classroom activities and on-the-job  
16 experiences must be planned and supervised by the school and the employer to ensure that both  
17 activities contribute to the student’s employability. Students enrolled in a work-based learning  
18 program must receive credit for related classroom instruction and on-the-job training. In the  
19 absence of a proficiency model, the time requirement for students in work-based learning must  
20 be converted and is equivalent to the time requirement for credit to be earned.

21  
22 Students may submit a proposal for a tailored Work Based Learning program that divides their  
23 time between instruction in school and specific learning at a job. Each proposed program will be  
24 planned by Work Based Learning coordinators and the employer (or employer groups) and shall  
25 be in accordance with state and federal laws and regulations governing employment of students  
26 under age 18. The Work Based Learning coordinators will communicate with employers on a  
27 monthly basis and will visit work sites to determine if the placement is appropriate for student  
28 employment.

29  
30 The particular program designed for each student shall be set forth in a written protocol approved  
31 by the student, his or her parents or guardians, the work-experience coordinator and the  
32 employer. This shall stipulate the terms of employment and the provision for academic credit.

33  
34 The Work Based Learning coordinator shall make such arrangements as necessary with  
35 employers for evaluating the student's on-the-job performance and for keeping records of job  
36 attendance.

37  
38 The employer or supervisor shall complete District volunteer agreement form and satisfy a  
39 name-based and fingerprint criminal background check in accordance with District Policies 5120  
40 and 5122. The employee and District shall also complete workers compensation insurance and  
41 general liability insurance requirements in accordance with the attached procedure in a manner  
42 consistent with the Work Based Learning opportunity provided to student.

43  
44 Cross Reference: 2600P Work Based Learning Procedures  
45 2600F Work Based Learning Affiliation Agreement and Consent Form

1 Legal reference: Title 41, Chapter 2, MCA  
2 Fair Labor Standards Act 29 U.S.C. 212 and 213, et seq.  
3 Chapter 247 2021 General Legislative Session  
4 Section 29-71-118(7), MCA Employee, worker, volunteer, volunteer  
5 firefighter, and volunteer emergency care provider defined --election of  
6 coverage.  
7  
8 Policy History:  
9 Adopted on:  
10 Reviewed on:  
11 Revised on:

## WORK BASED LEARNING AFFILIATION AGREEMENT

2600F

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

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

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

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

NOW THEREFORE, the parties agree as follows:

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

**Workplace Supervisor initials the selection specific to this Work Based Learning placement:**

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

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

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

\_\_\_\_\_ School District provides a work-based learning opportunity off school grounds. The learning opportunity takes place during school period hours, awards school credit hours toward graduation requirements, and is led by a teacher of the school district and/or co-taught by a trade person or general contractor. No workers compensation coverage being provided. School District is responsible for general liability coverage for the students and parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place.

\_\_\_\_\_  
Workplace Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Based Learning Coordinator

\_\_\_\_\_  
Date



PARENT/GUARDIAN CONSENT FOR WORK BASED LEARNING EXPERIENCE

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

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

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

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

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

\_\_\_\_\_  
Date

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

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

1 \_\_\_\_\_ **School District**

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46

**INSTRUCTION**

2600P  
Page 1 of 2

Work Based Learning Program - Insurance

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

Option 1

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

Option 2

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

Option 3

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

1  
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3  
4  
5 Option 4

6 School District provides a work-based learning opportunity off school grounds. The learning  
7 opportunity takes place during school period hours, awards school credit hours toward  
8 graduation requirements, and is led by a teacher of the school district and/or co-taught by a trade  
9 person or general contractor. No workers compensation coverage being provided. School  
10 District is responsible for general liability coverage for the students and parent liability risk  
11 forms should be signed in advance to recognize the inherent risks present with this learning  
12 opportunity and to clearly state the student has personal medical insurance coverage in place.  
13  
14

15 Policy History:

16 Adopted on:

17 Reviewed on:

18 Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **STUDENTS**

3121  
page 1 of 2

4  
5 Enrollment and Attendance Records

6  
7 Since accurate enrollment and attendance records are essential both to obtain state financial  
8 reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall  
9 be diligent in maintaining such records.

10  
11 A district may only include, for ANB purposes, any student who participates in pupil instruction  
12 as defined in Section 20-1-101(17), MCA and for whom ANB may be claimed under Title 20,  
13 including but not limited to an enrolled student who is:

- 14  
15 • A resident of the district or a nonresident student admitted by trustees under a student  
16 attendance agreement and who is attending a school of the district;
- 17  
18 • Unable to attend school due to a medical reason certified by a medical doctor and  
19 receiving individualized educational services supervised by the district, at district  
20 expense, at a home or facility that does not offer an educational program;
- 21  
22 • Unable to attend school due to the student's incarceration in a facility, other than a youth  
23 detention center, and who is receiving individualized educational services supervised by  
24 the district, at district expense, at a home or facility that does not offer an educational  
25 program;
- 26  
27 • Living with a caretaker relative under Section 1-1-215, MCA;
- 28  
29 • Receiving special education and related services, other than day treatment, under a  
30 placement by the trustees at a private nonsectarian school or private program if the  
31 student's services are provided at the district's expense under an approved individual  
32 education plan supervised by the district;
- 33  
34 • Participating in the Running Start Program at district expense under Section 20-9-706,  
35 MCA;
- 36  
37 • Receiving education services, provided by the district, using appropriately licensed  
38 district staff at a private residential program or private residential facility licensed by the  
39 Department of Public Health and Human Services;
- 40  
41 • Enrolled in an educational program or course provided at district expense using electronic  
42 or offsite delivery methods, including but not limited to tutoring, distance learning  
43 programs, online programs, and technology delivered learning programs, while attending  
44 a school of the district or any other nonsectarian offsite instructional setting with the  
45 approval of the trustees of the district; ø
- 46

- 4 • A student of the district completing work on a proficiency basis in accordance with  
5 Sections 20-9-311(4)(d) and 20-9-324(18)(b), MCA;  
6
- 7 • A student gaining credit for participating in a work-based learning program pursuant to  
8 [New Section 8] of Chapter 247, Laws of 2021 and Policy 2600;  
9
- 10 • A student participating in an “innovative educational program” as defined in Section 15-  
11 30-3102, MCA;  
12
- 13 • A resident of the district attending a Montana job corps program under an interlocal  
14 agreement with the district under Section 20-9-707, MCA; or  
15
- 16 • A resident of the district attending a Montana Youth Challenge Program under an  
17 interlocal agreement with the district under Section 20-9-707, MCA.  
18

19 In order for a student who is served through distance learning or offsite delivery methods to be  
20 included in the calculation of average number belonging, the student must meet ~~the residency~~  
21 ~~requirements for that district; live in the district, and must be eligible for educational services~~  
22 ~~under the Individuals with Disabilities Education Act or under 29 U.S.C. 794 or attend school in~~  
23 ~~the district under a mandatory attendance agreement as provided in § 20-9-707, MCA. one or~~  
24 more of the conditions for participating in offsite instruction pursuant to Section 20-7-118,  
25 MCA;  
26

#### 27 Enrollment for Purposes of Participation in Extracurricular Activities By an Unenrolled Child or 28 Part Time Enrolled Student

29  
30 The District shall include for ANB purposes a child who during the prior school year:

- 31 a. resided in the District;
- 32 b. was not enrolled in the District or was not enrolled full time; and
- 33 c. completed an extracurricular activity with a duration of at least 6 weeks in accordance  
34 with Policy 3510.  
35

36 Each completed extracurricular activity that, inclusive of practices and post-season tournaments,  
37 lasts 6 weeks or longer shall be counted as one-sixteenth enrollment. Each completed  
38 extracurricular activity lasting longer than 18 weeks may be counted as one-eighth enrollment. A  
39 child may not be counted as more than one full-time enrollment for ANB purposes.  
40

41 For purposes of calculating ANB under this section, "extracurricular activity" means:

- 42 a. a sport or activity sanctioned by an organization having jurisdiction over interscholastic  
43 activities, contests, and tournaments;
- 44 b. an approved career and technical student organization, pursuant to Section 20-7-306,  
45 MCA; or
- 46 c. a school theater production.



1 \_\_\_\_\_ **School District**

2  
3 **STUDENTS**

3150

4  
5 Part-Time Attendance

6  
7 ~~The District will not accept students eligible to enroll in grades K-8 on a part-time basis, unless~~  
8 ~~otherwise required by law, they are disabled.~~ The District will review requests for part-time  
9 enrollment of ~~grades 9-12~~ students for purposes of academic courses on a case-by-case basis,  
10 with a building principal making a ~~final~~ preliminary decision pursuant to the criteria set forth in  
11 this Policy. Denial of part-time enrollment may be appealed pursuant to policy 1700. ~~The~~  
12 ~~District will consider only those students who are not enrolled in any other school, including a~~  
13 ~~home school.~~

14  
15 Criteria for accepting students ~~in grades 9-12~~ for part-time enrollment are the following:

- 16  
17 1. Accepting a student will not create excess student enrollment in a requested class;  
18 2. Accepting a student will not create need for an additional staff member;  
19 3. Accepting a student will not cause a new section of a course to be created.  
20

21 The District will accept on a first-come, first-served basis students wishing to enroll in the same  
22 course. Whenever the enrollment position of a part-time student is needed for a regular, full-  
23 time student during the year, a full-time student has priority for the position beginning with the  
24 next semester.

25  
26 Participation in District Extracurricular Activities by Unenrolled Children

27  
28 This policy does not restrict or limit the ability of unenrolled children to seek to participate in  
29 extracurricular activities in accordance with Policy 3510. The District may secure ANB for  
30 unenrolled children participating in identified extracurricular activities in accordance with Policy  
31 3121.

32  
33 Cross References: Policy 3510 School Sponsored Activities  
34 Policy 3121 Enrollment and Attendance

35  
36 Legal Reference: § 20-9-311(a), MCA Calculation of average number belonging (ANB) –  
37 3-year averaging  
38 Chapter 297 2021 General Legislative Session  
39 Chapter 269 2021 General Legislative Session  
40

41  
42 Policy History:  
43 Adopted on:  
44 Reviewed on:  
45 Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **STUDENTS**

3233

4  
5 Student Use of Buildings: Equal Access

6  
7 Non-curricular groups of students not previously recognized as curricular student organization  
8 under Policy 3510 or 3550 may ~~conduct meetings~~ gather on school premises under the following  
9 guidelines without restriction on the basis of the religious, political, philosophical, or other  
10 content of the meeting. Students wishing to form curricular groups or organizations recognized  
11 by the school administration may do so in accordance with policy 3510 or 3550.

12  
13 The following guidelines must be met:

- 14  
15 1. The meeting is voluntary and student-initiated.  
16  
17 2. There is no sponsorship of the meeting by the school district, or its agents or employees.  
18  
19 3. The meeting must occur during non-instructional time on regular school days.  
20  
21 4. Employees or agents of the school district are present only in a capacity outside of their  
22 official duties.  
23  
24 5. The meeting does not materially and substantially interfere with the orderly conduct of  
25 educational activities within the school.  
26  
27 6. Non-school persons may not direct, conduct, control, or regularly attend activities.  
28

29 Although the school assumes no sponsorship of these kinds of meetings, all meetings held on  
30 school premises must be scheduled and approved by the principal.

31  
32 This policy pertains to student meetings. The school has the authority, through its agent or  
33 employees, to maintain order and discipline on school premises and to protect the well-being of  
34 students and faculty.

35  
36 Cross Reference: Policy 3510 School Sponsored Activities  
37 Policy 3222 – Distribution and Posting Materials  
38 Policy 4331 – Use of School Property for Posting Notices  
39

40 Legal Reference: 20 U.S.C. 4071 Equal Access Act  
41 *Board of Education v. Mergens*, 110 S.Ct. 2356 (1990)  
42

43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on:



2  
3 **STUDENTS**

5 Student Discipline

6  
7 The Board grants authority to a teacher or principal to hold a student to strict accountability for  
8 disorderly conduct in a school building, on property owned or leased by a school district, on a  
9 school bus, on the way to or from school, or during intermission or recess.

10  
11 Disciplinary action may be taken against any student guilty of gross disobedience or misconduct,  
12 including but not limited to instances set forth below:

- 13
- 14 • Using, possessing, distributing, purchasing, or selling tobacco products, and alternative
- 15 nicotine and vapor products as defined in 16-11-302, MCA.
- 16 • Using, possessing, distributing, purchasing, or selling alcoholic beverages, including
- 17 powdered alcohol. Students who may be under the influence of alcohol will not be
- 18 permitted to attend school functions and will be treated as though they had alcohol in
- 19 their possession.
- 20 • Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs,
- 21 marijuana, controlled substances, or any substance which is represented to be or looks
- 22 like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic
- 23 beverage, stimulant, depressant, or intoxicant of any kind, including such substances that
- 24 contain chemicals which produce the same effect of illegal substances including but not
- 25 limited to Spice and K2. Students who may be under the influence of such substances
- 26 will not be permitted to attend school functions and will be treated as though they had
- 27 drugs in their possession.
- 28 • Using, possessing, controlling, or transferring a firearm or other weapon in violation of
- 29 ~~the “Possession of Weapons other than Firearms” section in Policy 3311.~~
- 30 • Using, possessing, controlling, or transferring any object that reasonably could be
- 31 considered or used as a weapon as referred to in Policy 3311.
- 32 • Disobeying directives from staff members or school officials or disobeying rules and
- 33 regulations governing student conduct.
- 34 • Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable
- 35 conduct toward anyone or urging other students to engage in such conduct.
- 36 • Causing or attempting to cause damage to, or stealing or attempting to steal, school
- 37 property or another person’s property.
- 38 • Engaging in any activity that constitutes an interference with school purposes or an
- 39 educational function or any other disruptive activity.
- 40 • Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic
- 41 and habitual truants.
- 42 • Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or
- 43 retaliation against any person who alleged misconduct under Policy 3225 or 3226 or
- 44 participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- 45 • Defaces or damages any school building, school grounds, furniture, equipment, or book
- 46 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.
- 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-



2  
3 **STUDENTS**

4  
5 Firearms and Other Weapons

6  
7 Firearms

8  
9 It is the policy of the School District to comply with the federal Gun Free Schools Act of 1994  
10 and Section 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a  
11 firearm at, any setting that is under the control and supervision of the school district.

12  
13 The District does not allow students to possess firearms on District property or at any setting that  
14 is under the control and supervision of the District. In accordance with Section 20-5-202 (3),  
15 MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a  
16 student who is determined to have brought a firearm to, or possess a firearm at, any setting that is  
17 under the control and supervision of the District. The Policy does not govern conduct in a  
18 student's home, a locked vehicle, a parking lot, or a commercial business when the student is  
19 participating in an online, remote, or distance-learning setting. In accordance with Montana law,  
20 a student who is determined to have brought a firearm to, or possess a firearm at, any setting that  
21 is under the control and supervision of the school district must be expelled from school for a  
22 period of not less than 1 year.

23  
24 For the purposes of the firearms section of this policy, the term “firearm” means (A) any weapon  
25 (including a starter gun) which will or is designed to or may readily be converted to expel a  
26 projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any  
27 firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).  
28 Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

29  
30 **CHOOSE ONE OF THE FOLLOWING OPTIONS:**

31  
32 **OPTION 1** – However, on a case-by-case basis, the Board of Trustees will convene a hearing to  
33 review the underlying circumstances and, in the discretion of the Board, may authorize the  
34 school administration to modify the requirement for expulsion of a student.

35  
36 **OPTION 2** – However, on a case-by-case basis, the Board of Trustees will convene a hearing to  
37 review the underlying circumstances and, in the discretion of the Board, the Board may itself  
38 either modify the requirement for expulsion or delegate to the County Superintendent the  
39 authority to carry out the Board’s decision regarding any modification of the expulsion  
40 requirement. *Note: This Option is specifically for those smaller districts that have no employed administrator.*

41  
42 **OPTION 3** -- However, the Board of Trustees through this policy authorizes the Superintendent,  
43 or principal of a school without a Superintendent, to use his/her discretion on a case-by-case  
44 basis and modify the requirement of expulsion of a student if he/she deems such modification to  
45 be warranted under the circumstances. *Note: Under this Option, there is no expulsion hearing unless the*  
46 *administration determines that the circumstances warrant a recommendation of expulsion of the student for a period*  
47 *of one (1) year to the Board.*

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4 A decision to change the placement of a student with a disability who has been expelled pursuant  
5 to this section must be made in accordance with the Individuals with Disabilities Education Act.  
6

7 Before holding a hearing to determine if a student has violated this Policy, the Board shall, in a  
8 clear and timely manner, notify the student if the student is an adult or notify the parent or  
9 guardian of a student if the student is a minor that the student may waive the student's privacy  
10 interest by requesting that the hearing be held in public and invite other individuals to attend the  
11 hearing.  
12

13 Before expelling a student under this Policy, the Board shall hold a due process hearing that  
14 includes presentation of a summary of the information leading to the allegations and an  
15 opportunity for the student to respond to the allegations. The student may not be expelled unless  
16 the trustees find that the student knowingly, as defined in Section 1-1-204, MCA, brought a  
17 firearm to school or possessed a firearm at school.  
18

19 When a student subject to a hearing is found to have not violated this Policy, the student's school  
20 record must be expunged of the incident.  
21

22 The provisions of this Policy do not require the Board to expel a student who has brought a  
23 firearm to school or possesses a firearm at school if the firearm is secured in a locked container  
24 approved by the school district or in a locked motor vehicle the entire time the firearm is at  
25 school, except while the firearm is in use for a school-sanctioned instructional activity.  
26

### 27 Possession of Weapons other than Firearms

28 The District does not allow students to possess other weapons on District property or at any  
29 setting that is under the control and supervision of the District. Any student found to have  
30 possessed, used or transferred a weapon on school property will be subject to discipline in  
31 accordance with the District's discipline policy. For purposes of this section, "weapon" means  
32 any object, device, or instrument designed as a weapon or through its use is capable of  
33 threatening or producing bodily harm or which may be used to inflict self-injury, including but  
34 not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs;  
35 metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks;  
36 mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have  
37 been modified to serve as a weapon.  
38

39 No student shall possess, use, or distribute any object, device, or instrument having the  
40 appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons,  
41 including but not limited to weapons listed above which are broken or non-functional, look-alike  
42 guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles  
43 designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors,  
44 etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and  
45 use of a weapon.  
46

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4 Definitions, Exceptions and Referral to Law Enforcement

5 The District may refer to law enforcement for immediate prosecution any student who possesses,  
6 carries, or stores a weapon in a school building as specified in Section 45-8-361, MCA. In  
7 addition the District will refer for possible prosecution a parent or guardian of any minor  
8 violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a  
9 school building. For the purposes of this section of the policy, “school property” means within  
10 school buildings, in vehicles used for school purposes, or on owned or leased school land or  
11 grounds. “Building” specifically means a combination of any materials, whether mobile,  
12 portable, or fixed, to form a structure and the related facilities for the use or occupancy by  
13 persons or property owned or leased by a local school district that are used for instruction or for  
14 student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361, MCA. The  
15 term is construed as though followed by the words "or part or parts of a building" and is  
16 considered to include all stadiums, bleachers, and other similar outdoor facilities, whether  
17 temporary or permanently fixed.  
18

19 The Board of Trustees may grant persons and entities advance permission to possess, carry, or  
20 store a weapon in a school building. All persons who wish to possess, carry, or store a weapon  
21 in a school building must request permission of the Board at a regular meeting. The Board has  
22 sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a  
23 school building.  
24

25 This section does not apply to a law enforcement officer acting in the officer’s official capacity  
26 or an individual previously authorized by the Board of Trustees to possess a firearm or weapon  
27 in a school building.  
28

29 The Board of Trustees shall annually review this policy and update this policy as determined  
30 necessary by the trustees based on changing circumstances pertaining to school safety.  
31

32 *Note may be deleted from final adopted policy: Section (g) of the ESSA Section 4141 – Gun Free Requirements,*  
33 *carves out a very significant exception to the Gun Free Schools Act in that it allows a student to have “a firearm*  
34 *that is lawfully stored inside a locked vehicle on school property. . .” Montana law (20-5-202,*  
35 *MCA), on the other hand, does not provide for any exception to the expulsion requirement if a student has a firearm*  
36 *that is lawfully stored inside a locked vehicle on school property. The only reference to federal law in 20-5-202(2),*  
37 *MCA is the federal definition of a firearm. As you well know 20-5-202(2), MCA provides that:*  
38

39 *(2) The trustees of a district shall adopt a policy for the expulsion of a student who is determined to have brought a*  
40 *firearm, as defined in 18 U.S.C. 921, to school and for referring the matter to the appropriate local law enforcement*  
41 *agency. A student who is determined to have brought a firearm to school under this subsection must be expelled*  
42 *from school for a period of*  
43 *not less than 1 year, except that the trustees may authorize the school administration to modify the requirement for*  
44 *expulsion of a student on a case-by-case basis.*  
45

46 *So, Montana schools are required, by state law, to expel a student from school for a period of not less than 1 year if*  
47 *it is determined that the student brought a firearm to school, subject to the case-by-case exception noted in the*  
48 *statute. Based upon the exception noted in federal law and in circumstances where a student is found to have a*  
49 *firearm on school property in a locked*  
50

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vehicle, Montana schools should be citing state law (20-5-202, MCA) and district policy to support any recommendation for expulsion.

*There is one significant inconsistency between the Federal Gun Free Schools Act and Montana is that under federal law it provides that "State law shall allow the chief administering officer of a local educational agency to modify such expulsion requirement for a student on a case-by-case basis if such modification is in writing," whereas 20-5-202(2), MCA, provides that the trustees may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis.*

Cross Reference:	3310	Student Discipline
	4332	Conduct of School Property
	5332	Personal Conduct

Legal Reference:	§ 20-5-202, MCA	Suspension and expulsion
	§ 45-8-361, MCA	Possession or allowing possession of a weapon in a school building
	20 U.S.C. § 7151, et seq.	Gun Free Schools Act of 1994
	18 U.S.C. § 921	Definitions
	ESSA, Section 4141	Gun Free Requirements

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **STUDENTS**

3413

4  
5 Student Immunization

6  
7 The Board requires all students to present evidence of their having been immunized against the  
8 following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles  
9 (rubeola), mumps, rubella, and tetanus in the manner and with immunizing agents approved by  
10 the department. Haemophilus influenza type “b” immunization is required for students under  
11 age five (5). Upon initial enrollment, an immunization status form shall be completed by the  
12 student’s parent or guardian. The certificate shall be made a part of the student’s permanent  
13 record.

14  
15 A student who transfers into the District may photocopy immunization records in the possession  
16 of the school of origin. The District will accept the photocopy as evidence of immunization.  
17 Within thirty (30) days after a transferring student ceases attendance at the school of origin, the  
18 school shall retain a certified copy for the permanent record and send the original immunization  
19 records for the student to the school district to which the student transfers.

20  
21 Exemptions from one or more vaccines shall be granted for medical reasons upon certification by  
22 a ~~physician~~ licensed or certified health care provider in a manner provided by Section 20-5-405,  
23 MCA. indicating the specific nature and probable duration of the medical condition for not  
24 administering the vaccine(s). Exemptions for religious reasons must be filed annually in a  
25 manner provided by Section 20-5-404, MCA. The statement for an exemption shall be  
26 maintained as part of the student’s immunization record in accordance with FERPA as specified  
27 in Policy 3600P.

28  
29 All students who are enrolled under an exemption and have a disease listed in this Policy, have  
30 been exposed to a disease listed in this Policy, or may be exposed to a disease listed in this  
31 Policy while attending school may be excluded from the school by the local health officer or the  
32 DPHHS until the excluding authority is satisfied that the student no longer risks contracting or  
33 transmitting that disease. The permanent file of students with exemptions shall be marked for  
34 easy identification, should the Department of Public Health and Human Services order that  
35 exempted students be excluded from school temporarily when the risk of contracting or  
36 transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

37  
38 The administrator may allow the commencement of attendance in school by a student who has  
39 not been immunized against each disease listed in Section 20-5-403, MCA, if that student has  
40 received one or more doses of varicella, polio, measles (rubeola), mumps, rubella, diphtheria,  
41 pertussis, and tetanus vaccine, except that Haemophilus influenza type “b” vaccine is required  
42 only for children under 5 years of age.

43  
44 The District shall exclude a student for noncompliance with the immunization laws and properly  
45 notify the parent or guardian. The local health department may seek an injunction requiring the  
46 parent to submit an immunization status form, take action to fully immunize the student, or file  
47 an exemption for personal or medical reasons.



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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.

Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
	§ 20-5-402 - 426, MCA	Health
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-405, MCA	Exemptions
	Chapter 418	2021 General Legislative Session

Policy History:

Adopted on:

Reviewed on:

Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **STUDENTS**

3416

4  
5 Administering Medication to Students

6  
7 “Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food  
8 and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter  
9 medications prescribed through a standing order by the school physician or prescribed by the  
10 student’s healthcare provider.

11  
12 Except in an emergency situation, only a qualified healthcare professional may administer a drug  
13 or a prescription drug to a student under this policy. Diagnosis and treatment of illness and the  
14 prescribing of drugs are never the responsibility of a school employee and should not be  
15 practiced by any school personnel.

16  
17 Administering Medication

18  
19 The Board shall permit administration of medication to students in schools in its jurisdiction. A  
20 school nurse or other employee who has successfully completed specific training in  
21 administration of medication, pursuant to written authorization of a physician or dentist and that  
22 of a parent, an individual who has executed a caretaker relative educational authorization  
23 affidavit, or guardian, may administer medication to any student in the school or may delegate  
24 this task pursuant to Montana law.

25  
26 Emergency Administration of Medication

27  
28 In the event of an emergency, a school nurse or trained staff member, exempt from the nursing  
29 license requirement under § 37-8-103(1)(c), MCA, may administer emergency medication to any  
30 student in need thereof on school grounds, in a school building, at a school function, or on a  
31 school bus according to a standing order of an authorized physician or a student’s private  
32 physician. In the event that emergency medication is administered to a student, the school nurse  
33 or staff member shall call emergency responders and notify the student’s parents/guardians.

34  
35 ~~In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may~~  
36 ~~administer emergency oral or injectable medication to any student in need thereof on school~~  
37 ~~grounds, in a school building, or at a school function, according to the order of the students~~  
38 ~~health care provider as written in the students health care plan.~~

39  
40 ~~In the absence of a school nurse, an administrator or designated staff member exempt from the~~  
41 ~~nurse license requirement under § 37-8-103(1)(c), MCA, who has completed training in~~  
42 ~~administration of medication, may give emergency medication to students orally or by injection.~~

43  
44 ~~The Board requires that there must be on record a medically diagnosed allergic condition that~~  
45 ~~would require prompt treatment to protect a student from serious harm or death.~~

1 A building administrator or school nurse shall enter any medication to be administered in an  
2 emergency on an individual student medication record and retain the documentation. ~~shall file it~~  
3 ~~in a student's cumulative health folder.~~

#### 4 5 Assisting Students with Self-Administration of Medication

6  
7 A building principal or other school administrator may authorize, in writing, any school  
8 employee:

9  
10 To assist in self-administration of any drug that may lawfully be sold over the counter  
11 without a prescription to a student in compliance with the written instructions and with  
12 the written consent of a student's parent or guardian; and

13  
14 To assist in self-administration of a prescription drug to a student in compliance with  
15 written instructions or standing order of an authorized physician or a student's private  
16 physician and with the written consent of a student's parent or guardian.

17  
18  
19 ~~A building principal or school administrator may school employee~~ authorized, in writing, ~~any~~  
20 ~~employee~~ to assist students with self-administration of medications, may only rely on the  
21 following techniques: provided that only the following may be employed:

- 22
- 23 • Making oral suggestions, prompting, reminding, gesturing, or providing a written guide
  - 24 for self-administering medications;
  - 25 • Handing to a student a prefilled, labeled medication holder or a labeled unit dose
  - 26 container, syringe, or original marked and labeled container from a pharmacy;
  - 27 • Opening the lid of a container for a student;
  - 28 • Guiding the hand of a student to self-administer a medication;
  - 29 • Holding and assisting a student in drinking fluid to assist in the swallowing of oral
  - 30 medications; and
  - 31 • Assisting with removal of a medication from a container for a student with a physical
  - 32 disability that prevents independence in the act.
  - 33 • Other guidance or restrictions previously provided in writing to the school by a student's
  - 34 parent, an individual who has executed a caretaker relative educational authorization
  - 35 affidavit, or guardian is on file.

36  
37 ~~K-5 students who require medication must self-administer in the presence of the designated~~  
38 ~~school staff. High School Students and middle school students may carry and self-administer a~~  
39 ~~one-day supply of medication. Students found in violation of this medication policy may receive~~  
40 ~~disciplinary consequences.~~

#### 41 42 Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

43  
44 Students with allergies or asthma may be authorized by the building principal or Superintendent,  
45 in consultation with medical personnel, to possess and self-administer emergency medication  
46 during the school day, during field trips, school-sponsored events, or while on a school bus. The

1 student shall be authorized to possess and self-administer medication if the following conditions  
2 have been met:

- 3
- 4 • A written and signed authorization from the parents, an individual who has executed a  
5 caretaker relative educational authorization affidavit, or guardians for self-administration  
6 of medication, acknowledging that the District or its employees are not liable for injury  
7 that results from the student self-administering the medication.
- 8 • The student shall have the prior written approval of his/her primary healthcare provider.  
9 The written notice from the student's primary care provider shall specify the name and  
10 purpose of the medication, the prescribed dosage, frequency with which it may be  
11 administered, and the circumstances that may warrant its use.
- 12 • Documentation that the student has demonstrated to the healthcare practitioner and the  
13 school nurse, if available, the skill level necessary to use and administer the medication.
- 14 • Documentation of a doctor-formulated written treatment plan for managing asthma,  
15 severe allergies, or anaphylaxis episodes of the student and for medication use by the  
16 student during school hours.

17  
18 Authorization granted to a student to possess and self-administer medication shall be valid for  
19 the current school year only and shall be renewed annually. A student's authorization to possess  
20 and self-administer medication may be limited or revoked by the building principal or other  
21 administrative personnel.

22  
23 If provided by the parent, an individual who has executed a caretaker relative educational  
24 authorization affidavit, or guardian, and in accordance with documentation provided by the  
25 student's doctor, backup medication shall be kept at a student's school in a predetermined  
26 location or locations to which the student has access in the event of an asthma, severe allergy, or  
27 anaphylaxis emergency.

28  
29 Immediately after using epinephrine during school hours, a student shall report to the school  
30 nurse or other adult at the school who shall provide follow up care, including making a call to  
31 emergency responders.

### 32 33 Self-Administration of Other Medication

34  
35 The District shall permit students who are able to self-administer specific medication to do so  
36 provided that all of the following have occurred:

- 37
- 38 • A physician, dentist, or other licensed health care provider provides a written order for  
39 self-administration of said medication;
- 40 • Written authorization for self-administration of medication from a student's parent, an  
41 individual who has executed a caretaker relative educational authorization affidavit, or  
42 guardian is on file; and
- 43 • A principal and appropriate teachers are informed that a student is self-administering  
44 prescribed medication.
- 45 • ~~The medication is part of the annually updated health care plan or there are pre-arranged~~  
46 ~~and administrative approved circumstances for short term medication administration.~~

- ~~High school and middle school (6-12) students may not need a health care plan but students must be able to verify parental or guardian permission for taking over the counter medication and verify medical permission for prescription medication at school.~~

### Administration of Glucagons

School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-412, MCA, only under the following conditions: (1) the employee may administer glucagon to a diabetic student only in an emergency situation; (2) the employee has filed the necessary designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA, and (3) the employee has filed the necessary written documentation of training with the District, as required by § 20-5-412(4), MCA. Designation of staff is to be made by a parent, and individual who has executed a caretaker relative authorization affidavit, or guardian of a diabetic student, and school employees are under no obligation to agree to designation. Glucagon is to be provided by the parent or guardian. All documentation shall be kept on file.

### Handling and Storage of Medications

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent, an individual who has executed a caretaker relative educational authorization affidavit, or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

- Shall examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
- Shall develop a medication administration plan, if administration is necessary for a student, before any medication is given by school personnel;
- Shall record on the student's individual medication record the date a medication is delivered and the amount of medication received;
- Shall store medication requiring refrigeration at 36° to 46° F;
- Shall store prescribed medicinal preparations in a securely locked storage compartment; and
- Shall store controlled substances in a separate compartment, secured and locked at all times.
- All non-emergency medication shall be kept in a locked, nonportable container, stored in its original container with the original prescription label. Epinephrine, naloxone, and student emergency medication may be kept in portable containers and transported by the school nurse or other authorized school personnel.
- Food is not allowed to be stored in refrigeration unit with medications.
- Shall notify the building administrator, school district nurse, and parent or guardian of any medication error and document it on the medication administration record.

The District shall permit only a forty-five-(45)-school-day supply of a medication for a student to be stored at a school; and all medications, prescription and nonprescription, shall be stored in their original containers.



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37.111.812, ARM                      Safety Requirements  
10.55.701(s), ARM                   Board of Trustees

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **STUDENTS**

3417

4 Page 1 of 2

5 Communicable Diseases

6 *Note: For purposes of this policy, the term “communicable disease” refers to the diseases*  
7 *identified in 37.114.203, ARM, Reportable Diseases, with the exception of common colds and flu.*  
8

9 In all proceedings related to this policy, the District shall respect a student’s right to privacy. All  
10 applicable district policies and handbook provision governing confidentiality of student medical  
11 information remain in full effect.

12  
13 Although the District is required to provide educational services to all school-age children who  
14 reside within its boundaries, it may deny attendance at school to any child diagnosed as having a  
15 communicable disease that could make a child’s attendance harmful to the welfare of other  
16 students. The District also may deny attendance to a child with suppressed immunity in order to  
17 protect the welfare of that child when others in a school have an infectious disease, which,  
18 although not normally life threatening, could be life threatening to a child with suppressed  
19 immunity.  
20

21 The District shall provide soap and disposable towels or other hand-drying devices shall be  
22 available at all handwashing sinks. Common-use cloth towels are prohibited. Sanitary napkin  
23 disposal shall be provided for girls of age ten or older and in teachers' toilet rooms and nurses'  
24 toilet rooms. The District shall provide either sanitary napkin dispensers in the girls', nurses', and  
25 teachers' toilet rooms or some other readily available on-site access to sanitary napkins.  
26

27 The Board recognizes that communicable diseases that may afflict students range from common  
28 childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as  
29 human immunodeficiency virus (HIV) infection. The District shall rely on advice of the public  
30 health and medical communities in assessing the risk of transmission of various communicable  
31 diseases to determine how best to protect the health of both students and staff.  
32

33 The District shall manage common communicable diseases in accordance with DPHHS  
34 guidelines and communicable diseases control rules. If a student develops symptoms of any  
35 reportable communicable or infectious illness as defined while at school, the responsible school  
36 officials shall do the following:  
37

- 38 (a) isolate the student immediately from other students or staff; and
- 39 (b) inform the parent or guardian as soon as possible about the illness and request him or  
40 her to pick up the student.; and
- 41 (c) consult with a physician, other qualified medical professional, or the local county  
42 health authority to determine if report the case should be reported to the local health  
43 officer.

44  
45 Students who express feelings of illness at school may be referred to a school nurse or other  
46 responsible person designated by the Board and may be sent home as soon as a parent or person



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4 designated on a student's emergency medical authorization form has been notified. The District  
5 may temporarily exclude from onsite school attendance a student who exhibits symptoms of a  
6 communicable disease that is readily transmitted in a school setting. Offsite instruction will be  
7 provided during the period of absence in accordance with Policy 2050. The District reserves the  
8 right to require a statement from a student's primary care provider authorizing a student's return  
9 to onsite instruction.

10  
11 When information is received by a staff member or a volunteer that a student is afflicted with a  
12 serious communicable disease, the staff member or volunteer shall promptly notify a school  
13 nurse or other responsible person designated by the Board to determine appropriate measures to  
14 be taken to protect student and staff health and safety. A school nurse or other responsible  
15 person designated by the Board, after consultation with and on advice of public health officials,  
16 shall determine which additional staff members, if any, have need to know of the affected  
17 student's condition.

18  
19 Only those persons with direct responsibility for the care of a student or for determining  
20 appropriate educational accommodation shall be informed of the specific nature of a condition, if  
21 it is determined that such individuals need to know this information.

22  
23 The District may notify parents of other children attending a school that their children have been  
24 exposed to a communicable disease without identifying the particular student who has the  
25 disease.

### 26 27 Healthy Hand Hygiene Behavior

28  
29 All students, staff, and others present in the any school building shall engage in hand hygiene at  
30 the following times, which include but are not limited to:

- 31 (a) Arrival to the facility and after breaks  
32 (b) Before and after preparing, eating, or handling food or drinks  
33 (c) Before and after administering medication or screening temperature  
34 (d) After coming in contact with bodily fluid  
35 (e) After recess  
36 (f) After handling garbage  
37 (g) After assisting students with handwashing  
38 (h) After use of the restroom

39  
40 Hand hygiene includes but is not limited to washing hands with soap and water for at least 20  
41 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol  
42 can be used if soap and water are not readily available.

43  
44 Staff members shall supervise children when they use hand sanitizer and soap to prevent  
45 ingestion. Staff members shall place grade level appropriate posters describing handwashing  
46 steps near sinks.

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Legal Reference: 37.114.101, et seq., ARM Communicable Disease Control  
37.111.825, ARM Health Supervision and Maintenance

Policy History:

Adopted on:  
Reviewed on:  
Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **STUDENTS**

3510

4  
5 School-Sponsored Student Activities

6  
7 1. Student Organizations:

- 8  
9 a. All curricular student clubs or organizations must be approved by the  
10 administration. Secret or clandestine organizations or groups will not be  
11 permitted.  
12 b. Bylaws and rules of curricular student clubs or organizations must not be contrary  
13 to Board policy or to administrative rules and regulations.  
14 c. Procedures in curricular student clubs or organizations must follow generally  
15 accepted democratic practices in the acceptance of members and nomination and  
16 election of officers.  
17 d. Student led and initiated non-curricular student groups may meet at school in  
18 accordance with District Policy without the sponsorship of the School District.  
19

20 2. Social Events

- 21  
22 a. Social events must have prior approval of the administration.  
23 b. Social events must be held in school facilities unless approved by the Board.  
24 c. Social events must be chaperoned at all times.  
25 d. Attendance at high school social events and dances shall be limited to high school  
26 students, and middle school social events shall be limited to middle school  
27 students, unless prior permission is received from the principal.  
28

29 3. Extracurricular Activities

- 30  
31 a. Academic and behavior eligibility rules are established by MHSA rules and  
32 District policy.  
33 b. Any student convicted of a criminal offense may, at the discretion of school  
34 officials, become ineligible for such a period of time as the school officials may  
35 decide.  
36 c. In establishing an interscholastic program, the Board directs the administration to:  
37 i. Open all sports to all students enrolled in the District, with an equal  
38 opportunity for participation.  
39 ii. Open all sports to residents of the school district and who is at least 5  
40 years of age and not more than 19 on or before September 10 of the year  
41 in which participation in extracurricular activities is sought by such child  
42 in accordance with the provisions of this policy.  
43 iii. Recommend sports activities based on interest inventories completed by  
44 the students.  
45  
46

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

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and the United States Senate as required by 34 CFR 100.8(c) due to the enforcement of Chapter 405 (2021).

Cross Reference:            Policy 3150    Part Time Attendance  
                                     Policy 3121-3121P    Enrollment and Attendance  
                                     Policy 3233    Student use of Buildings-Equal Access  
                                     Policy 3550    Student Clubs  
                                     Policy 2332    Religion and Religious Activities  
                                     Policy 3222    Distribution and Posting Materials  
                                     Policy 3233-    Student Use of Buildings - Equal Access  
                                     Policy 4331    Use of School Property for Posting Notices

Legal Reference:            Chapter 297                    2021 General Legislative Session  
                                     Chapter 269                    2021 General Legislative Session  
                                     Chapter 405                    2021 General Legislative Session  
                                     34 CFR 100.8(c)            Procedure for Effecting Compliance  
                                     *Bostock v. Clayton County Georgia*, 140 S.Ct. 1731 (2020)

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

**\_\_\_\_\_ SCHOOL DISTRICT STUDENT CLUB APPLICATION – POLICY 3550F**

\_\_\_ This application is for a new club    \_\_\_ This application is to renew an existing club

This application is to request approval of a student club at \_\_\_\_\_ Public Schools. The application must be fully completed for the application to be considered. Incomplete or incorrectly prepared applications will not be considered. All applications will be considered in accordance with District Policy 3550 and District guidelines. Copies of the policy and guidelines can be obtained at: \_\_\_\_\_. Approved clubs that violate District Policy, Montana law or federal law are subject to suspension or termination.

Step 1. General Club Information and Bylaws, Charter, or Statement of Purpose

Proposed Club Name: \_\_\_\_\_

Proposed Club Supervisor Name: \_\_\_\_\_

Faculty supervisors do not sponsor or participate in non-curricular clubs; however, an adult supervisor must be present.

Step 2. Club's bylaws, charter, or statement of purpose.

Please attach any documents outlining the rules and procedures under which the club will operate. These documents may include but are not limited to bylaws, membership expectations, or a national charter. If the documents are not yet available, drafts may be attached, or a detailed statement of purpose can be provided until documents are available.

Step 3. Basis for Curriculum Related Status *(For consideration as a curricular club. Groups that do not satisfy this step may be permitted to operate as a non-curricular student group.)*

To be approved as a curricular club, the club must be based upon an aspect of the school's curriculum or the functions of the club must enhance a course offered at the school. Please attach a description of why the proposed club should be designated as a curricular club providing specific facts supporting such status.

Step 4. Time, frequency, location, and notice of anticipated club meetings and functions

Please attach a statement of the proposed use of school facilities, including at the specific areas or facilities of the school for which use is requested and the proposed nature of the use of those facilities. Attach or describe any examples of materials which the club plans to use to tell students about the club's existence or to invite students to join.

Step 5. Submission and Acknowledgement

By signing this application form the students and advisor acknowledge that the club's members and operations will adhere to applicable Board policies and administrative procedures governing curricular clubs.

_____	_____	_____	_____
Requesting Student	Date	Proposed Supervisor	Date

**FOR SCHOOL DISTRICT USE ONLY**

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved as Curricular Club By: \_\_\_\_\_ Date: \_\_\_\_\_

Operating as Non-Curricular Student Group By: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES:

\_\_\_\_\_

*The administration will retain all records related to this application. The administration will report to the requesting students, advisor, and Board of Trustees when new curricular student clubs have been approved.*

1 \_\_\_\_\_ **School District**

2  
3 **STUDENTS**

3550  
page 1 of 3

4  
5 Student Clubs

6  
7 The Board recognizes that student clubs are a helpful resource for schools and supports their  
8 formation. Student clubs must complete an application process. The Superintendent or designee  
9 is delegated the authority to approve or deny club applications.

10  
11 Curricular Student Clubs

12  
13 The Board of Trustees authorize the administration to approve and recognize curricular student  
14 clubs or organizations in a manner consistent with this policy and administrative procedure.  
15 Curricular Student clubs are those approved student clubs that directly relate to the body of  
16 courses offered by the school. Curricular student clubs that are recognized by the District are  
17 permitted to use District facilities, use the District's name, a District school's name, or a District  
18 school's team name or any logo attributable to the District, and raise and deposit funds with the  
19 District.

20  
21 In order for the administration to approve and recognize a curricular student club the group must  
22 submit an application to the building administrator containing the following:

- 23  
24 1. The organization's name and purpose.
- 25  
26 2. The portion of the curriculum that forms the basis of the club. The portion of the  
27 curriculum that forms the basis of the club or the course offered at the school enhanced  
28 by the club's functions. This step is required for consideration as a curricular club.  
29 Applications that do not satisfy this step may be permitted to meet at the school as a non-  
30 curricular student group.
- 31  
32 3. The staff employee designated to serve as the group's advisor.
- 33  
34 4. The rules and procedures under which it operates.
- 35  
36 5. A statement that the membership will adhere to applicable Board policies and  
37 administrative procedures.

38  
39 The administration will report to the Board when new curricular student clubs have been  
40 approved and recognized.

41  
42 Upon approval of a new curricular student club, the administration will notify the District clerk  
43 so the group may have any funds raised for its operations so designated in accordance with the  
44 District's financial practices.

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4 Approved curricular student clubs will appear in the student handbook and other appropriate  
5 district publications. Advisors of new student clubs may be eligible for a stipend in accordance  
6 with applicable collective bargaining agreement provisions and available district resources.  
7 Approved curricular student clubs may also have limited access as designated by the  
8 administration to distribute messages through official communications of the district (e.g.  
9 intercom announcements, district newsletters, group emails, etc.).

### 10 11 Non-Curricular Student Groups

12  
13 Student-led and initiated groups of similar interests that do not meet the requirements to be an  
14 approved curricular student club as outlined in this policy shall be designated as noncurricular  
15 student groups. Noncurricular student groups include any student group that does not directly  
16 relate to the body of courses offered by the District but has a regular meeting schedule and  
17 established operational structure. District employees that are present at meetings in a supervisory  
18 capacity are not eligible for a stipend. Student meetings must be supervised by an adult.  
19 Employees or agents of the District that are present at student group meetings must only serve in  
20 a supervisory capacity.

21  
22 The District approves a limited open forum, within the meaning of that term as defined U.S.  
23 Code § 4071, for non-curricular student groups to meet on school premises during non-  
24 instructional time. Noncurricular student groups wishing to conduct a meeting within this  
25 limited forum are subject to the following fair opportunity criteria, which shall be uniformly  
26 administered consistent with 20 U.S. Code § 4071:

- 27 1. All such meetings must be voluntary and student-initiated;
- 28 2. There shall be no sponsorship of the meeting by the District or its agents or employees;
- 29 3. Employees or agents of the District that are present at religious meetings must be only in  
30 a nonparticipatory capacity;
- 31 4. All meetings must not materially and substantially interfere with the orderly conduct of  
32 educational activities within the District; and
- 33 5. Nonschool persons may not direct, conduct, control, or regularly attend activities of the  
34 non-curricular student groups.

35  
36 Meeting is defined as a gathering of a group of students for the purposes of discussing group  
37 beliefs or engaging in group operations. An event that does not meet this definition will be  
38 required to comply with the Community Use of District Facilities Policy and Procedure.

### 39 Fundraising

40  
41 Noncurricular student groups may post notice of gatherings in accordance with Policy 3222.  
42 Noncurricular student groups may be authorized by the [Board or administration] to have the  
43 name of the school to appear as part of their group's name. A logo attributable to the school or  
44 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.

Cross Reference:     2332 – Religion and Religious Activities  
                            3210 - Equal Education and Nondiscrimination  
                            3222 – Distribution and Posting Materials  
                            3233- Student Use of Buildings - Equal Access  
                            4331 – Use of School Property for Posting Notices

Legal Reference:     20 U.S. Code § 4071 - Denial of equal access prohibited  
                           Section 20-5-203, MCA – Secret Organization Prohibited

### Policy History:

Adopted on:

Reviewed on:

Revised on:

1 \_\_\_\_\_ **School District**

2

3 **COMMUNITY RELATIONS**

4211

4

5 District and School Name, Logo, Imagery and Colors

6

7 Use of the District’s name, a District school’s name, or a District school’s team name or mascot  
8 or any logo or imagery attributable to the District by any group, individual, business, entity, or  
9 organization may occur only after securing the Board’s written approval as documented during a  
10 duly constituted Board meeting. Unauthorized use of the District school’s team name, mascot,  
11 logo, or imagery is strictly prohibited. The District reserves the right to seek all available legal  
12 remedies for unauthorized use of the District school’s name, logo, mascot, or imagery.

13

14

15 Policy History:

16 Adopted on:

17 Reviewed on:

18 Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **COMMUNITY RELATIONS**

4315

4  
5 Visitor and Spectator Conduct

6  
7 Any person, including an adult, who behaves in an unsportsmanlike or inappropriate manner  
8 during a visit to the school or a school event may be ejected from the event and/or denied  
9 permission to access school buildings or property or school events as determined by the Board of  
10 Trustees. Examples of unsportsmanlike or inappropriate conduct include but are not limited to:

- 11
- 12 • Using vulgar or obscene language or gestures;
- 13 • Possessing or being under the influence of any alcoholic beverage;
- 14 • Possessing or consuming any illegal substance or marijuana;
- 15 • Possessing a weapon or firearm in violation of Policy 4332;
- 16 • Fighting or otherwise striking or threatening another person;
- 17 • Failing to obey instructions of a security officer or District employee; and
- 18 • Engaging in any illegal or disruptive activity.
- 19 • Other violations of District Policy.

20  
21 The Superintendent is authorized to temporarily restrict access to school buildings or property  
22 and recommend to the Board of Trustees denial of future admission to any person by delivering  
23 or mailing a notice by certified mail with return receipt requested, containing:

- 24
- 25 1. Date, time, and place of a Board hearing;
- 26 2. Description of the unsportsmanlike conduct; and
- 27 3. Proposed time period admission to school buildings or property or school events will be  
28 denied.

30 Cross Reference:	4301	Visitors to School
	4332	Conduct on School Property

33 Legal Reference:	§ 20-1-206, MCA	Disturbance of school – penalty
	§ 20-4-303, MCA	Abuse of teachers
	§ 45-8-101, MCA	Disorderly conduct
	§ 45-8-351, MCA	Restriction on Local Government Regulation of 37 Firearms
	Article X, section 8	Montana Constitution
	Initiative 190 – “Montana Marijuana Regulation and Taxation Act.”	
	January 1, 2021	

41  
42 Policy History

43 Adopted on:

44 Reviewed on:

45 Revised on:

1 \_\_\_\_\_ **School District**

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3 **COMMUNITY RELATIONS**

4331

4  
5 Use of School Property for Posting Notices

6  
7 Non-school-related organizations or individuals that are not associated with student curricular clubs  
8 or student non-curricular groups may request permission of the building principal to display posters  
9 in the area reserved for community posters or to have flyers distributed to students. The building  
10 principal shall only authorize distribution or posting of information that is determined to have a direct  
11 benefit or relationship to students enrolled in the school and meets the standards of this policy.

12  
13 Posters and/or flyers must be student oriented and have the sponsoring organization's name  
14 prominently displayed. The District will not permit the posting or distribution of any material that  
15 would:

- 16  
17 A. Disrupt the educational process;  
18  
19 B. Violate the rights of others;  
20  
21 C. Invade the privacy of others;  
22  
23 D. Infringe on a copyright;  
24  
25 E. Violate District policy, procedure, or administrative directive;  
26  
27 F. Be obscene, vulgar, or indecent; or  
28  
29 F. Promote violence, discriminatory conduct, the use of drugs, alcohol, tobacco, or certain  
30 products that create community concerns.

31  
32 No commercial publication shall be posted or distributed unless the purpose is to further a school  
33 activity, such as graduation, class pictures, or class rings.

34  
35 If permission is granted to distribute materials, the organization must arrange to have copies  
36 delivered to the school. Distribution of the materials will be arranged by administration. Under no  
37 circumstances shall individuals not employed by the District be given access to the building for the  
38 purposes of posting notices or distributing information.

39  
40 All student materials must be reviewed and approved by the Superintendent or designee in  
41 accordance with Policy 3222.

42  
43 Cross References: \_\_\_\_\_ Policy 3222 – Distribution and Posting of Student Materials

44  
45 Policy History:

46 Adopted on:

47 Reviewed on:

48 Revised on:

1 \_\_\_\_\_ **School District**

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3 **COMMUNITY RELATIONS**

4332

Page 1 of 3

4  
5 Conduct on School Property

6  
7 General Conduct

8  
9 In addition to prohibitions stated in other District policies, a person on school property who is not an  
10 enrolled student or District employee shall not:

- 11
- 12 1. Injure or threaten to injure another person;
- 13
- 14 2. Damage another’s property or that of the District;
- 15
- 16 3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
- 17
- 18 4. Smoke or otherwise use tobacco or nicotine products, and alternative nicotine and vapor
- 19 products as defined in 16-11-302, MCA, or other similar products;
- 20
- 21 5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or marijuana;
- 22
- 23 6. Impede, delay, or otherwise interfere with the orderly conduct of the District’s educational
- 24 program or any other activity occurring on school property;
- 25
- 26 7. **Optional:** Possess a non-firearm weapon as defined in this policy;
- 27
- 28 8. Enter upon any portion of school premises at any time for purposes other than those which are
- 29 lawful and authorized by the Board; or
- 30
- 31 9. Willfully violate other District rules and regulations.
- 32

33 For the purposes of this policy, “school property” means within school buildings, in vehicles used for  
34 school purposes, or on owned or leased school land or grounds. District administrators are authorized to  
35 appropriate action, as circumstances warrant, to enforce this section of the policy including but not  
36 limited to requesting the assistance of law enforcement in accordance with Montana law.

37  
38 Firearms and Weapons

39  
40 A person who is not an enrolled student or District employee shall not possess any firearm or other non-  
41 firearm weapon in a school building at any time.

42  
43 For the purposes of this policy, the term “firearm” means (A) any weapon which will or is designed to or  
44 may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of  
45 any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to  
46 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

47  
48 For purposes of this policy, “non-firearm weapon” means any object, device, or instrument designed as a  
49 weapon or through its use is capable of intimidating, threatening or producing bodily harm or which may  
50 be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake or facsimile

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4 weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks;  
5 mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been  
6 modified to serve as a weapon.

7  
8 District administrators are authorized to appropriate action, as circumstances warrant, to enforce this  
9 section of the policy including but not limited to requesting the assistance of law enforcement in  
10 accordance with Montana law.

11  
12 This section does not apply to a law enforcement officer acting in the officer’s official capacity or an  
13 individual previously authorized by the Board of Trustees to possess a firearm or weapon in a school  
14 building.

15  
16 The Board of Trustees shall annually review this policy and update this policy as determined necessary by  
17 the trustees based on changing circumstances pertaining to school safety.

18  
19 Definitions: Districts will select Option 1 or Option 2

20  
21 Option 1 provides for an expanded definition of “school building” to not only include indoor structures  
22 enclosed by walls and a roof but also those outdoor facilities that may be used by people such as stadiums  
23 and bleachers which are leased or owned by a school district and meet the Montana Building and  
24 Construction Standards definition of building. This expanded definition prohibits the possession of  
25 firearms or weapons in all of these types of buildings. School districts considering this option must take  
26 into account the definition provided may subject the district to litigation asserting the school district is  
27 exceeding its authority as restricted by LR-130 (2020) and HB 102 (2021). Any such challenge will be  
28 subject to review in accordance with the board of trustees’ authority under Article X, section 8, of the  
29 Montana Constitution.

30  
31 Option 2 provides for a narrow definition of “school building” that will include indoor structures enclosed  
32 by walls and a roof but exclude outdoor facilities such as stadiums or bleachers. This definition relies on  
33 the definition of school building used in the Montana Criminal Code and by the Montana Department of  
34 Revenue. This definition may be considered consistent with LR-130 (2020) and HB 102 (2021) but may  
35 expose the school district to other challenges asserting the board of trustees has not taken all available  
36 measures to ensure a safe school setting. Any such challenge will be subject to review in accordance with  
37 the board of trustees’ authority under Article X, section 8, of the Montana Constitution.

38  
39 Option 1: For the purposes of this policy, “School building” means a combination of any materials,  
40 whether mobile, portable, or fixed, to form a structure and the related facilities for the use or occupancy  
41 by persons or property owned or leased by a local school district that are used for instruction or for  
42 student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361, MCA. The term is  
43 construed as though followed by the words "or part or parts of a building" and is considered to include all  
44 stadiums, bleachers, and other similar outdoor facilities, whether temporary or permanently fixed.

45  
46 Option 2: For the purposes of this policy, “School building” means an enclosed structure with external  
47 walls and a roof owned or leased by a local school district that are used for instruction or for student  
48 activities as specified in ARM 42.4.201(2) and Section 45-8-361, MCA. The term is construed to exclude  
49 all stadiums, bleachers, and other similar outdoor facilities.

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Legal Reference: Pro-Children Act of 1994, 20 U.S.C. § 6081  
Smoke Free School Act of 1994  
16-11-302, MCA Definitions  
§ 20-1-220, MCA Use of tobacco product in public school building or on  
public school property prohibited  
§ 20-1-206, MCA Disturbance of School  
§ 20-5-410, MCA Civil penalty  
§ 45-6-201, MCA Definition of enter or remain unlawfully  
§ 45-8-101, MCA Disorderly conduct  
§ 45-8-102, MCA Failure of disorderly persons to disperse  
§ 45-8-351, MCA Restriction on Local Government Regulation of  
Firearms  
§ 45-8-361, MCA Possession or allowing possession of weapon in school  
building -- exceptions -- penalties -- seizure and  
forfeiture or return authorized -- definitions.  
Article X, section 8 Montana Constitution  
Initiative 190 – “Montana Marijuana Regulation and Taxation Act.” January 1,  
2021

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **PERSONNEL**

5223

Page 1 of 2

4  
5  
6 Personal Conduct

7  
8 School District employees will abide by all district policies, state and federal laws in the course of their  
9 employment. Where applicable, employees will abide by and honor the professional educator code of  
10 conduct.

11  
12 All employees are expected to maintain high standards of honesty, integrity, professionalism, decorum,  
13 and impartiality in the conduct of District business. All employees shall maintain appropriate employee-  
14 student relationship boundaries in all respects, including but not limited to personal, speech, print, and  
15 digital communications. Failure to honor the appropriate employee student relationship boundary will  
16 result in a report to the Department of Public Health and Human Services and the appropriate law  
17 enforcement agency.

18  
19 In accordance with state law, an employee shall not dispense or utilize any information gained from  
20 employment with the District, accept gifts or benefits, or participate in business enterprises or  
21 employment that creates a conflict of interest with the faithful and impartial discharge of the employee's  
22 District duties. A District employee, before acting in a manner which might impinge on any fiduciary  
23 duty, may disclose the nature of the private interest which would create a conflict. Care should be taken  
24 to avoid using or avoid the appearance of using official positions and confidential information for  
25 personal advantage or gain.

26  
27 Further, employees are expected to hold confidential all information deemed not to be for public  
28 consumption as determined by state law and Board policy. Employees also will respect the  
29 confidentiality of people served in the course of an employee's duties and use information gained in a  
30 responsible manner. The Board may discipline, up to and including discharge, any employee who  
31 discloses confidential and/or private information learned during the course of the employee's duties or  
32 learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion  
33 should be used even within the school system's own network of communication and confidential  
34 information should only be communicated on a need to know basis.

35  
36 Administrators and supervisors may set forth specific rules and regulations governing staff conduct on the  
37 job within a particular building.

38  
39 Firearms and Weapons

40  
41 Employees of the District shall not injure or threaten to injure another person; damage another's property  
42 or that of the District; or possess any firearm or other non-firearm weapon on school property at any time.

43  
44 For the purposes of this policy, the term "firearm" means (A) any weapon which will or is designed to or  
45 may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of  
46 any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to  
47 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

48  
49 For purposes of this policy, "non-firearm weapon" means any object, device, or instrument designed as a  
50 weapon or through its use is capable of intimidating threatening or producing bodily harm or which may



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4 be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake or facsimile  
5 weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks;  
6 mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been  
7 modified to serve as a weapon.

8  
9 District administrators are authorized to appropriate action, as circumstances warrant, to enforce this  
10 section of the policy including but not limited to requesting the assistance of law enforcement in  
11 accordance with Montana law.

12  
13 For the purposes of this policy, "school property" means within school buildings, in vehicles used for  
14 school purposes, or on owned or leased school land or grounds. "Building" specifically means a  
15 combination of any materials, whether mobile, portable, or fixed, to form a structure and the related  
16 facilities for the use or occupancy by persons or property owned or leased by a local school district that  
17 are used for instruction or for student activities as specified in Section 50-60-101(2), MCA and Section  
18 45-8-361, MCA. The term is construed as though followed by the words "or part or parts of a building"  
19 and is considered to include all stadiums, bleachers, and other similar outdoor facilities, whether  
20 temporary or permanently fixed.

21  
22 This section does not apply to a law enforcement officer acting in the officer's official capacity or an  
23 individual previously authorized by the Board of Trustees to possess a firearm or weapon in a school  
24 building.

25  
26 The Board of Trustees shall annually review this policy and update this policy as determined necessary by  
27 the trustees based on changing circumstances pertaining to school safety.

28  
29 Cross Reference: Professional Educators of Montana Code of Ethics  
30 5121 Applicability of Personnel Policies  
31 3311 Firearms and Weapons  
32 5232 Abused and Neglected Children  
33 4332 Conduct on School Property

34  
35 Legal Reference: § 20-1-201, MCA School officers not to act as agents  
36 Title 2, Chapter 2, Part 1 Standards of Conduct  
37 § 39-2-102, MCA What belongs to employer  
38 § 45-8-361, MCA Possession or allowing possession of  
39 a weapon in a school building  
40 § 45-5-501, MCA Definitions  
41 § 45-5-502, MCA Sexual Assault  
42 ARM 10.55.701(2)(d) Board of Trustees

43  
44  
45 Policy History:  
46 Adopted on:  
47 Reviewed on:  
48 Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **PERSONNEL**

5230

4  
5 Prevention of Disease Transmission

6  
7 All District personnel shall be advised of routine procedures to follow in handling body fluids.  
8 These procedures, developed in consultation with public health and medical personnel, shall  
9 provide simple and effective precautions against transmission of diseases to persons exposed to  
10 the blood or body fluids of another. The procedures shall follow standard health and safety  
11 practices. No distinction shall be made between body fluids from individuals with a known  
12 disease or infection and from individuals without symptoms or with an undiagnosed disease.  
13

14 The District shall provide training on procedures on a regular basis. Appropriate supplies shall  
15 be available to all personnel, including those involved in transportation and custodial services.  
16

17 The District shall provide soap and disposable towels or other hand-drying devices shall be  
18 available at all handwashing sinks. Common-use towels are prohibited. The District shall provide  
19 sanitary napkin disposal in teachers' toilet rooms and nurses' toilet rooms. The District shall  
20 provide either sanitary napkin dispensers in the girls', nurses', and teachers' toilet rooms or some  
21 other readily available on-site access to sanitary napkins.  
22

23 If a staff member develops symptoms of any reportable communicable or infectious illness  
24 while at school, the responsible school officials shall do the following:

- 25  
26 (a) isolate the staff member immediately from students or staff  
27 (b) consult with a physician, other qualified medical professional, or the local county  
28 health authority to determine if the case should be reported.  
29

30 Healthy Hand Hygiene Behavior

31  
32 All staff and volunteers present in any school building shall engage in hand hygiene at the  
33 following times, which include but are not limited to:

- 34 (a) Arrival to the facility and after breaks  
35 (b) Before and after preparing, eating, or handling food or drinks  
36 (c) Before and after administering medication or screening temperature  
37 (d) After coming in contact with bodily fluid  
38 (e) After recess  
39 (f) After handling garbage  
40 (g) After assisting students with handwashing  
41 (h) After use of the restroom  
42

43 Hand hygiene includes but is not limited to washing hands with soap and water for at least 20  
44 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol  
45 can be used if soap and water are not readily available.  
46

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5 Staff members shall supervise children when they use hand sanitizer and soap to prevent  
6 ingestion. Staff members shall place grade level appropriate posters describing handwashing  
7 steps near sinks.

8  
9 Confidentiality

10  
11 This policy in no way limits or adjusts the School District's obligations to honor staff privacy  
12 rights. All applicable district policies and handbook provision governing confidentiality of staff  
13 medical information remain in full effect.

14  
15 Legal Reference: 37.114.101, et seq., ARM Communicable Disease Control  
16 37.111.825, ARM Health Supervision and Maintenance  
17

18  
19 Policy History:

20 Adopted on:

21 Reviewed on:

22 Revised on:

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**PERSONNEL**

5325

Breastfeeding in the School and 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 shall 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 or who needs to express milk for ~~the employee's a child, if breaks are currently allowed. If breaks are not currently allowed, 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. Supervisors are encouraged to consider flexible schedules when accommodating employees' needs. Building administrators are authorized to work with teachers to provide students necessary time to express milk for a child.

The District shall 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 or student can express ~~employee's~~ breast milk and access to a place to store expressed breast milk safely. The available space shall include the provision for lighting and electricity for the pump apparatus. If possible, supervisors and building administrators shall ensure that those employees or students in need of such ~~employees are aware of these workplace~~ accommodations shall be aware of them prior to maternity leave.

Legal Reference:	§ 39-2-215, MCA	Public employer policy on support of women and breastfeeding – unlawful discrimination
	§ 39-2-216, MCA	Private Place for nursing mothers
	§ 39-2-217, MCA	Break time for nursing mothers
	<u>37.111.811, ARM</u>	<u>Physical Requirements</u>

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

2  
3 **NONINSTRUCTIONAL OPERATIONS**

4  
5 Water Supply Systems and Wastewater

6  
7 The District shall ensure an adequate and potable supply of water for school buildings and  
8 properties by either:

- 9
- 10 (a) connecting to a compliant public water supply system; or
- 11 (b) utilizing a non-public system whose construction and use meet the standards
- 12 published by DPHHS if the school is not utilized by more than 25 persons daily at
- 13 least 60 days out of the calendar year, including staff and students, and a
- 14 - compliant public water supply system is not accessible. When using a system
- 15 outlined in this subsection (b) a school shall submit a water sample at least
- 16 quarterly to a laboratory licensed by the DPHHS to perform microbiological
- 17 analysis of the water supplied in order to determine that the water does not exceed
- 18 the maximum microbiological contaminant levels acceptable to DPHHS.

19  
20 A water supply system of a type other than described in subsections (a) or (b) may be utilized  
21 only if it is designed by a professional engineer and offers equivalent sanitary protection as  
22 determined by DPHHS or local health authority. When using a system outlined in this  
23 paragraph, the District shall submit a water sample at least quarterly to a laboratory licensed by  
24 DPHHS to perform microbiological analysis of the water supplied in order to determine that  
25 the water does not exceed the maximum microbiological contaminant levels acceptable to  
26 DPPHS, DEQ, or local health authority.

27  
28 The District shall replace or repair the water supply system serving it whenever the  
29 water supply:

- 30
- 31 (a) contains microbiological contaminants in excess of the maximum levels
- 32 acceptable to DPPHS, DEQ, or local health authority.
- 33 (b) does not have the capacity to provide adequate water for drinking, cooking,
- 34 personal hygiene, laundry, and water-carried waste disposal.

35  
36 If the District cannot make water under pressure available, the drinking water from an approved  
37 source shall be stored in a clean and sanitized container having a tight-fitting lid and a suitable  
38 faucet apparatus for filling individual cups. In this situation, single service drinking cups shall be  
39 provided.

40  
41 Flushing and Testing

42  
43 The District shall review water systems and features including but not limited to sink faucets,  
44 drinking fountains, decorative fountains to ensure they are safe to use after a prolonged facility  
45 shutdown. Drinking fountains shall be regularly cleaned and sanitized. The District shall create  
46 and implement a flushing program unless it meets the established waiver requirements

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4 established by DEQ. Flushing shall be required following any period of time during which the  
5 school is inactive.

6  
7 The District shall maintain a schematic and inventory of fixtures in accordance with DEQ  
8 protocols as part of the District’s water testing program. The District shall sample all water  
9 fountains and sinks used for food preparation. All other potential human consumption fixtures  
10 shall be sampled, unless the District receives approval for a testing plan from DEQ to test a  
11 representative sample of potential fixtures in the school in accordance with DEQ protocols. All  
12 samples shall be analyzed by a Montana certified lab using EPA-approved standard drinking  
13 water methods for the detection and quantification of lead. All test results will be considered  
14 public records.

15  
16 Wastewater

17  
18 The District shall ensure wastewater is completely and safely disposed of by:

- 19 (a) connecting to a compliant public wastewater system; or
- 20 (b) if the school is not utilized by more than 25 persons daily at least 60 days out of  
21 the calendar year, including staff and students, and a compliant public wastewater  
22 system is not available, utilizing a non-public system whose construction and use  
23 meet DEQ construction and operation standards.

24  
25 If the District uses pit privies, the privies shall be operated and maintained in compliance  
26 with the standards specified in DEQ Circular-4. If the District uses a wastewater system  
27 design of a type other than described in this policy, it shall be designed by a professional  
28 engineer and offers equivalent sanitary protection as determined by the DPPHS, DEQ, or  
29 local health authority.

- 30  
31  
32 Legal References: 37.111.832, ARM Water Supply System  
33 ARM Title 17, chapter 38, subchapter 1  
34 17.38.207, ARM Maximum Microbiological Containment Levels  
35 DEQ Circular FCS 1-2016.  
36 DEQ Circular 4  
37 10.55.701(s), ARM Board of Trustees  
38 10.55.701(l), ARM Board of Trustees  
39 10.55.701(q), ARM Board of Trustees  
40

41 Policy History:

- 42 Adopted on:
- 43 Reviewed on:
- 44 Revised on:

# SECTION V - Recommended Policies & Updates

1 \_\_\_\_\_ School District

2

3 **NONINSTRUCTIONAL OPERATIONS**

8129

4

5 Chemical Safety

6

7 The District shall establish and maintain a Chemical Hygiene Plan all areas that store  
8 hazardous chemicals including but not limited to science labs, industrial arts classrooms or  
9 buildings. Chemical Hygiene Plans shall include plans for appropriate selection, storage,  
10 inventory, use, and disposal of hazardous chemicals, and biological materials.

11

12 The District has designated \_\_\_\_\_ as the Chemical Hygiene Officer in accordance with  
13 the requirements of the Occupational Safety and Health Administration. The Officer has  
14 primary responsibility for ensuring the implementation of all components of the Chemical  
15 Hygiene Plan.

16

17 Safety Data Sheets for all materials in science labs, industrial arts classrooms or buildings,  
18 and art labs, and lab storage rooms shall be stored in those rooms and be accessible at all  
19 times. The Safety Data Sheets shall also be kept in a secure, remote site outside of the science  
20 lab, industrial arts classroom or buildings, and art labs, and lab storage rooms.

21

22 All District staff shall ensure storage areas are kept clean and organized. Unused hazardous  
23 materials shall be disposed in a timely manner as stated by the manufacturer and approved  
24 by DEQ. Schools shall consult with the DEQ and the DPHHS for additional information  
25 about how they can properly discard hazardous material.

26

27

28 Legal Reference:	37.111.812, ARM	Safety Requirements
29	Section 50-78-101, MCA, et seq	Montana Employee and Community
30		Hazardous Chemical Information
31		Act

32

33

34 Policy History:

35 Adopted on:

36 Reviewed on:

37 Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **NONINSTRUCTIONAL OPERATIONS**

8130

4  
5 Air Quality Restrictions on Outdoor Activities, Practice and Competition

6  
7 Each school district is responsible for ensuring the safety of its students and student athletes when  
8 participating in physical education, recess, practices or athletic contests.

9  
10 The District Board of Trustees and Administration shall use the Recommendations for Outdoor Activities  
11 Based on Air Quality for Schools guidelines, developed by DEQ and the DEQ’s Air Data Map, as the  
12 determining factor when making a decision to allow or not allow students to participate in outdoor  
13 activities and contests.

14  
15 The District Board of Trustees and Administration have developed the following protocol for  
16 determination of allowing students and student athletes to participate in outdoor activities when Air  
17 Quality Restrictions have reached the Unhealthy for Sensitive Groups or higher categories as indicated on  
18 the DEQ guidelines.

- 19
- 20 1. The \_\_\_\_\_ School District shall use the [\_\_\_\_\_ **air quality monitor**] [\_\_\_\_\_
- 21 **geographical spot on the todaysair.mt.gov website**] **CHOOSE ONE OR BOTH** to determine
- 22 the air quality for our school district.
- 23 2. The following personnel shall make the decision to hold or cancel outdoor activities, practices, or
- 24 contests:
- 25 a. Recess (all levels) \_\_\_\_\_
- 26 b. Junior High practices (all levels) \_\_\_\_\_
- 27 c. Junior High contests (all levels) \_\_\_\_\_
- 28 d. High School practices (all levels) \_\_\_\_\_
- 29 e. High School contests (all levels) \_\_\_\_\_
- 30 f. All outdoor activities, (all levels) \_\_\_\_\_
- 31
- 32 3. The decision to hold or cancel outdoor activities shall be made \_\_\_\_\_ **(hours)(days)**
- 33 **CHOOSE ONE** in advance of the activity.
- 34 4. The notice to hold or cancel an outdoor activity shall be communicated to:
- 35 a. Students through \_\_\_\_\_
- 36 b. Staff through \_\_\_\_\_
- 37 c. Coaches through \_\_\_\_\_
- 38 d. Parents through \_\_\_\_\_
- 39 e. Community \_\_\_\_\_
- 40

41 The superintendent or an employee designated by the superintendent is authorized to establish a  
42 procedure to limit the infiltration of outside air into each school during poor air quality conditions.

43  
44 References: 10.55.701(q), ARM Board of Trustees  
45 www. todaysair.mt.gov  
46 <http://svc.mt.gov/deq/todaysair/smokereport/mostRecentUpdate.aspx>  
47 37.111.827, ARM Outdoor Air Quality

48 Policy History:  
49 Adopted on:  
50 Reviewed on:  
51 Revised on:



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**NONINSTRUCTIONAL OPERATIONS**

Indoor Air Quality

The District shall ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. District ventilation systems shall undergo annual checks by the school facility manager, superintendent or other staff approved by the superintendent to ensure ventilation systems are operating within manufacturer parameters.

Air filters in the District shall have a minimum efficiency reporting value of between 8 and 13 as recommended by the National Air Filtration Association and the EPA unless other types of non-MERV rated filters are used.

To the greatest extent possible during times of poor outdoor air quality, the District shall change filters to MERV 13 or greater in ventilation systems using MERV rated air filters. The District shall clean any electrostatic air filters according to manufacturer specifications.

The school facility manager, superintendent or other staff approved by the superintendent shall complete annual indoor air quality inspections using the Walk-Through Inspection Checklist from EPA's Indoor Air Quality Tools for Schools or other DPHHS-approved inspection form.

The District shall maintain records of indoor air quality inspection on site for no less than three years and the records shall be made available to the local health authority and DPHHS upon request.

Legal Reference: 37.111.826, ARM Indoor Air Quality

Policy History:

Adopted on:  
Reviewed on:  
Revised on:

2  
3 **NONINSTRUCTIONAL OPERATIONS**

4  
5 Food Services

6  
7 The District supports the philosophy of the National School Lunch Program and shall provide  
8 wholesome, appetizing, and nutritious meals for children in District schools. The Board may authorize a  
9 portion of federal funds received in lieu of taxes to be used to provide free meals for federally connected  
10 indigent students.

11  
12 Because of the potential liability of the District, the food services program shall not accept donations of  
13 food without approval of the Board. Should the Board approve a food donation, the Superintendent shall  
14 establish inspection and handling procedures for the food and determine that provisions of all state and  
15 local laws have been met before selling the food as part of school meals.

16  
17 As an integral part of a school, the District’s food service is operated in compliance with ARM  
18 Title 37, chapter 110, subchapter 2, rules for food service establishments.

19  
20 Commodities

21  
22 The District shall use food commodities made available under the Federal Food Commodity Program for  
23 school meals.

24  
25 Free and Reduced-Price Food Services

26  
27 The District shall provide free and reduced-price meals to students, according to the terms of the National  
28 School Lunch Program and the laws, rules, and regulations of the state. The District shall inform parents  
29 of the eligibility standards for free or reduced-price meals. Identity of students receiving free or reduced-  
30 price meals shall be confidential, in accordance with National School Lunch Program guidelines. A  
31 parent has the right to appeal to a designated hearing official any decision with respect to his or her  
32 application for free or reduced-price food services.

33  
34 The Board may establish programs whereby meals may be provided in the District in accordance with  
35 National School Lunch Program guidelines.

36  
37 The amount charged for such meals shall be sufficient to cover all costs of the meals, including  
38 preparation labor and food, handling, utility, and equipment depreciation costs.

39	Legal Reference:	§ 20-10-204, MCA	Duties of trustees
40		§ 20-10-205, MCA	Allocation of federal funds to school food services fund
41			for federally connected, indigent pupils
42		§ 20-10-207, MCA	School food services fund
43		<u>37.111.842, ARM</u>	<u>Food Service Requirements</u>
44			

45  
46 Policy History:

47 Adopted on:

48 Reviewed on:

49 Revised on:

2  
3 **NONINSTRUCTIONAL OPERATIONS**

4  
5 District Safety

6  
7 For purposes of this policy, “disaster means the occurrence or imminent threat of damage,  
8 injury, or loss of life or property”.

9  
10 The Board recognizes that safety and health standards should be incorporated into all aspects of  
11 the operation of the District. Rules for safety and prevention of accidents shall be posted in  
12 compliance with the Montana Safety Culture Act and the Montana Safety Act. Injuries and  
13 accidents shall be reported to the District office.

14  
15 The board of trustees has identified the following local hazards that exist within the boundaries  
16 of its school district:

17 [Fire, Earthquake, Avalanche, High Winds, Tornadoes, Intruders, Firearms, etc.]

18  
19 The [Superintendent] [building principal] shall design and incorporate drills in its school safety  
20 or emergency operations plan to address the above stated hazards. The trustees shall certify to  
21 the office of public instruction that a school safety or emergency operations plan has been  
22 adopted. This plan and procedures shall be discussed and distributed to each teacher at the  
23 beginning of each school year. There shall be at least eight (8) disaster drills a year in a school.  
24 All teachers shall discuss safety drill procedures with their class at the beginning of each year  
25 and shall have them posted in a conspicuous place next to the exit door. Drills must be held at  
26 different hours of the day or evening to avoid distinction between drills and actual disasters. A  
27 record shall be kept of all fire drills.

28  
29 The trustees shall review the school safety or emergency operations plan periodically and update  
30 the plan as determined necessary by the trustees based on changing circumstances pertaining to  
31 school safety. Once the trustees have made the certification to the office of public instruction,  
32 the trustees may transfer funds pursuant to Section 2, 20-1-401, MCA to make improvements to  
33 school safety and security.

34  
35 The Superintendent shall develop safety and health standards which comply with the Montana  
36 Safety Culture Act. **[Optional]**: The Superintendent shall ensure District employees are provided  
37 equipment, tools, and devices designed to ensure a safe and health workplace in accordance with  
38 this policy. Failure to use the provided equipment in a suitable or timely manner may be  
39 considered a violation of District policy. If a staff member requires equipment that is not  
40 available, an employee may submit a request to the administration in accordance with established  
41 District practice.

42  
43 To ensure a safe school setting and to comply with regulations governing schools in Montana,  
44 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 the DPHHS.
- (g) Playground inspection results must be made available for review by the local health authority or the 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.

Legal Reference:	§ 20-1-401, MCA	Disaster drills to be conducted regularly – districts to identify disaster risks and adopt school safety plan
	§ 20-1-402, MCA	Number of disaster drills required – time of drills to vary
	§§ 39-71-1501, et seq., MCA <u>37.111.812, ARM</u>	Montana Safety Culture Act <u>Safety Requirements</u>

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

2  
3 **NONINSTRUCTIONAL OPERATIONS**

4  
5 Noxious Plant and Animal Control

6  
7 Each school and school site shall be maintained free of harborage for insects, rodents, and other  
8 pests. Extermination methods and other measures to control pests shall conform with the  
9 requirements of the DPHHS or the local health authority.

10  
11 All areas shall be maintained free of accumulation of debris or standing water which may  
12 provide harborage for pests.

13  
14 Storage areas shall be maintained so as to prevent pest harborage. Lumber, pipe, and other  
15 building materials shall be stored neatly.

16  
17 The growth of brush, weeds, and grass shall be controlled to prevent harborage of pests. School  
18 grounds shall be maintained to prevent the growth of noxious weeds considered detrimental to  
19 health.

20  
21 Integrated Pest Management Plan

22  
23 The District has developed and implemented an Integrated Pest Management (IPM) program.  
24 Students, parents, and staff shall be notified when chemicals for IPM are going to be used. The  
25 school IPM shall include strategies to prevent the spread of pests.

26  
27 The facility manager, superintendent or other staff approved by the superintendent shall,  
28 whenever practical, ensure the use of nonchemical methods to control pests, including  
29 proper sanitation practices, structural repair, and window screens.

30  
31 Pesticide Application Notification

32  
33 Except as otherwise provided in this policy, the District shall notify parents or guardians of  
34 students of the application of a pesticide to an area of the school that is used by or is accessible  
35 to students least 24 hours before the application. The notification shall state the following:

- 36  
37 (a) A description of the area where the pesticide will be applied;  
38 (b) The date and approximate time of application;  
39 (c) The common or brand name of each pesticide to be used;  
40 (d) The targeted pests to be controlled by the pesticide;  
41 (e) Each active ingredient in the pesticide;  
42 (f) The EPA registration number;  
43 (g) The telephone contact number, if any, on the label of the pesticide for additional  
44 information about each pesticide; and  
45 (h) A contact name and telephone number at the school.  
46 (i) If the application will be outdoors, the notification shall also include three dates in  
47 chronological order in case the preceding date is canceled due to weather.  
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3 During the school year, the notification required by this policy shall be made by individual  
4 notice delivered by phone, face-to-face oral communication, electronic mail, postal mail,  
5 or facsimile. The Board of Trustees authorizes the superintendent or other staff approved  
6 by the superintendent to develop a registration system to provide this notification only to  
7 those parents who wish to receive the notification. The registration shall provide written  
8 notice to the parents or guardians of the student at the beginning of the school year, or  
9 upon a child's enrollment, that pesticides may be used in or around the school. The  
10 administrator shall develop methods to permit each parent or guardian how to register to  
11 be notified at least 24 hours before a pesticide treatment.

12  
13 If pesticides are used outside the school year and the school is open or to be accessible by the  
14 public, the notification required shall be prominently posted in a conspicuous location on the  
15 school premises at least 24 hours before the pesticide application is scheduled to occur.

16  
17 Immediately before starting the application of a pesticide, the certified applicator shall post in  
18 the area of the school where the pesticide is to be applied, a sign 8.5x11-inch in size, or  
19 greater. Fonts shall be no smaller than 26 point (one-fourth inch). The administrator shall  
20 ensure the sign remains posted and students are kept out of the treated area until the reentry  
21 interval on the label, if any, has expired, or, if the label does not specify a reentry interval, for  
22 at least 24 hours.

#### 23 24 Emergency Pesticide Application

25  
26 The superintendent or other staff approved by the superintendent may authorize an immediate  
27 pesticide treatment without prior notification if the superintendent determines an emergency  
28 exists. An emergency includes an immediate and unanticipated threat to the health and safety  
29 of the individuals at the school. If a school administrator authorizes an emergency pesticide  
30 application all the information that is required in a notice under this policy shall be included  
31 in the record maintained as required by this policy

#### 32 33 Exceptions to the Notice Requirements

34  
35 The following pesticide applications are not subject to the notification or posting  
36 requirements of this rule:

- 37  
38 (a) Applications of antimicrobial pesticides;  
39 (b) An application where the school remains unoccupied for a continuous 72- hour  
40 period following the application of the pesticide;  
41 (c) Applications of rodenticides in tamper-resistant bait stations or in areas  
42 inaccessible to students; and  
43 (d) Applications of silica gels and other ready-to-use pastes, foams, or gels that will  
44 be used in areas inaccessible to students.  
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Record Keeping

The superintendent or other staff approved by the superintendent shall keep records of pesticide applications subject to the notification and posting requirements of this rule. Records shall include:

- (a) A copy of each notice issued;
- (b) The date of application;
- (c) The name and employer of the individual who applied the pesticide, including the individual's certification number;
- (d) The rate of application;
- (e) The concentration of the pesticide applied; and
- (f) The total amount of pesticide used.

Records shall be kept for at least five years and shall be made available to the local health authority, DPHHS, or the public for review upon request.

Legal Reference:	37.111.846, ARM	Noxious Plant and Animal Control
	10.55.701(s), ARM	Board of Trustees

Policy History:

Adopted on:

Reviewed on:

Revised on:

4  
5 Facility Cleaning and Maintenance

6  
7 District personnel shall routinely both clean by removing germs, dirt and impurities and, when  
8 necessary, disinfect by using chemicals to kill germs on all surfaces and objects in any school  
9 building and on school property that are frequently touched. This process shall include cleaning  
10 objects/surfaces not ordinarily cleaned daily.

11  
12 Personnel shall clean with the cleaners typically used and will use all cleaning products  
13 according to the directions on the label. When necessary, personnel shall disinfect with common  
14 EPA-registered household disinfectants. Personnel shall follow the manufacturer's instructions  
15 for all cleaning and disinfection products.

16  
17 When necessary, the District shall provide EPA-registered disposable wipes to teachers, staff,  
18 and secondary students so that commonly used surfaces (e.g., keyboards, desks, remote controls)  
19 can be wiped down before use. The superintendent or other staff approved by the superintendent  
20 are required to ensure adequate supplies to support cleaning and disinfection practices.  
21 Specifically, the District shall comply with the following cleaning and maintenance  
22 requirements:

- 23  
24 (a) Daily cleaning and maintenance services will be provided whenever the school is in  
25 use.  
26 (b) Each janitor room will be kept clean, ventilated, lockable, and free from odors.  
27 (c) Soiled mop heads will be changed frequently, using laundered replacements.  
28 (d) Toilets, lavatories, and showers will not be used for washing and rinsing of mops,  
29 brooms, brushes, or any other cleaning device.  
30 (e) Cleaners used in cleaning showers, lavatories, urinals, toilet bowls, toilet seats, and  
31 floors will contain fungicides or germicides.  
32 (f) Deodorizers and odor-masking agents will not be used  
33 (g) Toilet bowl brushes, mops and sponges will be used only for cleaning toilet bowls and  
34 urinals and will be stored separately from other cleaning devices. Cleaning devices  
35 used for lavatories and showers may not be used for any other purposes.  
36 (h) Dry dust mops and dry dust cloths for cleaning purposes are prohibited, except for use  
37 on gymnasium floors. Only treated mops, wet mops, treated cloths, moist cloths or  
38 other means approved by the DPHSS or local health authority which will not spread  
39 soil from one place to another may be used for dusting and cleaning, with the  
40 exception of gymnasium floors.  
41 (i) All furnishings, fixtures, floors, walls, and ceilings will be clean and in good repair  
42 as outlined in this Policy.  
43 (j) Cleaning compounds and pesticides will be stored, used, and disposed of in  
44 accordance with the manufacturer's instructions.  
45 (k) Safety data sheets will be kept with all cleaning supplies in the area where the  
46 cleaning supplies are located.  
47 (l) As current non-green cleaning supplies are depleted it is recommended that they are



replaced with cleaning products that are "Green Products."

(m) All cleaning supplies need to have an EPA registration number, a "use by" reading letter, be stored with approved ventilation, and stored out of the reach of students.

(n) All vomit, blood, and fecal matter including diarrhea will be cleaned using appropriate personal protective equipment. Cleaning supplies and personal protective equipment used for vomit, blood, and fecal matter clean-up will be disposed in accordance with disposal of medical equipment in Policy 3416, if applicable. All affected areas will be disinfected in accordance with this Policy.

(o) All therapeutic whirlpools will be constructed and maintained for easy cleaning. Whirlpools will be drained and sanitized after each use. Individuals with open sores or infections are prohibited from using therapeutic whirlpools.

#### Assigned Cleaning and Disinfecting

Personnel shall evaluate and identify surfaces and objects to be cleaned and disinfected in accordance with their knowledge, experience, and applicable guidance from federal, state, tribal, and local health officials. Personnel shall have access to or the opportunity to access the latest available guidance upon request to their supervisor.

Personnel shall coordinate with colleagues and supervisors to develop a plan, schedule, and routine to regularly clean identified surfaces and objects. Personnel shall honor this plan, schedule, and routine until adjusted. Reasons for adjustment may include but are not limited to change in school schedule, absence of colleagues, availability of equipment and supplies, and federal, state, tribal or local health directives and guidance. If adjustment is necessary, personnel shall again coordinate with colleagues and supervisors to improve the plan, schedule, and routine. Personnel shall solicit and accept perspectives from colleagues and other school officials when considering improvements to the plan.

Personnel shall prioritize cleaning frequently touched and indoor surfaces. Hard and non-porous surfaces and objects that are touched daily shall be the top priority for cleaning on a daily basis. Hard and non-porous surfaces and objects that are not indoors or have not been occupied for seven days shall be routinely cleaned. Personnel shall always use chemicals, products, and substances in a manner consistent with the applicable instructions.

Personnel shall thoroughly clean or launder soft, porous, or fabric-based materials as permitted by location and substance. During evaluation and identification of surfaces, personnel shall consider removing soft and porous materials in high traffic areas that may increase risk of exposure.

Personnel shall establish and maintain safe work practices in accordance with these procedures and School District policy in order to reduce the risk of exposure. If disinfection of any surface

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or item is necessary, disinfection shall occur in accordance with stated guidance and substance instructions.

Physical Barriers and Guides

Personnel shall review school buildings and identify areas where installation of physical barriers, such as sneeze guards and partitions, shall assist or protect students and staff. Personnel shall coordinate with building or district administrators to complete or install any identified physical barrier.

Legal References:   37.111.841, ARM   Cleaning and Maintenance  
                          10.55.701(s), ARM   Board of Trustees

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **NONINSTRUCTIONAL OPERATIONS**

8410

Page 1 of 3

4  
5 Operation and Maintenance of District Facilities

6  
7 Inspections

8  
9 The District seeks to maintain and operate facilities in a safe and healthful condition. The  
10 facilities manager, in cooperation with principals, fire chief, and county sanitarian, shall  
11 ~~periodically~~ annually inspect plant and facilities or as necessary. The facilities manager shall  
12 develop a program to maintain the District physical plant by way of a continuous program of  
13 repair, maintenance, and reconditioning. Budget recommendations shall be made each year to  
14 meet these needs and any such needs arising from an emergency.

15  
16 The facilities manager shall formulate and implement energy conservation measures. Principals  
17 and staff are encouraged to exercise other cost-saving procedures in order to conserve District  
18 resources in their buildings.

19  
20 The District shall permit representatives of DPHHS or local health authority to enter any  
21 school at any reasonable time for the purpose of making inspections to determine compliance  
22 with applicable regulations. DPHHS or local health authority may determine that special  
23 circumstances or local conditions warrant inspections with greater or less frequency. Upon  
24 receiving a complaint, the local health authority may determine if more inspections are  
25 necessary.

26  
27 Inspections of school facilities shall be done using forms approved by the DPHSS. Inspection  
28 records shall be kept on file at the school for at least three years from the time of inspection.  
29 Following each inspection, representatives of the DPHHS or local health authority shall give the  
30 school administration a copy of an inspection report which notes any deficiencies and sets a time  
31 schedule for compliance. The report shall document deficiencies.

32  
33 The District shall comply with the Building and Fire Safety Codes administered by the State  
34 Building Codes Division and the State Fire Marshal or by local building officials.

35  
36 Laundry Facilities

37  
38 Laundries operated in conjunction with or utilized by the District shall be provided with:

- 39  
40 (a) a mechanical washer and hot air tumble dryer. Manual washing and line drying of  
41 towels and other laundry items is prohibited. Dryers shall be properly vented to  
42 prevent maintenance problems and buildup of moisture.  
43 (b) a hot water supply system capable of supplying water at a temperature of 120°F to  
44 the washer during all periods of use.  
45 (c) sufficient separation between the area used for sorting and storing soiled laundry  
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4 and the area used for folding and storing clean laundry to prevent the possibility  
5 of cross-contamination.

6 (d) separate carts for transporting soiled and clean laundry.

7 (e) handwashing facilities including sink, soap, and disposable towels. A soak  
8 sink may double as a handwashing sink.

9  
10 Towels and other laundry items shall be machine washed at a minimum temperature of 120°F  
11 for a minimum time of ten minutes and dried to greater or equal to 130°F for ten minutes in a  
12 hot air tumble dryer.

### 13 14 Solid Waste and Recycling

15  
16 In order to ensure that solid waste, including recycling material, is safely stored and disposed  
17 of, the School District shall:

18  
19 (a) store all solid waste between collections in containers which have lids, are  
20 corrosion-resistant, and are constructed to minimize pest attraction and harborage;

21 (b) clean all solid waste containers with sufficient frequency to maintain them in a  
22 condition which minimizes pest attraction;

23 (c) for exterior containers other than dumpsters or compactors, utilize stands  
24 which prevent the containers from being tipped, protect them from  
25 deterioration, and allow easy cleaning below and around them. Further,  
26 dumpsters or compactors shall be located on or above a smooth surface of non-  
27 absorbent material, such as concrete or asphalt, that is maintained in clean and  
28 good condition;

29 (d) transport, or utilize a private or municipal hauler to transport, the solid waste at  
30 least weekly to a landfill site approved by the DEQ in a covered vehicle or covered  
31 containers.

### 32 33 Physical Requirements

34  
35 The School District shall comply with the following physical requirements:

36  
37 (a) Floors, walls, and ceilings in toilet, locker, and shower rooms, laundries, janitorial  
38 closets, and similar rooms subject to large amounts of moisture shall be maintained  
39 in a smooth and non-absorbent condition. Non-absorbent, non- skid floor matting  
40 may be used where appropriate to prevent injury.

41 (b) Adequate coat/jacket and book storage for each student shall be provided;

42 (c) Livestock and poultry shall be located more than 50 feet from food service  
43 areas, offices, or classrooms except those offices and classrooms associated with  
44 animal husbandry activities or other demonstrations as approved by the school  
45 administration. In classrooms, offices, or food service areas where livestock and  
46 poultry are approved by the administrator, animals shall not have contact with

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eating or serving surfaces.

Legal Reference:    10.55.908, ARM    School Facilities  
                          37.111.834, ARM    Solid Waste  
                          37.111.840, ARM    Laundry Facilities  
                          37.111.811, ARM    Physical Requirements  
                          37.111.810, ARM    Inspections  
                          10.55.701(s), ARM   Board of Trustees  
                          10.55.701(l), ARM   Board of Trustees

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

2  
3 **NONINSTRUCTIONAL OPERATIONS**

5 Lead Renovation

6  
7 In accordance with the requirements of the Environmental Protection Agency (EPA), the District  
8 has this Lead Renovation Policy that is designed to recognize, control and mitigate lead hazards  
9 at all District owned facilities and grounds.

10  
11 The Lead-based paint renovation, repair and painting program (RRP) is a federal regulatory  
12 program affecting contractors, property managers, and others who disturb painted surfaces. It  
13 applies to child-occupied facilities such as schools and day-care centers built prior to 1978.

14  
15 “*Renovation*” is broadly defined as any activity that disturbs painted surfaces and includes most  
16 repair, remodeling, and maintenance activities, including window replacement.

17  
18 The District has implemented this policy to identify, inspect, control, maintain and improve the  
19 handling of lead related issues across the district facilities and grounds. In an effort to reduce  
20 potential hazards, the District through training has put together maintenance programs that will  
21 not only better protect the environment, but the students and employees of the District as well.

22  
23 The District’s Lead Renovation Policy shall apply too not only employees of the maintenance  
24 department but to outside contractors as well. No outside painting contractor will be permitted to  
25 work for the District after April 22, 2010 unless they can show proof of training relative to lead  
26 renovation or maintenance from an accredited training institution.

27  
28 Information Distribution Requirements

29  
30 No more than 60 days before beginning renovation activities in any school facility of the District,  
31 the company performing the renovation must:

- 32 1. Provide the Superintendent with EPA pamphlet titled *Renovate Right: Important Lead*  
33 *Hazard Information for Families, Child Care Providers and Schools*.
- 34 2. Obtain, from the District, a written acknowledgement that the District has received the  
35 pamphlet.
- 36 3. Provide the parents and guardians of children using the facility with the pamphlet and  
37 information describing the general nature and locations of the renovation and the  
38 anticipated completion date by complying with one of the following:
- 39 (i) Mail or hand-deliver the pamphlet and the renovation information to each  
40 parent or guardian of a child using the child-occupied facility. The School District  
41 will also include information about how parents and guardians may choose to  
42 receive the pamphlet via email in a consent and enrollment form.
- 43 (ii) While the renovation is ongoing, post informational signs describing the  
44 general nature and locations of the renovation and the anticipated completion  
45 date. These signs must be posted in areas where they can be seen by the parents or  
46 guardians of the children frequenting the child-occupied facility. The signs must

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4 be accompanied by a posted copy of the pamphlet or information on how  
5 interested parents or guardians can review a copy of the pamphlet or obtain a copy  
6 from the renovation firm at no cost to the parents or guardians.

- 7 4. The renovation company must prepare, sign, and date a statement describing the steps  
8 performed to notify all parents and guardians of the intended renovation activities and to  
9 provide the pamphlet.

10  
11 Recordkeeping Requirements \*

12  
13 All documents must be retained for three (3) years following the completion of a renovation.

- 14 • Records that must be retained include:  
15 • Reports certifying that lead-based paint is not present.  
16 • Records relating to the distribution of the lead pamphlet.  
17 • Documentation of compliance with the requirements of the Lead-Based Paint  
18 Renovation, Repair, and Painting Program.

19  
20 *\*Note: The MTSBA recommends that districts follow the same record retention schedule as they*  
21 *do for Asbestos abatement (forever).*

22  
23 Legal Reference: 40 CFR Part 745, Subpart E Lead-based paint poisoning in certain  
24 residential structures  
25 15 U.S.C. 2682 and 2886 Toxic Substances Control Act, Sections  
26 402 and 406  
27

28 Policy History:

29 Adopted on:

30 Reviewed on:

31 Revised on:

4  
5 Construction and Repairs

6  
7 Before commencing new school construction or repairs, the District shall submit plans for  
8 construction of a new school or an addition to or an alteration of an existing school to DPHHS or  
9 the local health authority for review and approval. Plans shall include the following where  
10 applicable:  
11

- 12 (a) Location and detail of classrooms used for science or science laboratories,-consumer  
13 science, art classrooms, art supply rooms, mechanic/carpentry, and industrial arts,  
14 including location and ventilation detail of lockable storage area of chemicals and  
15 other hazardous products;
- 16 (b) Location and detail of janitorial facilities;
- 17 (c) Specifications for the sewage treatment and disposal system to serve the school unless  
18 previously approved;
- 19 (d) Specifications for the water supply to serve the school unless previously approved;
- 20 (e) Locations for all emergency eyewash and shower stations, which shall  
21 meet the American National Standard for Emergency Eyewash and Shower  
22 Equipment;
- 23 (f) Location and detail of laundry facilities including description of equipment  
24 and a flow chart indicating the route of laundry through sorting, washing,  
25 drying, ironing, folding, and storage;
- 26 (g) Specifications for the final finishes of floors, walls and ceilings in toilet,  
27 locker and shower rooms, laundries, and janitorial closets;
- 28 (h) Statement from the designer of the facilities that lighting capable of meeting the  
29 minimum requirements of ARM 37.111.830 will be provided;
- 30 (i) Location and detail of the solid waste storage facilities;
- 31 (j) name of DEQ-approved sanitary landfill which will receive solid waste from the  
32 school;
- 33 (k) Specifications for a food service to serve the school unless the food service has  
34 been previously approved by the DPHHS and/or local health authority;
- 35 (l) Any other information requested by the DPHHS or local health authority  
36 relating to the health, sanitation, safety, and physical well-being of the teachers,  
37 staff, and students;
- 38 (m) Specifications for any new or modified playground equipment, which shall comply with  
39 the standards of the United States Consumer Product Safety Commission's 2010  
40 Handbook for Public Playground Safety and the requirements of the 2010 ADA  
41 Standards for Accessible Design;
- 42 (n) Specifications for any new or modified air intakes;
- 43 (o) Specifications for any radon-resistant technique used in the building process;
- 44 (p) Documentation reflecting how the topography of the site will permit good drainage  
45 of surface water away from the school building to eliminate significant areas of  
46 standing water and infiltration of surface water into the school building;.
- 47 (q) Specifications showing all chemical storage areas in new construction will be  
48 constructed to maintain negative air pressure to eliminate contamination of the  
49 school's indoor air quality by being vented to the outside of the building;



- (r) Specifications showing gas supply lines serving science laboratories, consumer science, industrial arts, and other rooms utilizing multiple outlets will have a master shut-off valve that is readily accessible to the instructor or instructors-in-charge without leaving the classroom or storage area;
- (s) Specifications showing industrial arts classrooms or buildings and other rooms using electrically will operated instruction equipment which presents a significant safety hazard to the student utilizing such equipment shall be supplied with a master electric switch readily accessible to the instructor or instructors-in-charge without leaving the classroom or storage area.
- (t) Specifications showing that janitorial storage spaces will be lockable, have sufficient storage are for equipment and chemicals; and be vented to the outside of the building.
- (u) Specifications showing that hot and cold water shall be provided to handwashing sinks and shower facilities. Hot water shall not be below 100° F nor exceed a temperature of 120° F.
- (v) Documentation showing DPHHS the use of radon prevention strategies in new construction.

The District shall not commence construction may not commence until all plans required by this policy been approved by DPPHS or the local health authority. Construction shall be in accordance with the plans as approved unless permission is granted in writing by the DPHHS or the local health authority to make changes.

Change of Use in Existing Building

The District shall not use an existing building not currently utilized as a school without the prior approval of the DPHHS or the local health authority. The District shall comply with this policy when modifying a building in order to be utilized as a school.

The District is authorized to use of modular or mobile buildings in response to temporary or permanent closure of the existing school facility, segments thereof, or classroom overflow when plans are submitted and approved by DPHHS or the local health authority.

Legal Reference:	Section 50-1-206, MCA	50-1-203, MCA	50-1-206, MCA
	37.111.804, ARM	Preconstruction Review	
	37.111.805, ARM	Existing Building – Change of Use	
	10.55.701(s), ARM	Board of Trustees	
	10.55.701(l), ARM	Board of Trustees	

Policy History:

- Adopted on:
- Reviewed on:
- Revised on:

# APPENDIX D

## Consent Agenda

Section I – June 29, 2021 Minutes

Section II – Business Claims

Section III – Student Activity Account

Section IV – Student Attendance Agreements

Section V – Sub List

# SECTION I - Minutes

## Regular Meeting

**DRAFT**

Cascade School District 3B

Board of Trustees

June 29, 2021 - 6:00 pm

### Board Members Present

#### High School Board

John Rumney - Chair

Iain McGregor - Vice Chair

Ruth Mortag

Rick Cummings

Chris Wilson

Val Fowler

#### Elementary Board

John Rumney - Chair

Iain McGregor - Vice Chair

Ruth Mortag

Rick Cummings

Chris Wilson

**Others Present:** Karsen Drury - District Clerk, Rick Miller - Superintendent, Michelle Price, Nichole Pieper, Sonja Mazaira, Jodie Campbell, Kendra Lane

John Rumney - Board Chair, called the Board of Trustees meeting to order at 6:04 pm. The Board said the Pledge of Allegiance. Mr. Rumney asked for public comment on non-agenda items.

### Public Comment on Non-Agenda Items

#### Informational

- A. Jodie Campbell, Booster Club
  - a. Working with Allegra for a Badger mural on the East wall of the gym - price is \$3K.
  - b. School will pay half up front and Booster Club will reimburse the school before the end of the school year.
  - c. Looking for Booster Club members
  - d. Doing an "In Memory" wall to memorialize people who attended Cascaded Schools who have passed away.
  - e. Pushing School Spirit this year through a reward program. If teachers see students going above and beyond, teachers will recommend students to be entered into a drawing in addition to a prize.
- B. Jodie Campbell, Scholarship Program
  - a. Implement a scholarship program starting at Freshman year and have the opportunity to earn throughout their High School years.

#### Staff Reports

- A. Michelle Price, EL Principal
  - a. Elementary FastBridge Data
  - b. Reading Curriculum Review

- c. Revised Montana Content Standards for Social Studies, Library/Media, Career and Technical, Computer Science, Technology Integration
  - d. PIR planning

*Details can be found in the board meeting packet appendices.*
- B. Nichole Pieper, JH/HS Principal
  - a. The Components Study of Real Essentials Advance

*Details can be found in the board meeting packet appendices.*
- C. Sonja Mazaira
  - a. Eligibility Revisions
  - b. Eligibility Checklist
  - c. Monthly Report

*Details can be found in the board meeting packet appendices.*
- D. Rick Miller, Superintendent
  - a. School Health Clinic - contract back from Alluvion and is being reviewed by MTSBA
- E. Karsen Drury, Business Manager
  - a. General Fund Budgets

## **Board Report**

- A. Negotiations Committee Meeting
  - a. *Ruth Mortag presented the Negotiations Committee Minutes (available in the Board Packet).*
- B. Policy Committee Meeting
- C. Facilities Committee Meeting
  - a. *John Rumney presented the Policy Committee Minutes (available in the Board Packet).*
- D. Board Evaluation
  - a. May Board Evaluation
- E. Board Training Hours

## **New Business**

- A. Consideration of Recommendation for HS English Teacher, Giulia Weeda  
 Ruth Mortag moved, seconded by Rick Cummings to approve the recommendation to hire Giulia Weeda as the HS English Teacher for SY2021-2022.  
 Passed unanimously.
- B. Consideration of Recommendation for JH/HS Special Education Teacher, Eliza Papke  
 Rick Cummings moved, seconded by Iain McGregor to approve the recommendation to hire Eliza Papke as the JH/HS Special Education Teacher for SY2021-2022.  
 Passed unanimously.
- C. Consideration of Recommendation for HS Science Teacher, Kendra Lane  
 Iain McGregor moved, seconded by Ruth Mortag to approve the recommendation to hire Kendra

Lane as the part-time HS Science Teacher for SY2021-2022.

Passed unanimously.

D. Consideration of Recommendation for JH/HS FCS Teacher, Peggy Strobbe

Ruth Mortag moved, seconded by Iain McGregor to approve the recommendation to hire Peggy Strobbe as the JH/HS FCS Teacher for SY2021-2022.

Passed unanimously.

E. Consideration of Recommendation for Custodian, Josiah Castellanos

Val Fowler moved, seconded by Iain McGregor to approve the recommendation to hire Josiah Castellanos as custodian for SY2021-2022.

Passed unanimously.

F. Consideration of Recommendation for Coaching Staff

Iain McGregor moved, seconded by Chris Wilson to approve the recommendation to hire the fall coaches as listed for SY2021-2022, excluding Iain McGregor.

Passed unanimously.

Rick Cummings moved, seconded by Chris Wilson to approve the recommendation to hire Iain McGregor as JH Football Volunteer for SY2021-2022.

Passed unanimously, with Iain McGregor abstaining.

G. Consideration of Recommendation for Hiring Bonus, Michael Nelson, Leslie Mills, Carrie Jones & Ag Ed Teacher Hire

Ruth Mortag moved, seconded by Iain McGregor to approve the recommendation to offer Michael Nelson, Leslie Mills, Carrie Jones & Ag Ed Teacher Hire a one-time only hiring bonus of \$1,800 each.

Giving a hiring bonus to compensate for cut in pay & hiring incentive for coming to Cascade Schools.

Passed unanimously.

H. Consideration of Approval of Memorandum of Understanding with Cascade Education Association

Iain McGregor moved, seconded by Rick Cummings to approve the MOU with the CEA.

Passed unanimously.

I. Consideration of Approval of Bus Routes, SY2022

Iain McGregor moved, seconded by Ruth Mortag to approve the Bus Routes for SY2021-2022.

Passed unanimously.

J. Consideration of Approval of Early K Program

Rick Cummings moved, seconded by Val Fowler to approve the Early K Program for SY2021-2022.

Passed unanimously.

- K. Consideration of Approval of Invitation for Bids, Window Replacement Project  
Iain McGregor moved, seconded by Ruth Mortag to approve the invitation to Bid for the Window Replacement Project.  
Passed unanimously.
- L. Consideration of Approval of HVAC Installation Project  
Val Fowler moved, seconded by Ruth Mortag to approve the HVAC installation project.  
The system will provide fresh air to the classrooms. Only one bid was given for a commercial grade HVAC Installation. Michelle Price commented on the conditions of the classrooms and how implementing this system will improve instruction and focus.  
Passed unanimously.
- M. Consideration of Approval of Davis Digital Art Curriculum  
Ruth Mortag moved, seconded by Iain McGregor to approve the Davis Digital Art Curriculum for SY2021-2022.  
Passed unanimously.
- N. Consideration of Approval of Step-Up to Writing Curriculum  
Iain McGregor moved, seconded by Rick Cummings to approve the Step-Up to Writing Curriculum for SY2021-2022.  
Passed unanimously.
- O. Consideration of Approval of Audit Proposal, Rudd & Co  
Iain McGregor moved, seconded by Rick Cummings to approve the Audit Proposal with Rudd & Co.  
Passed unanimously.
- P. Consideration of Annual Property & Liability Insurance Renewal FY2022  
Rick Cummings moved, seconded by Chris Wilson to approve the MSGIA Property & Liability Insurance Renewal for FY2022.  
Passed unanimously.
- Q. Consideration of Updated & Revised SY2021-2022 Handbooks  
Iain McGregor moved, seconded by Val Fowler to approve the updated and revised SY2021-2022 Handbooks.  
Ruth Mortag commented that the excessive absences policy in the Student Handbook was updated for clarification.  
Passed unanimously.
- R. Resolution to Decommission Obsolete Property  
Rick Cummings moved, seconded by Iain McGregor to approve the resolution to decommission

property.

Passed unanimously.

S. Resolution to Cancel Stale or Outstanding Warrants

Val Fowler moved, seconded by Ruth Mortag to approve the recommendation to cancel the stale dated warrants and listed.

Passed unanimously.

T. Resolution to Close Activity Account, Class of 2021

Rick Cummings moved, seconded by Ruth Mortag to approve the recommendation to close the Class of 2021 activity account.

Passed unanimously.

U. Resolution to Open Activity Account, Class of 2025

Iain McGregor moved, seconded by Ruth Mortag to approve the recommendation to open the Class of 2025 activity account.

Passed unanimously.

V. Consideration of Fund Transfer to Compensated Absences Fund

Rick Cummings moved, seconded by Iain McGregor to approve the recommendation to transfer year end monies from the General Funds to the compensated absences funds, as authorized by 20-9-512, MCA.

Passed unanimously.

W. Consideration of Fund Transfer to Interlocal Agreement Fund

Ruth Mortag moved, seconded by Iain McGregor to approve the recommendation to transfer year end monies from the General Funds to the interlocal agreement fund.

Passed unanimously.

X. Consent Agenda

- a. Minutes of Regular Board Meeting, May 18, 2021
- b. Minutes of Organizational Meeting, May 18, 2021
- c. Business Claims
- d. Student Activity Account
- e. Individual Transportation Agreements
- f. Student Attendance Agreements
- g. Sub List

Iain McGregor moved, seconded by Chris Wilson to approve the consent agenda.

Passed unanimously.

## **Board Meeting Evaluation (I)**

A. Complete evaluation and turn into Mr. Miller.

**Announcements (I)**

A. Regular School Board Meeting, June 20, 2021

**Adjournment (A)**

At 8:23 pm Iain McGregor moved, seconded by Ruth Mortag to adjourn. Passed unanimously.

\_\_\_\_\_  
John Rumney, Board Chair

\_\_\_\_\_  
ATTEST: Karsen Drury, District Clerk

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

*For additional details on items presented in the minutes of the meeting, please see coinciding board agenda found on Cascade Public Schools' webpage: [www.cascade.k12.mt.us/District/1141-Board-Agendas-and-Packet.html](http://www.cascade.k12.mt.us/District/1141-Board-Agendas-and-Packet.html)*



# SECTION II - Business Claims

07/14/21  
10:54:09

CASCADE PUBLIC SCHOOLS  
Claim Details  
For the Accounting Period: 6/21

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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
7317	11738S	1809 MUST	816.00					
3		JUNE21 06/01/21 June Retiree Insurance - CM	740.00		289	100-1000	260	
4		JUNE21 06/01/21 June Retiree Insurance - LC	38.00		289	100-1000	260	
5		MAY21 05/01/21 May Wiegand Insurance Retro	38.00*		101	100-1000	260	
7318	11741S	1772 CENTURY LINK	2,033.87					
1		223075019 04/20/21 Internet - June 2021	1,016.93*		128	100-2500	530	
2		223075019 04/20/21 Internet - June 2021	1,016.94*		228	100-2500	530	
7319	11746S	855 ENERGY WEST	2,423.54					
1		05/27/21 Gas - May 2021	1,187.54		101	100-2600	411	
2		05/27/21 Gas - May 2021	412.00		110	100-2700	411	
3		05/27/21 Gas - May 2021	363.53		201	100-2600	411	
4		05/27/21 Gas - May 2021	460.47		210	100-2700	411	
7320	11745S	1833 EDISON LIGHTING SUPPLY & Maintenance Supplies	539.76					
1		40962 05/25/21 Universal LEDs	275.28		101	100-2600	610	
2		40962 05/25/21 Universal LEDs	264.48		201	100-2600	610	
7321	11739S	3994 AWARE	6,396.54					
1		0004939 05/31/21 AWARE Services - May 2021	3,056.91*		115	100-2100	330	555
2		009763 06/07/21 AWARE Services - June 2021	3,339.63*		115	100-2100	330	555
7322	11740S	1157 BUG DOCTOR	163.00					
1		8745 06/01/21 Pest Control	81.50		101	100-2600	340	
2		8745 06/01/21 Pest Control	81.50		201	100-2600	340	
7323	11742S	3987 CULLIGAN	212.50					
1		05/31/21 Water Services	97.75		101	100-2600	452	
2		05/31/21 Water Services	114.75		201	100-2600	452	
7324	11744S	62 EAGLE PRINTING & BUSINESS FORMS Admin (2300) Supplies	225.03					
1		95107 06/03/21 Envelopes/Checks	130.52		101	100-2300	610	
2		95107 06/03/21 Envelopes/Checks	94.51		201	100-2300	610	

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7325	11747S	206 GENERAL DISTRIBUTING CO.	299.67					
1		0000991886 04/30/21 Shop Supplies	135.30*		215	391-1000	610	21
2		0000994795 05/11/21 Diffusion Acculock	24.56*		215	391-1000	610	21
3		0001001628 05/31/21 Gases	139.81*		215	391-1000	610	21
7326	11748S	1751 HOME DEPOT PRO INSTITUTIONAL	217.80					
1		6617991161 05/19/21 Paint, Hose, Cloth	111.08		101	100-2600	610	
2		6617991161 05/19/21 Paint, Hose, Cloth	106.72		201	100-2600	610	
7327	11749S	3876 HOME DEPOT PRO INSTITUTIONAL	497.84					
1		618399364 05/20/21 Renown Lnr, Kitchen Towels	236.46		101	100-2600	610	
2		618399364 05/20/21 Renown Lnr, Kitchen Towels	227.18		201	100-2600	610	
3		619755655 05/27/21 Pad strip, floor pad	17.44		101	100-2600	610	
4		619755655 05/27/21 Pad strip, floor pad	16.76		201	100-2600	610	
7328	11752S	1272 NAPA AUTO PARTS	160.81					
1		62-569748 05/19/21 Parts	80.40		110	100-2700	610	
2		62-569748 05/19/21 Parts	80.41		210	100-2700	610	
7329	11753S	2788 NATIONAL LAUNDRY	306.68					
1		73481 05/12/21 Supplies	249.85*		112	910-3100	610	
2		S76451 05/19/21 Supplies	56.83*		112	910-3100	610	
7330	11755S	1710 REPUBLIC SERVICES	946.54					
1		0670000027 05/31/21 Disposal Services - June 2	473.27		101	100-2600	431	
2		0670000027 05/31/21 Disposal Services - June 2	473.27		201	100-2600	431	
7331	11756S	1691 SCHOOLHOUSE IT	11,149.00					
1		1930 06/01/21 Contract Tech Services	1,303.17		128	100-2580	350	
2		1930 06/01/21 Contract Tech Services	2,645.83		228	100-2580	350	
3		1916 05/31/21 Security Cameras	2,448.00*		215	412-2600	660	575
4		1916 05/31/21 Security Cameras	4,752.00*		115	412-2600	660	565
7332	11757S	2047 US FOODS	9,661.63					
1		4668302 04/27/21 Food	1,767.92		112	910-3100	630	
2		4709054 04/29/21 Food	17.40		112	910-3100	630	
3		4812738 05/05/21 Food	16.68		112	910-3100	630	
4		4812737 05/05/21 Food	1,879.33		112	910-3100	630	
5		4954942 05/12/21 Food	1,965.55		112	910-3100	630	
6		50992593 05/19/21 Food	1,041.80		112	910-3100	630	
7		4254352 04/07/21 CREDIT	-58.55		112	910-3100	630	
8		5375120 06/02/21 Food	2,336.36		112	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
9		4391178 04/14/21 After School Snack	47.60*		115	434-1000	630	421
10		4668301 04/28/21 After School Snack	109.66*		115	434-1000	630	421
11		4812735 05/05/21 After School Snack	154.77*		115	434-1000	630	421
12		4954938 05/12/21 After School Snack	133.11*		115	434-1000	630	421
13		4954939 05/12/21 After School Snack	53.61*		115	434-1000	630	421
14		5099289 05/19/21 After School Snack	196.39*		115	434-1000	630	421
7333	11758S	1820 WALLFRED, CARRIE	368.97					
1		MAY2021 05/31/21 SpEd Transportation Reimb	298.69*		110	280-2700	514	
2		JUNE2021 06/30/21 SpEd Transportation Reimb	70.28*		110	280-2700	514	
7334	11759S	1717 WESTERN BUILDING CENTER	925.52					
1		6152721 04/30/21 JH/HS Benches & Stand Materia	925.52*		215	391-1000	610	21
7335	11754S	1708 OGDEN, DUSTIN	349.86					
1		21-2-49374 05/26/21 2021 S2 TR5 Reimb	349.86		110	100-2700	514	
7336	11750S	1217 HUNTER, SALINA	74.90					
1		21-2-49375 05/26/21 2021 S2 TR5 Reimb	74.90		110	100-2700	514	
7337	11743S	1768 CUMMINGS, NADA	14.91					
1		21-2-49376 05/27/21 2021 S2 TR5 Reimb	14.91		110	100-2700	514	
7338	11751S	1727 MASTERS, ROBERT	419.65					
1		21-2-49539 05/26/21 2021 S2 TR5 Reimb	419.65		110	100-2700	514	
7339	11760S	505 TOWN OF CASCADE	2,238.05					
1		05/25/21 Water/Sewer Services - May 21	693.80*		101	100-2600	421	
2		05/25/21 Water/Sewer Services - May 21	537.13		110	100-2600	421	
3		05/25/21 Water/Sewer Services - May 21	447.61		201	100-2600	421	
4		05/25/21 Water/Sewer Services - May 21	559.51		210	100-2600	421	
7341	11761S	1310 BMO HARRIS COMMERCIAL CARD	18,881.68					
1		CC-554 05/26/21 Postage	20.87		101	625		
BOARD OF TRUSTEES					CC Accounting: 101- -100-2300-532			
US POSTAL SERVICE-CASCADE								
2		CC-554 05/26/21 Postage	27.66		201	625		
BOARD OF TRUSTEES					CC Accounting: 201- -100-2300-532			
US POSTAL SERVICE-CASCADE								
3		CC-554 05/26/21 Teacher Gifts	200.00		101	625		
BOARD OF TRUSTEES					CC Accounting: 101- -100-2300-610			
468 MARKET								
4		CC-554 05/26/21 Teacher Gifts	200.00		201	625		
BOARD OF TRUSTEES					CC Accounting: 201- -100-2300-610			
468 MARKET								

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Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
5	CC-554 05/28/21 Personal Day Drawing	126.00		101	625	
	BOARD OF TRUSTEES		CC Accounting:	101-	-100-2300-610	
	468 MARKET					
6	CC-554 05/28/21 Personal Day Drawing	126.00		201	625	
	BOARD OF TRUSTEES		CC Accounting:	201-	-100-2300-610	
	468 MARKET					
7	CC-554 06/01/21 MCEL Reg - RC, NP, MP, RM	600.00		101	625	
	BOARD OF TRUSTEES		CC Accounting:	101-	-100-2300-582	
	MTSBA					
8	CC-554 06/01/21 MCEL Reg - RC, NP, MP, RM	400.00		201	625	
	BOARD OF TRUSTEES		CC Accounting:	201-	-100-2300-582	
	MTSBA					
9	CC-554 06/01/21 MCEL Reg - VF	150.00		101	625	
	BOARD OF TRUSTEES		CC Accounting:	101-	-100-2300-582	
	MTSBA					
10	CC-554 06/01/21 MCEL Reg - VF	100.00		201	625	
	BOARD OF TRUSTEES		CC Accounting:	201-	-100-2300-582	
	MTSBA					
11	CC-555 05/10/21 Amazon Business	3.74		128	625	
	BUSINESS OFFICE		CC Accounting:	128-	-100-2300-681	
	AMAZON.COM					
12	CC-555 05/10/21 Amazon Business	11.21		228	625	
	BUSINESS OFFICE		CC Accounting:	228-	-100-2300-681	
	AMAZON.COM					
13	CC-555 05/19/21 Copy Paper	197.88		115	625	421
	BUSINESS OFFICE		CC Accounting:	115-	-434-2500-610-421	
	SAMS CLUB					
14	CC-555 05/22/21 Stamps	17.58		101	625	
	BUSINESS OFFICE		CC Accounting:	101-	-100-2300-610	
	AMAZON.COM					
15	CC-555 05/22/21 Stamps	16.90		201	625	
	BUSINESS OFFICE		CC Accounting:	201-	-100-2300-610	
	AMAZON.COM					
16	CC-556 05/07/21 Trash Can, Light Switch	37.02		101	625	
	DIST SUPERINTENDENT		CC Accounting:	101-	-100-2600-610	
	HOME DEPOT					
17	CC-556 05/07/21 Trash Can, Light Switch	35.57		201	625	
	DIST SUPERINTENDENT		CC Accounting:	201-	-100-2600-610	
	HOME DEPOT					
18	CC-556 05/21/21 Safe Doc School Plan	299.40		115	625	565
	DIST SUPERINTENDENT		CC Accounting:	115-	-412-1000-681-565	
	XFANATICAL, INC					
19	CC-556 05/21/21 Safe Doc School Plan	199.60		215	625	575
	DIST SUPERINTENDENT		CC Accounting:	215-	-412-1000-681-575	
	XFANATICAL, INC					

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Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
20	CC-557 05/10/21 Food	7.98		112 625		
	FOOD SERVICES		CC Accounting:	112-	-910-3100-630	
	468 MARKET					
21	CC-557 05/11/21 Food	6.67		112 625		
	FOOD SERVICES		CC Accounting:	112-	-910-3100-630	
	468 MARKET					
22	CC-557 05/17/21 Food	7.96		112 625		
	FOOD SERVICES		CC Accounting:	112-	-910-3100-630	
	468 MARKET					
23	CC-557 05/26/21 Food	21.21		112 625		
	FOOD SERVICES		CC Accounting:	112-	-910-3100-630	
	468 MARKET					
24	CC-557 05/27/21 Food	22.83		112 625		
	FOOD SERVICES		CC Accounting:	112-	-910-3100-630	
	468 MARKET					
25	CC-557 06/03/21 Oven	4,559.00		112 625		
	FOOD SERVICES		CC Accounting:	112-	-461-3100-730	
	WEBSTAURANT STORE					
26	CC-557 06/03/21 Oven	801.21		112 625		
	FOOD SERVICES		CC Accounting:	112-	-910-3100-730	
	WEBSTAURANT STORE					
27	CC-558 05/21/21 Leadership Summit Conference	150.00		101 625		
	HS PRINCIPAL		CC Accounting:	101-	-100-2300-582	
	SAM					
28	CC-558 05/21/21 Leadership Summit Conference	100.00		201 625		
	HS PRINCIPAL		CC Accounting:	201-	-100-2300-582	
	SAM					
29	CC-558 06/01/21 NASSP Product & Service	480.00		201 625		
	HS PRINCIPAL		CC Accounting:	201-	-100-2300-810	
	NASSP					
30	CC-559 05/06/21 Fence Materials	19.82		101 625		
	MAINTENANCE		CC Accounting:	101-	-100-2600-610	
	GREAT FALLS FENCE					
31	CC-559 05/06/21 Fence Materials	19.04		201 625		
	MAINTENANCE		CC Accounting:	201-	-100-2600-610	
	GREAT FALLS FENCE					
32	CC-559 05/08/21 Misc Supplies	162.09		101 625		
	MAINTENANCE		CC Accounting:	101-	-100-2600-610	
	HARBOR FREIGHT					
33	CC-559 05/08/21 Misc Supplies	155.73		201 625		
	MAINTENANCE		CC Accounting:	201-	-100-2600-610	
	HARBOR FREIGHT					
34	CC-559 05/08/21 Ball Valve	17.33		101 625		
	MAINTENANCE		CC Accounting:	101-	-100-2600-610	
	NORTH 40 OUTFITTERS					

07/14/21  
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Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
35	CC-559 05/08/21 Ball Valve	16.66		201	625	
	MAINTENANCE		CC Accounting:	201-	-100-2600-610	
	NORTH 40 OUTFITTERS					
36	CC-559 05/14/21 Tire Pressure, Key Fob, Sensor	195.81		101	625	
	MAINTENANCE		CC Accounting:	101-	-100-2600-610	
	AMAZON.COM					
37	CC-559 05/14/21 Tire Pressure, Key Fob, Sensor	188.14		201	625	
	MAINTENANCE		CC Accounting:	201-	-100-2600-610	
	AMAZON.COM					
38	CC-559 05/18/21 Bus Driver Physical	75.00		110	625	
	MAINTENANCE		CC Accounting:	110-	-100-2700-810	
	MISC. VENDOR.					
39	CC-559 05/18/21 Bus Driver Physical	75.00		210	625	
	MAINTENANCE		CC Accounting:	210-	-100-2700-810	
	MISC. VENDOR.					
40	CC-559 05/24/21 Misc Supplies	46.46		101	625	
	MAINTENANCE		CC Accounting:	101-	-100-2600-610	
	AMAZON.COM					
41	CC-559 05/24/21 Misc Supplies	44.64		201	625	
	MAINTENANCE		CC Accounting:	201-	-100-2600-610	
	AMAZON.COM					
42	CC-559 05/30/21 Global Inustrial Supplies	339.14		101	625	
	MAINTENANCE		CC Accounting:	101-	-100-2600-610	
	MISC. VENDOR.					
43	CC-559 05/30/21 Global Inustrial Supplies	325.85		201	625	
	MAINTENANCE		CC Accounting:	201-	-100-2600-610	
	MISC. VENDOR.					
44	CC-560 05/07/21 Art Gala Supplies	30.00		201	625	
	ATHLETIC 1		CC Accounting:	201-	-100-1000-610	
	THE DOLLAR TREE					
45	CC-560 05/07/21 Art Gala Supplies	48.69		101	625	
	ATHLETIC 1		CC Accounting:	101-	-100-1000-610	
	HOME DEPOT					
46	CC-560 05/18/21 Adult Ed Supplies - Ceramics	354.30		217	625	
	ATHLETIC 1		CC Accounting:	217-	-610-1000-610	
	DICK BLICK ART MATERIAL					
47	CC-560 05/27/21 Adult Ed Supplies - Ceramics	342.59		217	625	
	ATHLETIC 1		CC Accounting:	217-	-610-1000-610	
	DICK BLICK ART MATERIAL					
48	CC-560 06/02/21 Adult Ed Supplies - Ceramics	5,766.50		217	625	
	ATHLETIC 1		CC Accounting:	217-	-610-1000-610	
	DICK BLICK ART MATERIAL					
49	CC-560 06/03/21 Adult Ed Supplies - Ceramics	320.99		217	625	
	ATHLETIC 1		CC Accounting:	217-	-610-1000-610	
	DICK BLICK ART MATERIAL					

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50	CC-560 06/01/21 Eureka Guided Cornell Notes	48.55		101 625		
ATHLETIC 1			CC Accounting:	101-	-100-1000-640	
TEACHERS PAY TEACHERS						
51	CC-561 05/11/21 Rhyme University	25.12		101 625		
ATHLETICS 2			CC Accounting:	101-	-100-1000-610	
RHYME UNIVERSITY						
52	CC-562 05/27/21 Summer Activities	73.96		115 625		421
ACTIVITIES 1			CC Accounting:	115-	-434-1000-610-421	
AMAZON.COM						
53	CC-562 05/27/21 Summer Activities	234.89		115 625		421
ACTIVITIES 1			CC Accounting:	115-	-434-1000-610-421	
AMAZON.COM						
54	CC-562 05/27/21 Summer Activities	6.99		115 625		421
ACTIVITIES 1			CC Accounting:	115-	-434-1000-610-421	
AMAZON.COM						
55	CC-562 05/27/21 Summer Activities	97.81		115 625		421
ACTIVITIES 1			CC Accounting:	115-	-434-1000-610-421	
AMAZON.COM						
56	CC-562 06/01/21 MCEL Reg - KD	150.00		101 625		
ACTIVITIES 1			CC Accounting:	101-	-100-2500-582	
MTSBA						
57	CC-562 06/01/21 MCEL Reg - KD	100.00		201 625		
ACTIVITIES 1			CC Accounting:	201-	-100-2500-582	
MTSBA						
58	CC-563 05/07/21 Standing Desk	159.95		215 625		321
K-12 STAFF			CC Accounting:	215-	-451-1000-610-321	
AMAZON.COM						
59	CC-563 05/10/21 Keyboards, Speakers, Mice	337.26		215 625		321
K-12 STAFF			CC Accounting:	215-	-451-1000-610-321	
AMAZON.COM						
60	CC-563 05/08/21 FCS - Groceries	37.09		215 625		21
K-12 STAFF			CC Accounting:	215-	-394-1000-610- 21	
SAMS CLUB						
61	CC-563 05/10/21 FCS - Groceries	12.36		215 625		21
K-12 STAFF			CC Accounting:	215-	-394-1000-610- 21	
SMITHS						
62	CC-563 05/12/21 FCS - Groceries	37.12		215 625		21
K-12 STAFF			CC Accounting:	215-	-394-1000-610- 21	
WALMART						
63	CC-563 06/02/21 Chemistry Teacher's Book	23.45		201 625		
K-12 STAFF			CC Accounting:	201-	-100-1000-640	
AMAZON.COM						
64		67.06		201 100-2300		810

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7342	11762S	1270 WEX BANK	3,625.15					
1		72165549 05/31/21 May Fuel - Route	1,812.58		110	100-2700	624	
2		72165549 05/31/21 May Fuel - Route	1,812.57		210	100-2700	624	
7343	11763S	3994 AWARE	3,480.99					
1		014463 06/14/21 AWARE Services - June 21	1,643.31*		115	100-2100	330	555
2		019081 06/21/21 AWARE Services - June 21	1,837.68*		115	100-2100	330	555
7344	11764S	1564 BENEFIS HEALTH SYSTEM	188.60					
1		06/10/21 Physical Therapy - Student	188.60*		101 158	100-2100	340	
7345	11766S	2163 CENTURY LINK	116.42					
1		06/01/21 Phone Lines - June 2021	39.58		101	100-2600	531	
2		06/01/21 Phone Lines - June 2021	24.45		110	100-2700	531	
3		06/01/21 Phone Lines - June 2021	26.78		201	100-2600	531	
4		06/01/21 Phone Lines - June 2021	25.61		210	100-2700	531	
7346	11765S	407 CENTURY LINK	0.24					
1		230339658 06/01/21 Long Distance	0.08		101	100-2600	531	
2		230339658 06/01/21 Long Distance	0.05		110	100-2700	531	
3		230339658 06/01/21 Long Distance	0.06		201	100-2600	531	
4		230339658 06/01/21 Long Distance	0.05		210	100-2700	531	
7347	11767S	3876 HOME DEPOT PRO INSTITUTIONAL	4,960.96					
1		622542017 06/11/21 Pivot Floor Prep Machine	1,934.56*		101	100-2600	660	
2		622542017 06/11/21 Pivot Floor Prep Machine	1,858.70		201	100-2600	660	
3		623384674 06/16/21 Vandal Mark Remover	29.50		101	100-2600	610	
4		623384674 06/16/21 Vandal Mark Remover	28.34		201	100-2600	610	
5		623384682 06/16/21 Affinity Floor Finish, Chal	476.73		101	100-2600	610	
6		623384682 06/16/21 Affinity Floor Finish, Chal	458.03		201	100-2600	610	
7		621698927 06/08/21 Floor Pad Square Scrub	50.44		101	100-2600	610	
8		621698927 06/08/21 Floor Pad Square Scrub	48.46		201	100-2600	610	
9		620850396 06/03/21 Mr Clean Eraser	38.86		101	100-2600	610	
10		620850396 06/03/21 Mr Clean Eraser	37.34		201	100-2600	610	
7348	11769S	2245 INTERNAL REVENUE SERVICE	699.47					
1		06/21/21 Q2 Dues	699.47*		282	100-2300	810	



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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7349	11768S	1835 HUGH GRINNELL	24.99					
1		2021-4-21- 04/21/21 The Father of Glacier Book	24.99		101	100-2400	640	
7350	11770S	1630 MARLIN BUSINESS BANK	379.67					
1		19089202 06/18/21 Auto Scrubber Contract	189.83		101	100-2600	350	
2		19089202 06/18/21 Auto Scrubber Contract	189.84		201	100-2600	350	
7351	11771S	48 MEADOW GOLD GREAT FALLS	1,441.25					
1		40028396 05/07/21 Dairy	298.39		112	910-3100	630	
2		587803 05/11/21 Dairy	532.82		112	910-3100	630	
3		588670 05/18/21 Dairy	322.38		112	910-3100	630	
4		40028462 05/21/21 Dairy	98.52		112	910-3100	630	
5		589209 05/25/21 Dairy	189.14		112	910-3100	630	
7352	11772S	1826 NATIONAL BUS SALES	10,800.00					
Activity Bus Replacement								
Ultra Coachliner SE 102								
2021 Freightliner M2								
Bus graphics vinyl wrap production, coordination and installation								
1		20636 06/17/21 Ultra Coachliner SE Wrap	4,536.00*		111	100-2700	740	
2		20636 06/17/21 Ultra Coachliner SE Wrap	6,264.00*		211	100-2700	740	
7353	11773S	400 NORTHWESTERN ENERGY	7,352.08					
1		06/07/21 Electricity - May 2021	2,205.62		101	100-2600	412	
2		06/07/21 Electricity - May 2021	1,617.46		110	100-2700	412	
3		06/07/21 Electricity - May 2021	1,617.46		201	100-2600	412	
4		06/07/21 Electricity - May 2021	1,911.54		210	100-2700	412	
7354	11774S	4495 PURCHASE POWER	400.00					
1		06/03/21 Postage	172.00		101	100-2300	532	
2		06/03/21 Postage	228.00		201	100-2300	532	
7355	11776S	1310 BMO HARRIS COMMERCIAL CARD	8,298.14					
1		CC-564 06/25/21 Art Supplies	1,665.00		201	625		
ATHLETIC								
DICK BLICK ART MATERIAL								
2		CC-564 06/25/21 Art Supplies	2,187.00		101	625		
ATHLETIC								
DICK BLICK ART MATERIAL								
3		CC-565 06/21/21 MASBO Conference	18.90		101	625		
BOARD OF TRUSTEES								
MISC RESTAURANTS OUT-OF-DIST								

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4		CC-565 06/21/21 MASBO Conference	15.46		201 625			
		BOARD OF TRUSTEES						
		MISC RESTAURANTS OUT-OF-DIST						
5		CC-566 06/08/21 Printer Ink	304.87		101 625			
		BUSINESS OFFICE						
		AMAZON.COM						
6		CC-566 06/08/21 Printer Ink	292.91		201 625			
		BUSINESS OFFICE						
		AMAZON.COM						
7		CC-566 06/10/21 Amazon Business	3.74		128 625			
		BUSINESS OFFICE						
		AMAZON.COM						
8		CC-566 06/10/21 Amazon Business	11.21		228 625			
		BUSINESS OFFICE						
		AMAZON.COM						
9		CC-566 06/22/21 Postage Meter Ink	36.33		101 625			
		BUSINESS OFFICE						
		PITNEY BOWES						
10		CC-566 06/22/21 Postage Meter Ink	44.41		101 625			
		BUSINESS OFFICE						
		PITNEY BOWES						
11		CC-567 06/10/21 Sprinkler Parts	198.34		101 625			
		DIST SUPERINTENDENT						
		HOME DEPOT						
12		CC-567 06/10/21 Sprinkler Parts	190.56		201 625			
		DIST SUPERINTENDENT						
		HOME DEPOT						
13		CC-567 06/14/21 Rep Sprtsm Max	18.30		101 625			
		DIST SUPERINTENDENT						
		HOME DEPOT						
14		CC-567 06/14/21 Rep Sprtsm Max	17.58		201 625			
		DIST SUPERINTENDENT						
		HOME DEPOT						
15		CC-567 06/23/21 District Recruitment Booth Tic	50.00		101 625			
		DIST SUPERINTENDENT						
		MISC. VENDOR.						
16		CC-568 06/07/21 Dairy	8.70		112 625			
		FOOD SERVICES						
		468 MARKET						
17		CC-568 06/22/21 Dairy	5.28		112 625			
		FOOD SERVICES						
		468 MARKET						
18		CC-569 06/07/21 Summer School Supplies	118.58		115 625			421
		K12 STAFF						
		WALMART						

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19 K12 STAFF SAMS CLUB	CC-569 06/07/21 Summer School Snack	178.19		115 625		421
			CC Accounting:	115-	-434-1000-630-421	
20 K12 STAFF 468 MARKET	CC-569 06/10/21 Summer School Snack	71.82		115 625		421
			CC Accounting:	115-	-434-1000-630-421	
21 K12 STAFF AMAZON.COM	CC-569 06/10/21 Summer School Supplies	48.77		115 625		421
			CC Accounting:	115-	-434-1000-610-421	
22 K12 STAFF AMAZON.COM	CC-569 06/14/21 Archie McPhee Giant Pencil	9.06		115 625		421
			CC Accounting:	115-	-434-1000-610-421	
23 K12 STAFF AMAZON.COM	CC-569 06/14/21 Dry Erase Boards	41.99		115 625		421
			CC Accounting:	115-	-434-1000-610-421	
24 K12 STAFF AMAZON.COM	CC-569 06/14/21 Color Splash Paint	41.99		115 625		421
			CC Accounting:	115-	-434-1000-610-421	
25 K12 STAFF AMAZON.COM	CC-569 06/14/21 Summer School Supplies	29.90		115 625		421
			CC Accounting:	115-	-434-1000-610-421	
26 K12 STAFF WALMART	CC-569 06/14/21 Craft Supplies	267.49		115 625		421
			CC Accounting:	115-	-434-1000-610-421	
27 K12 STAFF AMAZON.COM	CC-569 06/15/21 Classroom Supplies	615.89		115 625		421
			CC Accounting:	115-	-434-1000-610-421	
28 K12 STAFF SAMS CLUB	CC-569 06/16/21 Summer School Snack	5.96		115 625		421
			CC Accounting:	115-	-434-1000-630-421	
29 K12 STAFF 468 MARKET	CC-569 06/16/21 Summer School Snack	24.07		115 625		421
			CC Accounting:	115-	-434-1000-630-421	
30 K12 STAFF WALMART	CC-569 06/16/21 Activity Kits, Supplies	165.34		115 625		421
			CC Accounting:	115-	-434-1000-610-421	
31 K12 STAFF SMITHS	CC-569 06/23/21 Summer School Snack	14.95		115 625		421
			CC Accounting:	115-	-434-1000-630-421	
32 K12 STAFF WALMART	CC-569 06/23/21 Summer School Snack	221.56		115 625		421
			CC Accounting:	115-	-434-1000-630-421	
33 K12 STAFF 468 MARKET	CC-569 06/23/21 Summer School Snack	273.13		115 625		421
			CC Accounting:	115-	-434-1000-630-421	

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
34	CC-569 06/24/21 Books	143.00		115 625		421
K12 STAFF MISC. VENDOR.			CC Accounting:	115-	-434-1000-610-421	
35	CC-569 06/28/21 Summer School Snack	19.15		115 625		421
K12 STAFF ALBERTSONS			CC Accounting:	115-	-434-1000-610-421	
36	CC-570 06/11/21 Clay	308.35		217 625		
ACTIVITIES ARCHIE BRAY CLAY BUSINESS			CC Accounting:	217-	-610-1000-610	
37	CC-571 06/08/21 Propane Regulator	28.18		101 621		
AMAZON.COM			CC Accounting:	101-	-100-2600-610	
38	CC-571 06/08/21 Propane Regulator	27.08		201 621		
AMAZON.COM			CC Accounting:	201-	-100-2600-610	
39	CC-571 06/16/21 Misc Supplies/Parts	114.76		101 621		
NORTH 40 OUTFITTERS			CC Accounting:	101-	-100-2600-610	
40	CC-571 06/16/21 Misc Supplies/Parts	110.26		201 625		
MAINTENANCE DEPT NORTH 40 OUTFITTERS			CC Accounting:	201-	-100-2600-610	
41	CC-571 06/22/21 Drive Axle Shaft	47.12		101 625		
MAINTENANCE DEPT AMAZON.COM			CC Accounting:	101-	-100-2600-610	
42	CC-571 06/22/21 Drive Axle Shaft	45.27		201 625		
MAINTENANCE DEPT AMAZON.COM			CC Accounting:	201-	-100-2600-610	
43	CC-571 06/22/21 Gloves	125.40		101 625		
MAINTENANCE DEPT AMAZON.COM			CC Accounting:	101-	-100-2600-610	
44	CC-571 06/22/21 Gloves	120.48		201 625		
MAINTENANCE DEPT AMAZON.COM			CC Accounting:	201-	-100-2600-610	
45	CC-571 06/23/21 Water	3.96		101 625		
MAINTENANCE DEPT SMITHS			CC Accounting:	101-	-100-2600-610	
46	CC-571 06/23/21 Nuts, Bolts, Washers	4.00		101 625		
MAINTENANCE DEPT NORTH 40 OUTFITTERS			CC Accounting:	101-	-100-2600-610	
47	CC-571 06/23/21 Nuts, Bolts, Washers	3.85		201 625		
MAINTENANCE DEPT NORTH 40 OUTFITTERS			CC Accounting:	201-	-100-2600-610	

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7356	11775S	505 TOWN OF CASCADE	2,152.72						
1		06/24/21 Water/Sewer Services - June 21	667.35*		101	100-2600	421		
2		06/24/21 Water/Sewer Services - June 21	516.65		110	100-2600	421		
3		06/24/21 Water/Sewer Services - June 21	430.54		201	100-2600	421		
4		06/24/21 Water/Sewer Services - June 21	538.18		210	100-2600	421		
7357	11763S	3994 AWARE	1,378.26						
1		023554 06/28/21 AWARE Services - June 21	1,378.26*		115	100-2100	330	555	
7358	11782S	2788 NATIONAL LAUNDRY	225.50						
1		80767 06/09/21 Kitchen Supplies	225.50*		112	910-3100	610		
7359	11780S	561 KELLEY CONNECT	42.30						
1		IN859440 06/24/21 Overages - June 2021	21.15		101	100-2300	350		
2		IN859440 06/24/21 Overages - June 2021	21.15		201	100-2300	350		
7360	11783S	616 SYSCO MONTANA INC.	537.84						
1		OBCL343107 04/12/21 CREDIT	-342.82		112	910-3100	630		
2		343295883 06/23/21 Food	880.66		112	910-3100	630		
7361	11778S	206 GENERAL DISTRIBUTING CO.	2,600.00						
1		860136 06/30/21 Multimatic 200 Welder	2,020.85*	259	215	451-1000	660	321	
2		860136 06/30/21 Multimatic 200 Welder	579.15*	259	215	391-1000	660	21	
7363	11777S	855 ENERGY WEST	1,286.81						
1		06/28/21 Gas - June 2021	630.54		101	100-2600	411		
2		06/28/21 Gas - June 2021	218.76		110	100-2700	411		
3		06/28/21 Gas - June 2021	193.02		201	100-2600	411		
4		06/28/21 Gas - June 2021	244.49		210	100-2700	411		
7364	11779S	1751 HOME DEPOT PRO INSTITUTIONAL	217.80						
1		624296844 06/22/21 Tools	111.08		101	100-2600	610		
2		624296844 06/22/21 Tools	106.72		201	100-2600	610		
7365	11781S	48 MEADOW GOLD GREAT FALLS	922.31						
1		40028497 06/04/21 Dairy	166.86		112	910-3100	630		
2		590249 06/08/21 Dairy	294.00		112	910-3100	630		
3		591078 06/15/21 Dairy	144.55		112	910-3100	630		
4		591860 06/22/21 Dairy	316.90		112	910-3100	630		

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7366	11784S	1270 WEX BANK	1,216.06					
1		72625164 06/30/21 June Fuel - Drivers Ed	577.01*		218	100-1000	624	
2		72625164 06/30/21 June Fuel - General	319.53		110	100-2700	624	
3		72625164 06/30/21 June Fuel - General	319.52		210	100-2700	624	
7367	11788S	3876 HOME DEPOT PRO INSTITUTIONAL	281.65					
1		625268669 06/25/21 Floor Pad Squares	100.88		101	100-2600	610	
2		625268669 06/25/21 Floor Pad Squares	96.92		201	100-2600	610	
3		625268677 06/25/21 Square Scrub	42.76		101	100-2600	610	
4		625268677 06/25/21 Square Scrub	41.09		201	100-2600	610	
7368	11787S	1751 HOME DEPOT PRO INSTITUTIONAL	696.66					
1		625992326 06/30/21 Lev Premium Real 1" Wood	102.70		101	100-2600	610	
2		625992326 06/30/21 Lev Premium Real 1" Wood	98.68		201	100-2600	610	
3		625992391 06/30/21 Cleaner	232.45		101	100-2600	610	
4		625992391 06/30/21 Cleaner	223.34		201	100-2600	610	
5		626095665 06/30/21 20" Wt Driver Pad	20.14		101	100-2600	610	
6		626095665 06/30/21 20" Wt Driver Pad	19.35		201	100-2600	610	
7369	11789S	1695 MOUNTAIN VIEW CO-OP	720.00					
1		580001464 06/30/21 40 Urea 50# Bag	554.40		101	100-2600	411	
2		580001464 06/30/21 40 Urea 50# Bag	165.60		201	100-2600	411	
7370	11786S	206 GENERAL DISTRIBUTING CO.	382.78					
1		1008260 06/22/21 Shop Supplies	247.48		201	300-1000	610	
2		1012708 06/30/21 Gases	135.30		201	300-1000	610	
7371	11785S	1268 DIAMOND PRODUCTS INC.	74.70					
1		71538 06/10/21 Kitchen Supplies	74.70*		112	910-3100	610	

# of Claims 53 Total: 113,827.10

113,827.10



# SECTION III - Student Activity Account

07/14/21  
10:57:48

CASCADE PUBLIC SCHOOLS  
Statement of Activity by Account Name for 06/01/21 to 06/30/21

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	659.41	0.00	0.00	0.00	0.00		0.19	0.00	659.60
36 ART	1274.71	0.00	0.00	0.00	0.00		0.31	0.00	1275.02
2 ATHLETICS	23123.47	5281.33	0.00	194.70	0.00		4.43	7.12	18034.15
5 BAND	2605.98	16.00	0.00	192.80	0.00		0.68	0.00	2783.46
51 BOOK FAIR	221.59	0.00	0.00	163.00	0.00		0.09	0.00	384.68
3 BPA	8230.94	418.00	0.00	135.33	0.00		1.95	0.00	7950.22
4 CHEER/PEP CLUB	988.66	0.00	0.00	0.00	0.00		0.24	0.00	988.90
7 CHOIR	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
60 CLASS OF 2021	1512.38	226.90	0.00	0.00	0.00		0.32	0.00	1285.80
16 CLASS OF 2022	1317.98	0.00	0.00	0.00	0.00		0.32	0.00	1318.30
61 CLASS OF 2023	243.17	0.00	0.00	0.00	0.00		0.06	0.00	243.23
62 CLASS OF 2024	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
13 CONCESSIONS	22890.54	0.00	0.00	532.05	0.00		5.76	0.00	23428.35
47 COUNSELING	1749.06	100.00	0.00	0.00	0.00		0.41	0.00	1649.47
65 DRIVERS EDUCATION	5852.43	0.00	0.00	225.00	0.00		1.49	0.00	6078.92
32 FCS	0.23	0.00	0.00	0.00	0.00		0.00	0.00	0.23
15 FFA	1401.54	783.02	0.00	5119.00	0.00		1.41	0.00	5738.93
64 FOOD SERVICE CLEARING	5979.45	560.07	0.00	620.78	0.00		0.97	2080.58	3960.55
12 HS BOYS' BB	5.12	0.00	0.00	0.00	0.00		0.00	0.00	5.12
46 HS CROSS COUNTRY	308.82	0.00	0.00	0.00	0.00		0.08	0.00	308.90
38 HS FOOTBALL	3772.22	0.00	0.00	0.00	0.00		0.93	0.00	3773.15
40 HS GIRLS' BB	752.80	0.00	0.00	0.00	0.00		0.19	0.00	752.99
66 HS GOLF	261.71	0.00	0.00	0.00	0.00		0.06	0.00	261.77
19 HS HONOR SOCIETY	4169.34	0.00	-475.00	475.00	0.00		1.02	0.00	4170.36
29 HS STUDENT COUNCIL/MBI	1026.51	0.00	0.00	0.00	0.00		0.25	0.00	1026.76
37 HS TRACK	552.10	444.97	0.00	0.00	0.00		0.03	0.00	107.16
10 HS VOLLEYBALL	2966.82	0.00	0.00	2600.00	0.00		1.37	0.00	5568.19
34 HS WRESTLING	1326.44	0.00	0.00	0.00	0.00		0.33	0.00	1326.77
57 JH BOYS BB	335.84	0.00	0.00	0.00	0.00		0.08	0.00	335.92
39 JH FOOTBALL	1.72	0.00	0.00	0.00	0.00		0.00	0.00	1.72
56 JH GIRLS BB	507.37	0.00	0.00	0.00	0.00		0.12	0.00	507.49
35 JH HONOR SOCIETY	205.76	0.00	0.00	0.00	0.00		0.05	0.00	205.81
27 JH STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
53 JH TRACK	783.99	0.00	0.00	0.00	0.00		0.19	0.00	784.18
54 JH VOLLEYBALL	254.30	0.00	0.00	0.00	0.00		0.06	0.00	254.36
55 JH WRESTLING	0.00	0.00	0.00	127.00	0.00		0.03	0.00	127.03
43 JMG	206.75	0.00	0.00	0.00	0.00		0.05	0.00	206.80
6 JUNIOR TIRP	1.43	0.00	0.00	0.00	0.00		0.00	0.00	1.43
18 K-8 MISC EARNINGS	3385.89	0.00	0.00	0.00	0.00		0.83	0.00	3386.72
26 LIVING 2 SERVE	797.66	797.50	0.00	0.00	0.00		0.00	0.00	0.16
25 REVOLVING	3649.26	48.99	0.00	3365.00	0.00		1.71	0.00	6966.98
24 ROBOTICS	96.35	0.00	0.00	0.00	0.00		0.02	0.00	96.37
9 SCHOLARSHIP	2904.31	1200.00	0.00	0.00	0.00		0.42	0.00	1704.73
33 SHOP FUND	1293.70	0.00	0.00	0.00	0.00		0.32	0.00	1294.02
31 TECHNOLOGY	7572.38	693.10	-120.00	956.25	0.00		1.90	0.00	7717.43
17 XCELL	726.60	0.00	0.00	0.00	0.00		0.18	0.00	726.78
898 MISC EARNINGS	119.08	0.00	0.00	0.00	0.00		0.00	0.00	119.08
899 MISC CHARGES	-49.96	0.00	0.00	0.00	0.00		0.00	0.00	-49.96
<b>Total for Student Accounts</b>	<b>115985.85</b>	<b>10569.88</b>	<b>-595.00</b>	<b>14705.91</b>			<b>28.85</b>	<b>2087.70</b>	<b>117468.03</b>
<b>Bank Account Totals</b>	<b>115985.85</b>	<b>10569.88</b>	<b>-595.00</b>	<b>14705.91</b>	<b>0.00</b>		<b>28.85</b>	<b>2087.70</b>	<b>117468.03</b>



# SECTION IV - Student Attendance Agreements

## d. Student Attendance Agreements

2021-2022 School Year

Students attending school in Cascade from out of district

### Helena School Dist. 7th-12th      R   BA   Grade

Bloomquist, Finnah	X	X	8
Einspahr, Abigail	X		8
Gatch, Austin	X	X	9
Gatch, Nathan	X	X	11
Otheim, Carsyn	X	X	9
Otheim, Carter	X	X	11
Park, Cody	X	X	8
Park, Johnny	X	X	10
Shuck, Landon	X	X	8
Waters, Kaydence	X	X	11

### Great Falls Dist. EK-12th      R   BA   Grade

Brooks, Jason	X	X	5
Kirby, Victoria	X	X	12

### Ulm School Dist. EK-8th      R   BA   Grade

Lange, Drake	X	X	7
Milligan, Noah	X	X	6
Smith Bryson	X	X	6
Smith, Novah	X	X	8

### Wolf Creek School Dist. EK-6th      R   BA   Grade

Buffalo, Aja	X	X	11
Cloninger, Tannalee	X	X	7
Hunter, Izabel	X	X	4
Park, Alexandria	X	X	6

### Simms Elementary School District      R   BA   Grade

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### Augusta Elem/HS School Dist.      R   BA   Grade

Golie, Brydger	X	X	6
Golie, Jacob	X	X	7

### Sun River Valley District      R   BA   Grade

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## Cascade students attending school in another District

Ulm students attend Cascade School when they are in the 9th grade

All Helena District (Wolf Creek, Craig area) students regardless of grade need agrmt.

"x" student attendance agreement received

R=SAA received

BA=SAA Board Approved

New agreement received since last Bd Mtg

7/15/2021

## SECTION V - Sub List

### e. Sub List

Substitute Teachers	
Name	
<b>CERTIFIED</b>	
Burcusa, Michael	C/FP
Eisenzimer, Joann	C/TB/FP
Gist, Virginia	C/FP
LaLiberty, Frank	C/TB
Manning, Diana	C/TB/FP
McKamey, Jeanne	C/TB/FP
Nelson, Michael	C/FP
Pieper, Frank	C/FP
Skogley, Melody	C/TB/FP
Strobbe, Peggy	C/FP
<b>NON-CERTIFIED</b>	
Aker, Virginia	FP
Baker, Enrico	FP
Castellanos, Toni Marie	TB/FP
Ethridge, Andrea	FP
<del>Hall-Elmore, Roberta</del>	<del>TB/FP/PH</del>
Price, Alexi	FP
Secretarial	
Name	

**\*Need Approval by the Trustees**  
**T.B. Approved (No longer required)**  
**C - Some teaching certification**  
**FP - FINGERPRINTED**  
**PH - Physical Approved**

Bus Drivers	
Name	
Aker, Virginia	FP/PH
Grismer, Tina (shuttle only)	
McDermard, James	
Nelsen, Mark	FP/PH
Skogley, Jeff	TB/FP
Tilleman, Eric	TB/FP
Custodian	
Name	
Aker, Virginia	FP/PH
Correll, Michele	FP/PH
Hall-Elmore, Roberta	TB/FP/PH
Hunter, Tina	TB/FP/PH
Johnson, Angela	TB/FP/PH
McDermard, James	
Kitchen	
Name	
Hickam, Jay	FP/PH
Sukut, Earl	FP/TB/PH
Vinson, Joanne	FP/TB/PH
Volunteers	
Name	
Nelsen, Jessica (piano)	
XCELL! Afterschool Program	
Name	
Antonich, Myrtle	ULM
Calvert, Brittney	ULM
Hastings, Angela	ULM
McCullough, Riley	ULM
McKamey, Mattison	
Periman, Madison	ULM
Reum, Julianne	C/FP
Strobbe, Peggy	C/FP
Wilson, Madison	FP