

# **CASCADE SCHOOL DISTRICT 3 & B**

Meeting of the Board of Trustees



## **APPENDICES**

June 29, 2021 Regular Board Meeting

# **APPENDIX A**

## Staff Reports

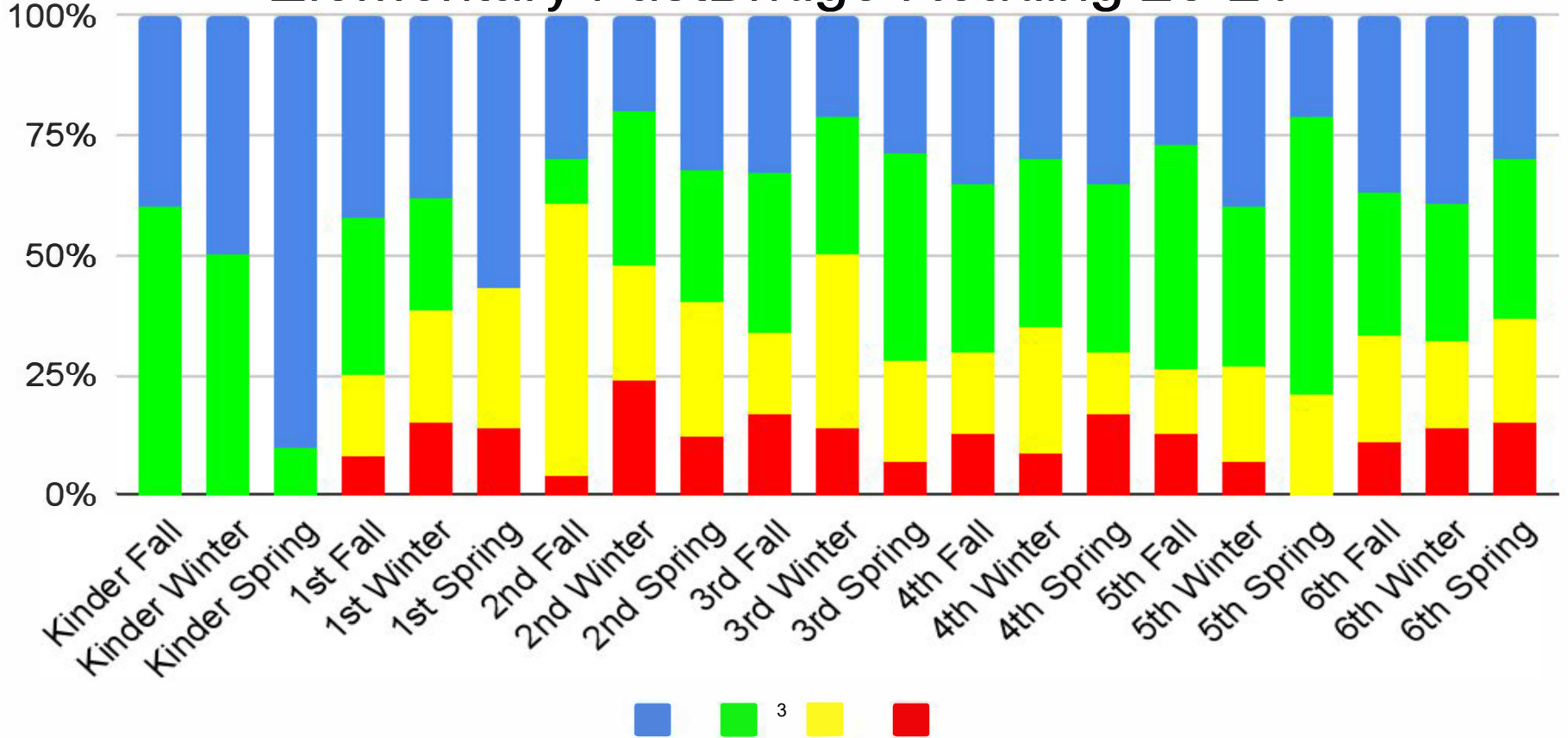
Section I – Elementary Principal

Section II – JH/HS Principal

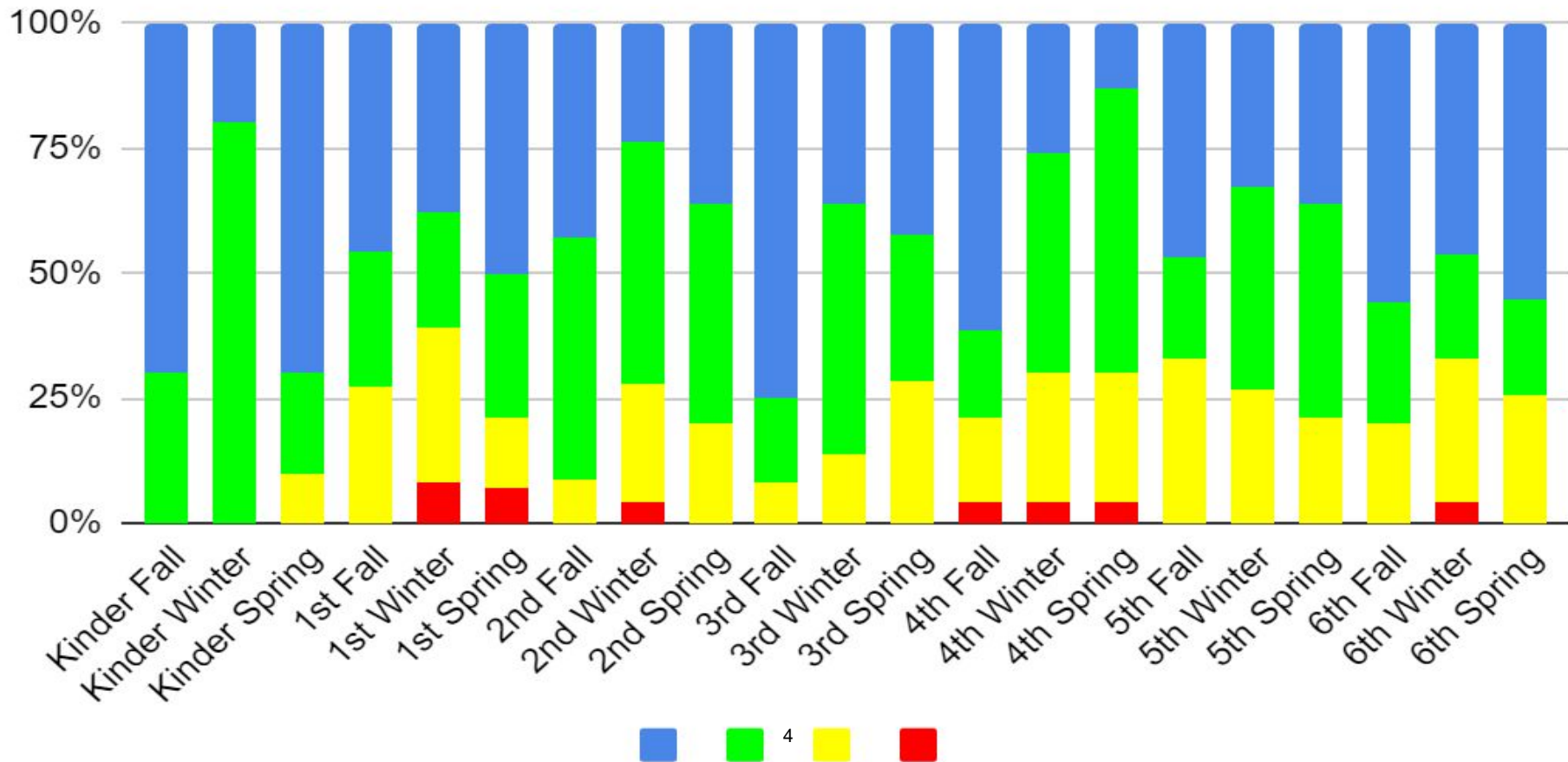
Section III – Athletic Director

# SECTION I - Elementary Principal

## Elementary FastBridge Reading 20-21



# Elementary FastBridge Math 20-21





# The Components Study of *Real Essentials Advance*

## Introduction

Schools and organizations that serve youth are often looking for effective programs that educate and build skills related to healthy relationships, effective communication, and planning for the future. Although there is a growing body of evidence about the effectiveness of entire programs that cover these topics, much less is known about which parts or “components” are most important for improving youth outcomes.

The Office of Population Affairs (OPA) within the U.S. Department of Health and Human Services (DHHS) has contracted with Mathematica and its subcontractors—the Center for Relationship Education (CRE) and Decision Information Resources—to conduct a study of the components of *REAL Essentials Advance* (REA), a popular relationship education program.

## What is *REAL Essentials Advance*?

REA is a relationship education curriculum for high-school-age youth developed by CRE. REA includes 86 lessons organized into 10 units that cover topics such as healthy relationships, effective communication, planning for the future, job readiness, and sexual health. The REA curriculum is designed to be flexible, and typical implementation uses only a subset of REA’s 86 lessons. One feature of implementation is the development of a “scope and sequence”—a site-specific set and ordering of lessons that meets the needs of its target population and local context. As a result, REA may look different from site to site, as each participating site offers a different combination of lessons to its youth.

## What is the purpose of the study?

The Components Study of *REAL Essentials Advance* will explore the variation in REA lessons and other site characteristics to identify the components that matter most for promoting positive health behaviors and outcomes among adolescents. Components include the program’s content, dosage, implementation, level of youth engagement with the curriculum, and context that might influence outcomes. Identifying and understanding components will guide ongoing efforts to improve the design and implementation of programs so they are best positioned to improve youth outcomes and make efficient use of time and resources.

## What are the study’s primary activities?

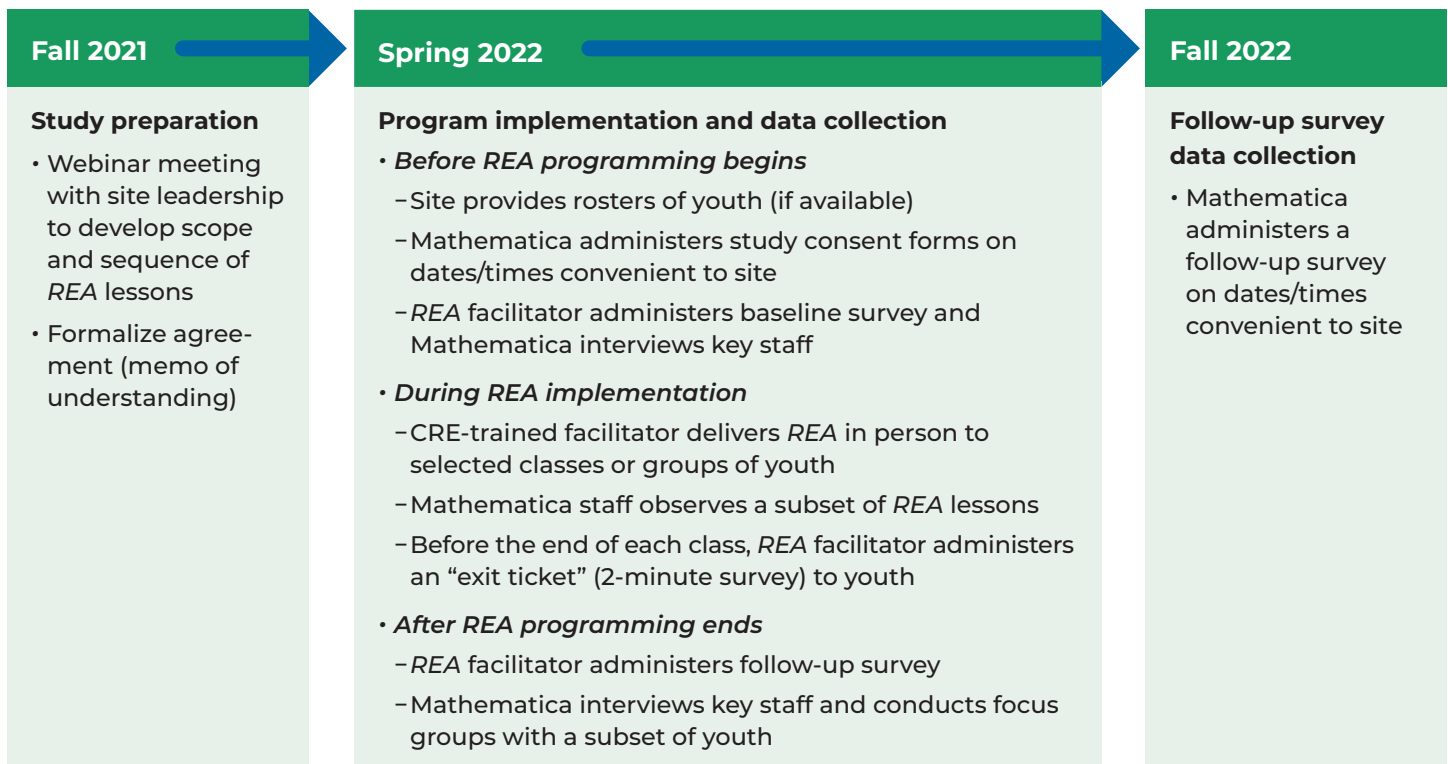
The study will take place over a one-year period, with participating sites offering REA to high-school-age youth in person during spring 2022 and fall 2022. The study will recruit about 20 schools or other organizations with a goal of offering REA in a variety of geographic locations across the country. Data collection for the study will be led by Mathematica, with assistance from the REA facilitators. Staff from host organizations will be asked to help schedule days and times for study activities and provide a small amount of logistical support. A description and tentative schedule of activities is highlighted on the next page.

### Benefits of participating

Participation in the study offers three benefits to schools and other host organizations:

1. **Free programming delivered by highly trained facilitators.** In addition to curriculum materials, the study will provide a CRE-trained health educator to deliver the program at no cost to the host organization.
2. **REA lessons that are customized to meet local needs.** CRE will work with host organizations to develop a customized scope and sequence of REA lessons that address the needs of the intended target population.
3. **Site payments in appreciation of logistical support to study.** All host organizations that offer REA and participate in the study will receive a site payment of \$2,000 per semester.

## Key study activities



### What types of questions will youth be asked in the surveys?

The youth surveys will include questions about participant background, attitudes toward relationships, social and emotional well-being, and behaviors. The study team appreciates the sensitive nature of some of these topics, and has extensive experience conducting similar surveys with students in schools and other settings and protecting the privacy and confidentiality of responses. Sites and parents will have an opportunity to review survey items before agreeing to participate in the study. Students can voluntarily opt out of completing any survey item, or the entire survey.

### How will the study protect students' and youths' personal information?

Mathematica's confidentiality and privacy procedures meet or exceed those recommended by the U.S. Department of Education Family Educational Rights and Privacy Act as best practices for protecting the privacy of student information. For the purposes of the study,

Mathematica will obtain parental permission before asking students younger than age 18 to complete surveys or participate in any study activity. Youth will also have an opportunity to assent to the study.

### What is Mathematica?

Mathematica, a nonpartisan policy research firm, partners with federal and state governments, foundations, and private-sector clients to gather and use evidence to improve public well-being across the country and around the world. Mathematica brings the highest standards of quality, objectivity, and excellence to its processes for information collection and analysis. See [www.mathematica.org](http://www.mathematica.org) for more information. Mathematica is partnering with CRE and Decision Information Resources for the study.

### Where can I learn more about the study?

To learn more about this effort, please contact the project director, Jean Knab, at (609) 945-3367 or [jknab@mathematica-mpr.com](mailto:jknab@mathematica-mpr.com).

# SECTION III - Athletic Director

## Section (2) ELIGIBILITY

To be eligible to participate in an Association Contest, a student shall meet all of the following criteria:

2.1 A student must be enrolled in twenty hours per week and in regular attendance in ten hours per week at the school where the student participates. Regular attendance is defined as actual physical presence in the building (bricks and mortar). **A home school student is not eligible to participate for an MHS A member school.**

Exception: students who are enrolled and participating in a transformational learning program in their school that meets a district's proficiency-based learning requirements pursuant to the adopted policies of the local school board is exempt from the ten hours per week bricks and mortar requirement.

**Exception – Non-public or home school students who meet the requirements of 20-5-109 can participate in MHS A member school extra-curricular activities with the following stipulations:**

- 1) The same standards for participation must be met as those required of full-time students enrolled in the school (besides enrollment).**
- 2) The same rules of the MHS A apply including age, semesters, academics (see #3) and transfer. Only enrollment is waived.**
- 3) The academic eligibility for extracurricular participation for a student attending a nonpublic school must be attested by the head administrator of the nonpublic school. The academic eligibility for extracurricular participation for students attending a home school must be attested in writing by the educator providing the student instruction with verification by the MHS A school principal. Academic eligibility includes provisions 2.2, 2.3 and 2.4.**
- 4) The student may only participate in the school in the student's attendance area**

2.2 A grading period is defined as one semester. A semester is defined as one half of a school year (approximately 18 school weeks or 90 school days). This definition is applicable to all schools regardless of the type of class scheduling format utilized (i.e. block, traditional, trimester etc.).

2.3 A student must have received a passing grade and received credit in at least twenty periods of prepared class work or its equivalent in the last previous semester, at the school where the student participates; except that any ninth grade student enrolled and attending any junior high, in the same school system as the senior high school, may be eligible to participate on that senior high school's athletic teams. If the school prohibits participation by ninth grade students, this action by the local school will not be subject to review by the MHS A or its Executive Board.

2.4 A student must have received a passing grade and received credit in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was enrolled.

2.5 If a student is assigned an "incomplete" or a "condition" in a subject, he/she has not received a passing grade in this subject. The record at the end of the semester is final.

2.6 In the case of two or more schools entering into a cooperative sponsorship of activities, a student enrolled as a student and otherwise satisfying eligibility requirements would be eligible to participate in any activity sponsored by the school, regardless of whether the activity is sponsored only by the school or in conjunction and cooperation with another school, without being in violation of Article II, Section 2.

2.7 No student may establish eligibility concurrently at two member schools and nonpublic school. Dual enrollment is not recognized for the purpose of eligibility in MHS A activities. **A home school or nonpublic school student who participates at a MHS A member school is not eligible to concurrently participate in the same sport/activity that he/she participates in at the member school in any other league (nonpublic or home school). This provision**

**protects member schools and nonpublic and home school leagues regarding dual participation.**

- 2.8 This rule is not applicable to IDEA '04 and Section 504 students when their individual education plans (IEP) under IDEA or their educational accommodation plans under Section 504 certify that the students are not required to meet this minimum academic to have passed 20 hours of prepared work per week. However, all students must be enrolled in twenty hours per week and in regular attendance in ten hours per week. Special education or Section 504 certification that the student is not required to meet the minimum academic requirements may not be enacted retroactively (after grades have been assigned at the end of the previous semester).
- 2.9 The second semester begins on Monday morning following the week in which the first semester ends. A student who becomes eligible the second semester would then become eligible on Monday morning. A student who becomes ineligible the second semester would become ineligible on Monday morning.

**INTERPRETATIONS**

**1. A student may not compete “unattached” or “independently.” He/she must compete for and be eligible to represent his/her member high school.**

**2. Schools may be more stringent in their policies.**

**3. Twenty hours of prepared class work is defined as four subjects that grant one unit of credit each for the full school year, or their equivalent (e.g., three classes carrying one unit of credit for the school year and two classes carrying one-half unit of credit for the school year) or the equivalency in a block/trimester schedule would meet this requirement.**

**4. Only school district-approved course work can be used to compute the 20 periods of prepared work.**

**5. The scholastic record at the end of the semester shall be final and deficiencies may not be made up in any manner. Deficiencies, including incompletes, conditions and failures for the previous semester may not be made up during a subsequent semester, summer session, night school, correspondence, or tutoring for the purpose of establishing or maintaining MHSAA eligibility.**

**6. The intent of the rule prohibiting incomplete grades from being made up is not to prohibit incomplete grades which were given in cases of illness, injury or attending school authorized functions.**

**7. A student attending an alternative school not housed within the high school is considered eligible for competition if the student a) is academically eligible from the previous semester, b) is enrolled and in regular attendance for twenty hours per week of approved high school classes, c) is eligible to receive a diploma from the high school for which he/she is competing, and d) the principal of the high school verifies that the student meets all other eligibility requirements such as age, semesters etc. and is in good standing.**

## **Eligibility Checklist – Nonpublic School and Homeschool Participation**

**Nonpublic or home school students who meet the requirements of 20-5-109 can participate in MHSA member school extra-curricular activities.**

**20-5-109. Nonpublic school requirements for compulsory enrollment exemption.** To qualify its students for exemption from compulsory enrollment under **20-5-102**, a nonpublic or home school:

(1) shall maintain records on pupil attendance and disease immunization and make the records available to the county superintendent of schools on request;

(2) shall provide at least the minimum aggregate hours of pupil instruction in accordance with **20-1-301** and **20-1-302**;

(3) must be housed in a building that complies with applicable local health and safety regulations;

(4) shall provide an organized course of study that includes instruction in the subjects required of public schools as a basic instructional program pursuant to **20-7-111**; and

(5) in the case of home schools, shall notify the county superintendent of schools of the county in which the home school is located in each school fiscal year of the student's attendance at the school.

**The same standards (MHSA and Local School Policies) must be met as those required of full-time students enrolled in the school (exception- enrollment in the school).**

**The same MHSA rules apply including age, semesters, academics (see below) and attendance area residence. Only enrollment is waived.**

✓ **Attendance Area** - Student **must** live in your school's attendance area – the nonpublic and/or home school student's entire family **must live in the attendance area** of the school they are participate at. **Nonpublic or homeschool students cannot transfer.**

✓ **Academic Eligibility – Nonpublic school** – the students' academic eligibility must be attested by the head administrator of the nonpublic school. **Homeschool** – academic eligibility must be attested in writing by the educator providing the student instruction with verification by the MHSA school principal.

- Grading Period – one semester (one half of a school year – approximately 18 school weeks or 90 school days).
- A participant must have received a passing grade and received credit in at least twenty hours of prepared class or work or its equivalent in the last previous semester in which he/she is enrolled.
- Participants who are academically ineligible cannot participate in any Association contest (varsity or sub varsity) for a period of one semester. They can practice if the school allows but they cannot suit up or participate in any games at any level of competition.

***To meet the same standards as required in the law, a home school and/or nonpublic school student must demonstrate they have passed four half credit classes in the previous semester (90 school day period). This is meeting the same standard. Otherwise, students who are failing could transfer to home school and have their educator state they are passing in that semester to become eligible academically without verification of number of classes and passing work, etc. Also, the nonpublic school administrator or home school educator must demonstrate the student is on course to graduate complying with the MHSA semester and age rules.***

✓ **Age Rule**

A student who turns 19 after midnight August 31<sup>st</sup> is age eligible. Any 19 year old (who turns 19 on or before midnight August 31<sup>st</sup>) can file a waiver of the age rule if the following is proved by the student –

1) student does not create a safety risk, 2) student does not skew the overall competitiveness of the activity, 3) participation will not exclude others, and 4) the student meets all necessary criteria to participate in MHSA activities.

#### ✓ **Semester Rule**

Students are eligible for eight consecutive semesters and the semesters start to accrue after entering the ninth grade.

***The principal will verify when the student began high school coursework which will begin his/her semester accrual. (Eight consecutive semesters once they start ninth grade coursework and semester accrue whether they are attending school or not).***

✓ **Dual Participation** – No student may establish eligibility concurrently at two member schools. Dual enrollment is not recognized for the purpose of eligibility in MHSA activities.

***A homeschool or nonpublic school student who participates at a MHSA member school is not eligible to concurrently participate in the same sport/activity that he/she participates in at the member school in any other league (nonpublic or home school). This provision protects member schools and nonpublic and home school leagues regarding dual participation.***

#### ✓ **Graduate Students**

Any student who meets any of the following criteria shall be ineligible to participate in any Association Activity:

- a. The student is a graduate of a regular four-year high school.
- b. The student is a graduate of a secondary school which has the same requirements for graduation as a regular four-year high school.
- c. The student has earned enough credits to entitle him/her to be graduated from the high school and has completed eight semesters of high school.
- d. The student has received a high school equivalency diploma (GED or ***HiSET***)

#### Interpretations

1. A student who graduates the first semester is ineligible the second semester.
2. A student who has earned enough credits to graduate the first semester but remains enrolled and graduates on the regular date remains eligible to participate.
3. Senior students who are currently eligible in their eighth semester (4th spring) will continue to be eligible for all interscholastic activities even though graduation exercises precede the completion of interscholastic activities for that specific year. If a student has earned a GED or ***HiSET*** he/she is considered a high school graduate and is not eligible to compete in any MHSA sanctioned activity.

#### ✓ **Physical Exams**

Physical exams are required for students participating in MHSA sanctioned sports. The exam is valid for one school year and the MHSA form must be used. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. Physicals performed before May 1<sup>st</sup> are not valid for the next school year.

#### ✓ **Initial Required Number of Practices Rule**

The initial required amount of practices (ten (10) for football, basketball, tennis, soccer, cross country, track and field, softball, wrestling, and swimming and two (2) for golf for each individual must be completed as a comprehensive, regularly scheduled team practice with the full coaching staff present.

June 29, 2021

## Activities Report

Summer is packed with activities.

We kicked off June with the Badger Cubs basketball camp. Our gym was filled with young badgers learning some fundamentals and having a great time playing basketball.

Our Football team headed to Butte for Tech Football camp June 11th-13th which had a great turnout of high school kids.

Mid June our volleyball team hosted the Gold Medal Squared volleyball camp for the second year in a row. GMS is more than just a camp. It is a system of volleyball that carries over into the season and from year to year.

This week we have Breakthrough Basketball Camp. Once again our gym is packed with youth excited about developing as basketball players. We have great support from high school players, coaches, and community members at this camp.

We have all-sports weight training M-TH. Thanks to our coaching staff and Mr.Nelson, we are able to offer two sessions each day. We have a morning session from 7-9am and then an evening session from 6-8pm.

Open gyms are available for JH and HS students and are happening throughout the week.

We will be hosting a 5th-8th grade volleyball camp August 10-11.

We have FFA events scheduled for the summer as well. Alumni Leadership Camp was June 17-20. Range Days is happening now in Dillon. The State Fair will be July 30 through August 7 in Great Falls. The State Range Contest will be on August 4 in Great Falls.

The MHSAA has made recent changes to the by-laws regarding participation of home school students in MHSAA sanctioned schools. (see attached handout)

# **APPENDIX B**

## **Board Report**

Section I – Committee Minutes

Section II – Board Hours

Section III – Board Evaluation



# SECTION I - Committee Minutes

## Negotiations Committee Meeting

June 8, 2021

6:00 p.m.

Board Room

### Attendees:

Val Fowler, Ruth Mortag, Iain McGregor, Rick Miller, Karsen Drury, Jeff Skogley

### Topics of Discussion:

- Agreements:
  - 2 year contract
  - Drop year 0 for the 2021-2022 school year and all staff remain at the same step or year of service.
  - Include language in CBA to allow the district to pay new teachers the state minimum base when the schedule's salary is below the state's recommended base.
- New proposals:
  - Offer a \$500 bonus/stipend to all teachers from the 2020-2021 school year.
    - MOU needs to be approved by the board by the June 29th Meeting.
    - *Union preliminarily agrees.*
  - Offer a \$1,000 stipend of bonus to the teachers who complete the 2022-2023 school year.
  - Clarify the language in the CBA concerning school days. Article 7.5:
    - Scratch "of three days per year" and replace with "allowed"
    - Scratch "of four and only four" and replace with 1 + max given per year
    - Move G to D & format
    - Add \$25 per half day
    - Format all.

Adjourned: 6:53 pm

## Facilities Committee Meeting

June 21, 2021

5:00 p.m.

### Attendees:

John Rumney

Iain McGregor

Bryan Smith

Rick Miller

Karsen Drury

### Topics of Discussion:

- Windows & Doors
  - Bids:
    - Anderson Glass - \$219,720
    - Frontline Glass - \$146,000
  - EK, K, 1st grade classrooms excluded.
  - Hold off on doors for now. Bryan will install the shop door and kitchen door.
  - Committee intends to use ESSER II & ESSER III funds to complete the project.
- HVAC
  - MacDonald Heating & Cooling bid @ \$67,690
  - Committee intends to use ESSER III funds to complete the project.
- Stove Hood
  - Current stove hood is out of compliance and needs to be replaced.
  - AT Klemens bid @ \$65,208
  - Committee intends to use Building Reserve funds to complete project
- Painting the School
  - Bus barn, garage doors, main entrance, main entrance doors, ag room & bathroom, ag room and bathroom doors, back gym hall, back gym hall doors
  - Peace of Mind bid @ \$37,607.50
  - Tabling the paint for now to get additional bids.
- Carpentry
  - Need to find a carpenter to do prep work and other carpentry work for all the projects above.

Adjourned 6:30 p.m.

## SECTION II - Board Hours

Cascade Board Hours 2020-2021			
NAME	DATE	DESCRIPTION	CREDIT RECEIVED
<b>Val Fowler</b>	2020/21	MTSBA Think Tank Thursdays	18
	09/09/20	2020 Summer Series	5
	September Series	Back to School Legal Primer	5
	10/15-16 Live	MCEL	30
	6/20	Delegate Assembly	2
	3/2021	In District Governance Training	2
	2/2021	Cascade County Health Board Meeting	3
	4/2021	NSBA - Live	12
	2021	New Trustee	??
	6/2021	Leadership	??
	2021	MTSBA Annual Meeting	??
		<b>TOTAL</b>	<b>77</b>
<b>Chris Wilson</b>	September Series	Back to School Legal Primer	5
	10/15-16 Video	MCEL	30
		Think Tank – Dec. 3	1

		Deep Dive Video: Exceptional Circumstances/Enrollments, HB 351	1
		Deep Dive Video: MT-PEC Collaborative Professional Development Plan  Video: Part 1   Video: Part 2	2
	3/8/2021	In District Governance Training	2
	2/2021	Cascade County Health Board Meeting	3
		<b>TOTAL</b>	<b>44</b>
<b>Rick Cummings</b>	08/04/2020	2020 MTSBA/MASBO Employment Hot Topics Training Videos	4
	2020/21	MTSBA Think Tank Thursdays	12
	08/18/20	2020 Summer Series	5
	6/20	Delegate Assembly	2
		2020 Orientation for Newly Elected Trustees	3
	09/07/20	School Activities Seminar 2020	4
	September Series	Back to School Legal Primer	5
	10/15-16 Live	MCEL	30
	3/8/2021	In District Governance Training	2
	2/2021	Cascade County Health Board Meeting	3

	3/2021	Finance and Budget Symposium	6
	6/2021	Leadership	
		<b>TOTAL</b>	<b>76</b>
<b>Iane McGregor</b>	10/15-16 Video	MCEL	In Progress
	2021	Think Tank Thursdays	4
	2/16/21	2020 Orientation for Newly Elected Trustees	3
	2/2021	Cascade County Health Board Meeting	3
	3/8/2021	In District Governance Training	2
		<b>TOTAL</b>	<b>12</b>
<b>Ruth Mortag</b>	September Series	Back to School Legal Primer	5
	10/15-16 Video	MCEL	30
	3/8/21	In District Governance Training	2
		<b>Total</b>	<b>37</b>
<b>John Rumney</b>	September Series	Back to School Legal Primer	In Progress (5)
	10/15-16 Video	MCEL	30
	3/8/2021	In District Governance Training	2

	2021	New Trustee	
		<b>TOTAL</b>	<b>32</b>

# SECTION III - Board Evaluation

## Board Meeting Evaluation

4 responses

### Board Meeting Date

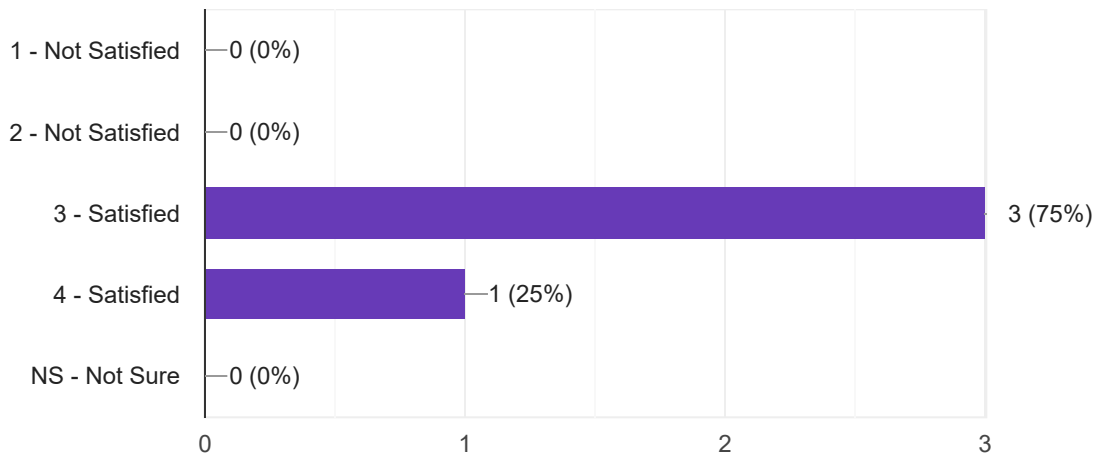
4 responses

May 2021 | 18 4

### Focus

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

4 responses



### Comment

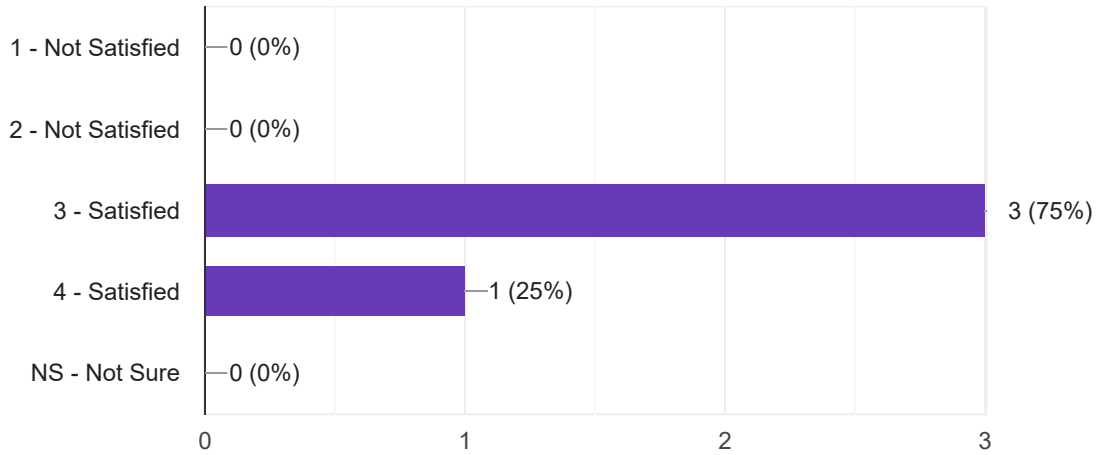
0 responses

No responses yet for this question.



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

4 responses



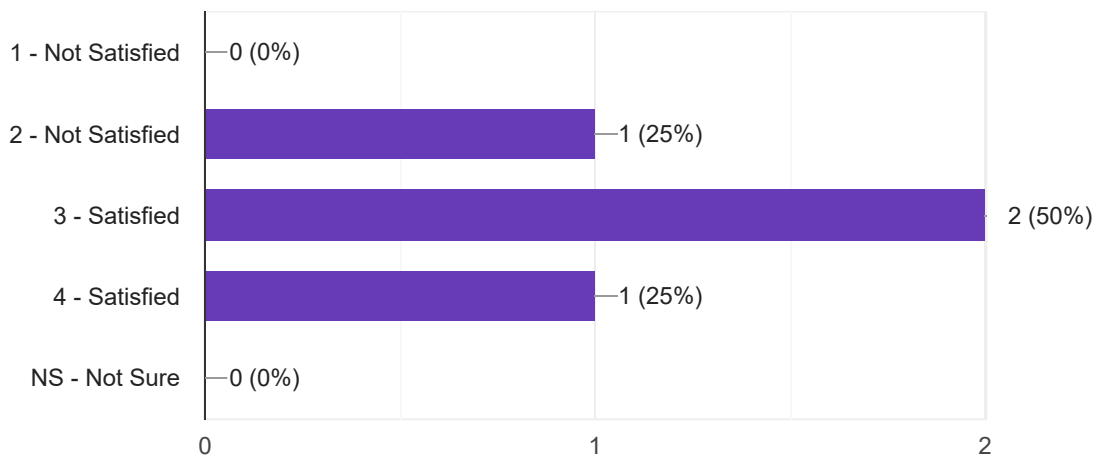
### Comment

0 responses

No responses yet for this question.

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

4 responses





## Comment

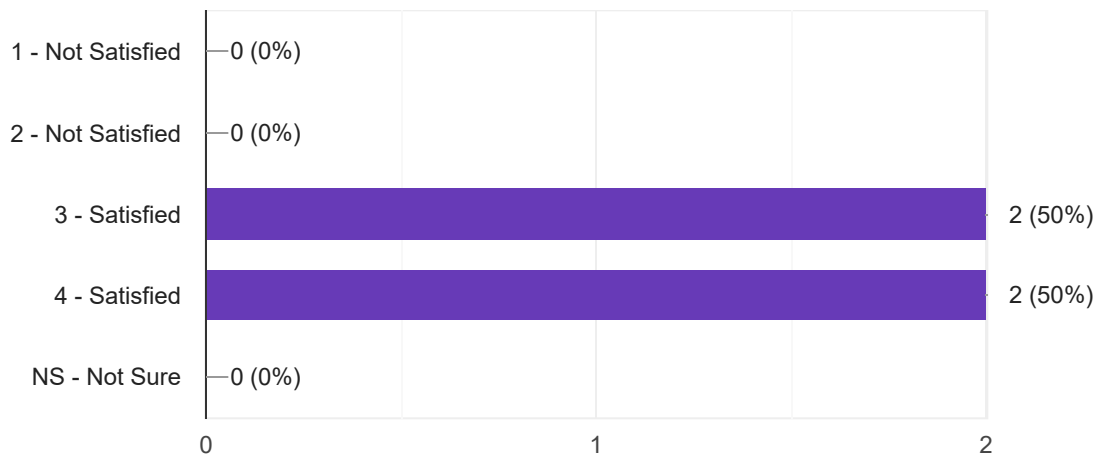
1 response

With the “perceived “ retention issue we currently are facing, I would like to hear more details about new prospective hires. I.E. how many applicants, their experience, why they are applying and want to teach in Cascade etc.

## Respect

We made collective rather than individual decisions?

4 responses



## Comment

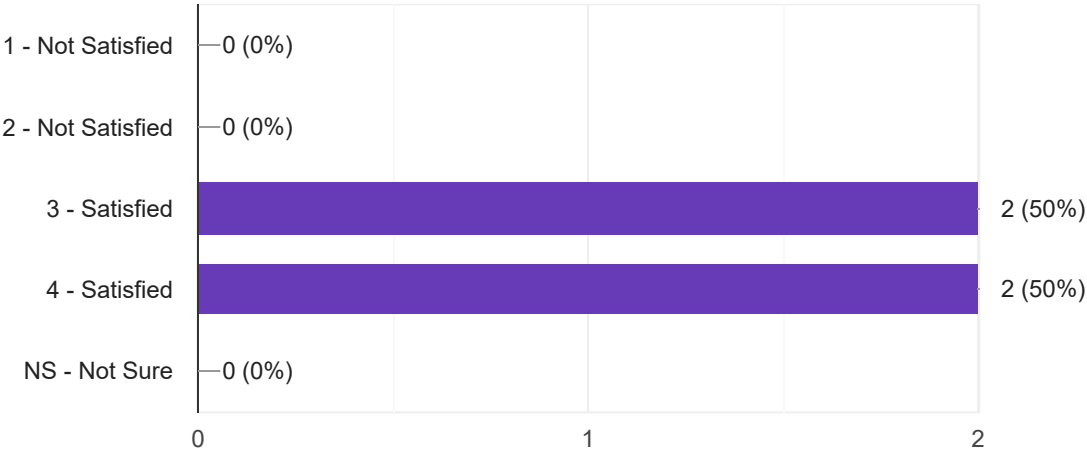
0 responses

No responses yet for this question.



### We encouraged diversity of viewpoints?

4 responses



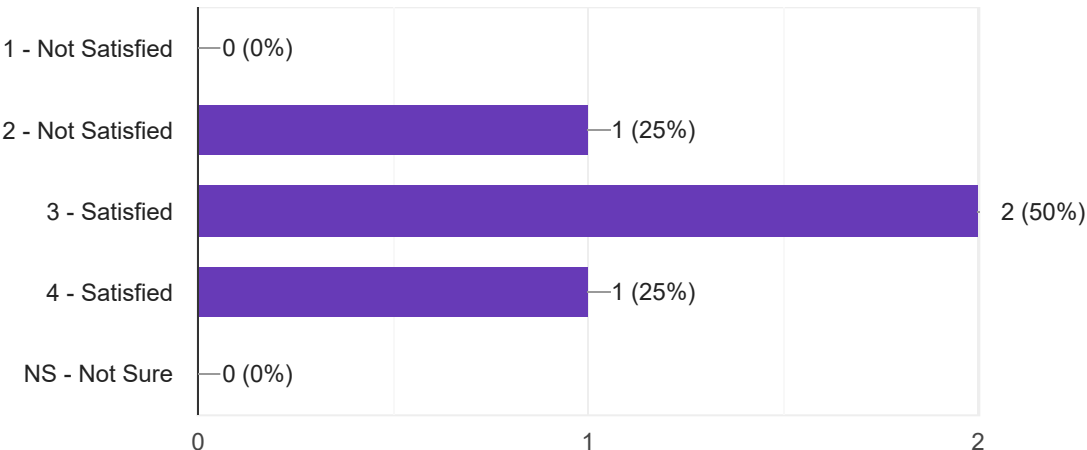
### Comment

0 responses

No responses yet for this question.

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

4 responses



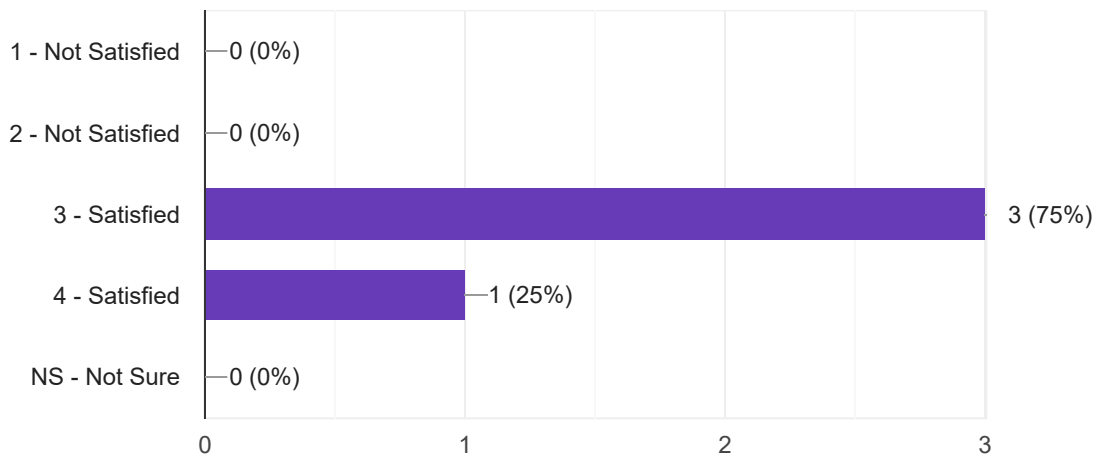
## Comment

1 response

I believe we still need more/better communication with the public and their concerns

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

4 responses



## Comment

0 responses

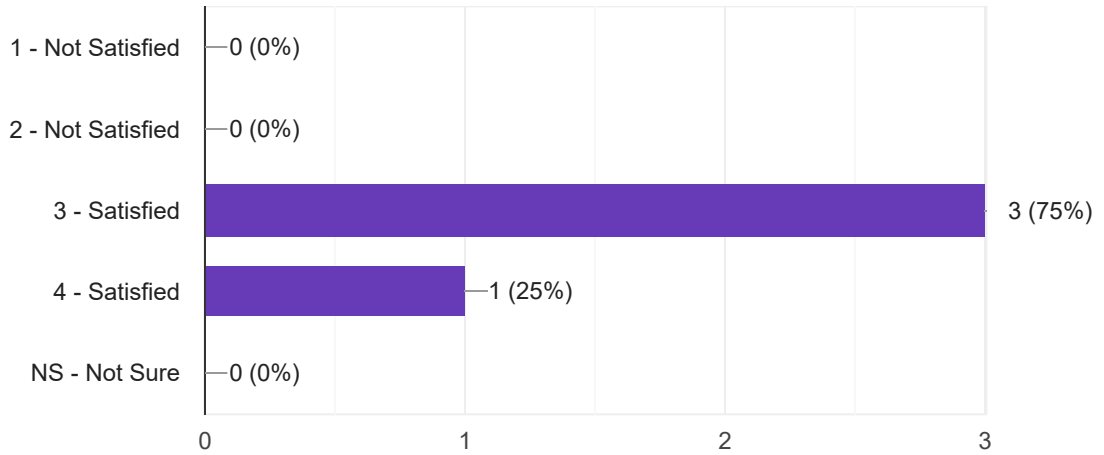
No responses yet for this question.

Information



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

4 responses



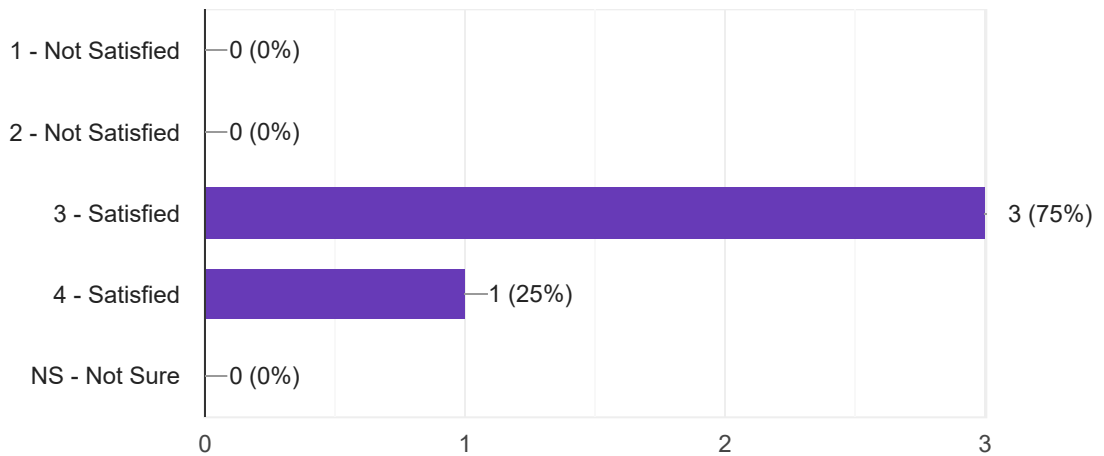
### Comment

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?

4 responses



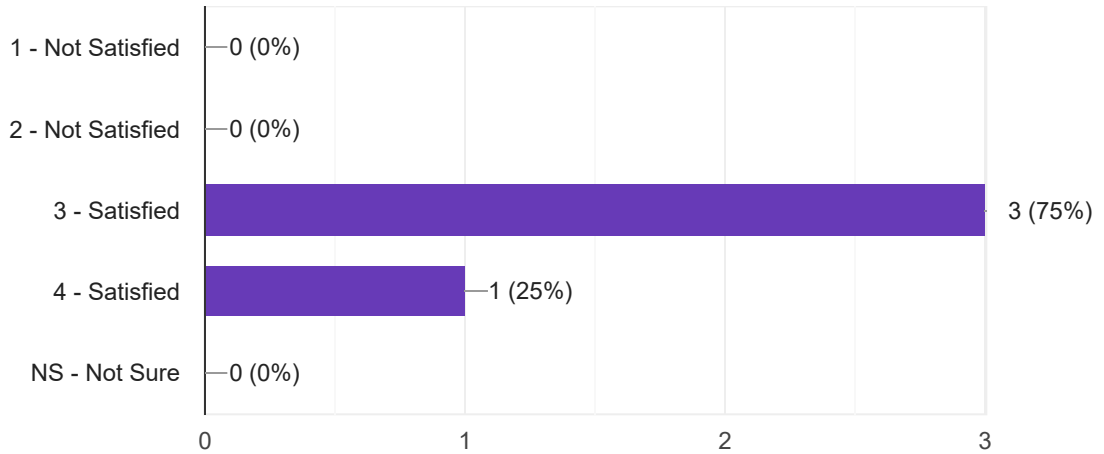
### Comment

0 responses

No responses yet for this question.

### We used the presence of staff appropriately?

4 responses



### Comment

0 responses

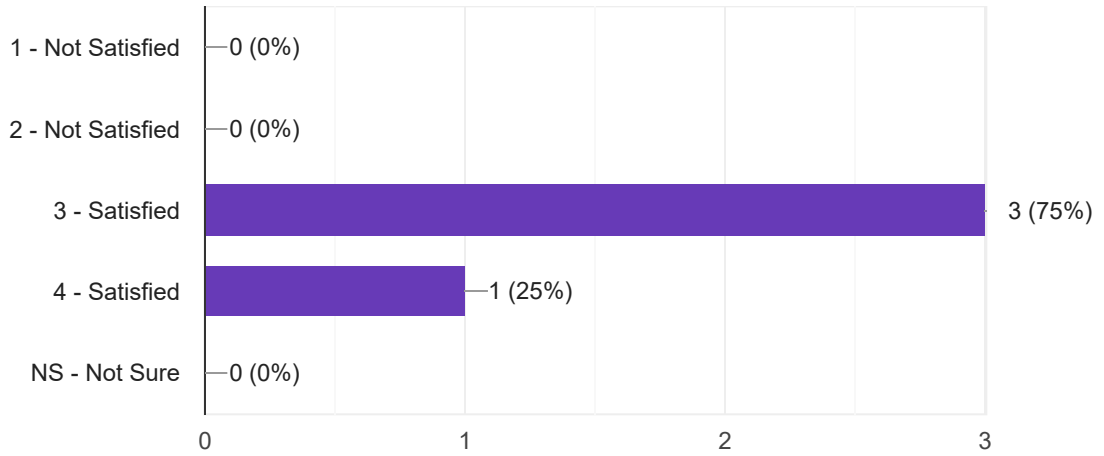
No responses yet for this question.

Agenda



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

4 responses



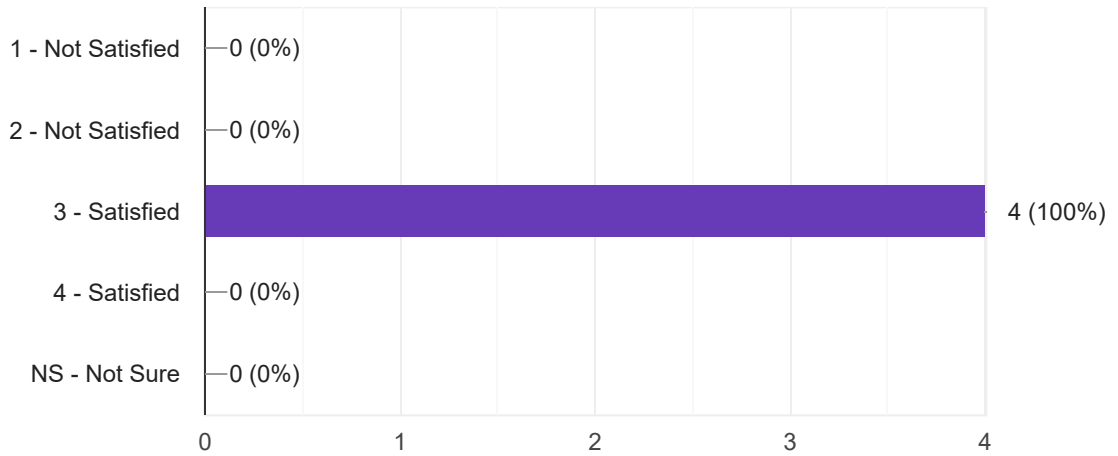
Comment

0 responses

No responses yet for this question.

We spent the right amount of time on most issues?

4 responses



## Comment

0 responses

No responses yet for this question.

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Google Forms



# APPENDIX C

## New Business

Section I – Memorandum of Understanding

Section II – Bus Routes SY2022

Section III – Invitation to Bid

Section IV – HVAC Bid

Section V – Davis Digital Art Curriculum

Section VI – Step-Up to Writing Curriculum

Section VII – Audit Proposals

Section VIII – MSGIA Property & Liability Insurance Renewal

Section IX – Handbooks



# SECTION I - Memorandum of Understanding

## Memorandum of Understanding

June 1, 2021

Effective immediately, the Cascade School Districts and the Cascade Education Association agree to allow a one-time stipend of \$500 to Cascade School District certified teachers to cover the extra duties during the COVID 19 pandemic in accordance with Article 9 – Professional Compensation of the Master Agreement. The Memorandum of Understanding achieves this mutual intent. This Memorandum does not constitute a change in the Master Agreement or set precedent for future matters. The employee and Association waive their right to grieve the stipend as stated in this Memorandum.

Signed this 29<sup>th</sup> day of June, 2021.

\_\_\_\_\_  
President, Cascade Education Association

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

\_\_\_\_\_  
Employee

Attest,

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

## SECTION II - Bus Routes SY2022

# Cascade Public Schools

## *School Transportation Routes*

*School Year 2021-2022*

<u>Route</u>	<u>Bus</u>	<u>Number</u>	<u>Driver</u>	<u>Miles</u>	<u>Capacity</u>
Rt #1	Castner Falls	038A	Larry Cummings	70	30
Rt #2	Old US #91	422B	Eric Mondragon	94	54
Rt #3	Wolf Creek	2375	Wylie Ayers	118	54
Rt #4	Ulm	2550	Linda Lodman	70	60
Rt #5	Chestnut Valley	584A	Gale Manning	66	24
Rt #6	Deep Creek	70778	Michele Correll	142	54
Rt #7	Adel	2428	Phillip Freed	96	16

# **SECTION III - Invitation to Bid**

## **INVITATION TO BID CASCADE SCHOOL DISTRICT 3 & B CASCADE, MONTANA WINDOW REPLACEMENT PROJECT**

NOTICE IS HEREBY GIVEN that the Board of Trustees for the Cascade School District No. 3 & B will receive sealed bids for the WINDOW REPLACEMENT PROJECT, as specified in the Contract Documents. This is a construction bid to furnish and/or install windows throughout school building. The scope of work includes furnishing and/or installing windows throughout school building and all associated work, as required within the Contract Documents.

Sealed bids will be accepted at Cascade Schools, P.O. Box 529, Cascade MT 59421, Attn: Rick Miller, until the 16<sup>th</sup> day of July 2021, at 4:00 PM current Mountain Time, at which time they will be opened and publicly read aloud. Bidders shall clearly mark the envelope “SEALED BID – WINDOW REPLACEMENT PROJECT.”

A pre-bid conference and site inspection will be allowed the week of July 5<sup>th</sup>, 2021 – July 14<sup>th</sup>, 2021 by appointment. Potential bidders can contact Bryan Smith, Maintenance Supervisor at 406-468-9383 x 150.

Bids must be accompanied by a bidder’s bond equal to ten percent (10%) of the total bid, as defined by state law. No bidder may withdraw his bid for at least thirty (30) days after the scheduled time of bid receipt. The successful bidder will furnish an approved Performance Bond and Labor and Material Payment Bond in the amount of one hundred percent (100%) of the contract. The Contractor shall comply with all fair labor practices and must meet the requirements of all local, state, and federal statutes include prevailing wage and hiring preferences. Each bidder and Contractor is required to have a current and valid Montana Contractor’s Registration and Montana Contractor’s License, as applicable, in the proper classification for the work bid, and such registration and license must remain valid throughout the period of the contract. Bids must fully comply with all requirements indicated in the Contract Documents.

The Cascade School District No. 3 & B reserves the right to reject any and/or all bids, to waive any and/or all informalities or technicalities, and to act in the best interest of the Cascade School District No. 3 & B.

Board of Trustees  
Cascade School District No. 3 & B  
321 Central Ave W  
P.O. Box 529  
Cascade, MT 59421

Invitation to Bid is published: \_\_\_\_\_

## SECTION IV - HVAC Bid



**MacDonald Heating & Cooling**  
**Office: (406) 799-4867**  
**Cell: (406) 799-4782**  
**macdonaldheating@yahoo.com**

Bid # 1273  
May 17, 2021  
Cascade Public School  
Brian Smith (406) 468-9383  
321 Central Ave W.  
Cascade, MT 59421  
bryan.smith@cascade.k12.mt.us  
HVAC Rooftop Unit Estimate

### THIS BID INCLUDES:

- DUCTLESS HEATING AND COOLING SYSTEMS TO SERVE 9 CLASSROOMS
- SYSTEMS TO SERVE ROOMS 1, 2, 3, 4, 8, 9, 10, 11, AND 12
- CLASSROOMS TO BE DEVIDED INTO TWO GROUPS: 1-4; 8-12
- EACH GROUP OF CLASSROOMS WILL HAVE A HEAT PUMP CONDENSOR TO BE INSTALLED IN THE ATTIC SPACE AS DISCUSSED, FROM THERE, A BRANCH BOX WILL BE INSTALLED THAT WILL SERVE EACH INDIVIDUAL AIR HANDLER (ONE IN EACH CLASSROOM)

### EQUIPMENT:

- USA MADE, DAIKIN, AURORA MODEL; FOUR ZONE HEAT PUMP AND FIVE ZONE HEAT PUMP
- TOTAL CAPACITIES: GROUP 1-4, 8 TONS COOLING AND HEATING; GROUP 8-12; 10 TONS
- 100% HEATING CAPACITY AT 5 DEGREES, WILL CONTINUE TO HEAT AT -13 DEGREES WITH REDUCED CAPACITY
- EFFICIENCY RATINGS AS HIGH AS 21 SEER/12.5 HSPF
- ULTRA QUIET OPERATION (VERY IMPORTANT IN A CLASSROOM)
  
- EACH CLASSROOM TO HAVE AN INDEPENTANTLY CONTROLLED CASSETTE STYLE AIR HANDLER THAT MOUNTS TO THE CEILING IN A CENTRAL LOCATION
- THE CASSETTE HAS A FOUR WAY SUPPLY GRILL WITH A RETURN DUCT IN THE MIDDLE
- THE REFRIGERANT IS PIPED IN THE TOP OF THE UNIT SO THERE ARE NO EXPOSED PIPES
- THE REGISTER GRILL IS HEAVY DUTY AND MAY BE PAINTED IF SO DESIRED
- TEACHERS HAVE THE OPTION TO CHOOSE HEATING OR COOLING REGARDLESS OF ITS NEIGHBOR; IN OTHER WORDS, THE CONDENSOR LOCATED IN THE ATTIC WILL DO HEATING AND COOLING AT THE SAME TIME
- IN THE AIR CONDITIONING MODE, THE UNITS WILL DEHYDRATE THE AIR (AS ALL AC SYSTEMS DO) AND THE CONDENSATE WILL BE PIPED TO A DRAIN
  
- THE ATTIC MOUNTED CONDENSORS WILL BE MOUNTED ON VIBRATION ISOLATION PADS AND SECURED TO THE TRUSSES
- EACH CONDENSOR HAS A VARIABLE SPEED COMPRESSOR SO EVEN THOUGH THESE ARE LARGE CAPACITY UNITS, THEY MAY RAMP DOWN IF ONLY ONE INDOOR CASSETTE IS OPERATING
- A COMMUNICATING WIRE WILL BE INSTALLED ALONG WITH THE CONDENSATE DRAIN AND REFRIGERANT PIPING TO OPERATE THE INDOOR AIR HANDLERS (CASSETTE)
- A 220 VOLT CIRCUIT WILL NEED TO BE INSTALLED TO EACH CONDENSOR BY AN ELECTRICAL CONTRACTOR (NOT INCLUDED)
  
- INSTALLATION OF THIS SYSTEM IS NOT NEARLY AS INVASIVE AS MOST SYSTEMS; SYSTEMS INSTALL EASILY AND ARE SIMPLE TO MAINTENANCE
- ENTIRE SYSTEM COMES WITH A 5 YEAR WARRANTY REGISTERED WITH THE MANUFACTURER
- SOME INSULATION MAY NEED TO BE REBLOWN INTO THE ATTIC AFTER AC INSTALLATION, NOT INCLUDED

**TOTAL COST INSTALLED: \$67,690.00**

Proposal expires July 17, 2021.

Matt MacDonald, Owner  
(406) 799-4867  
[macdonaldheating@yahoo.com](mailto:macdonaldheating@yahoo.com)  
[macdonaldheating.com](http://macdonaldheating.com)

# SECTION V - Davis Digital Art Curriculum

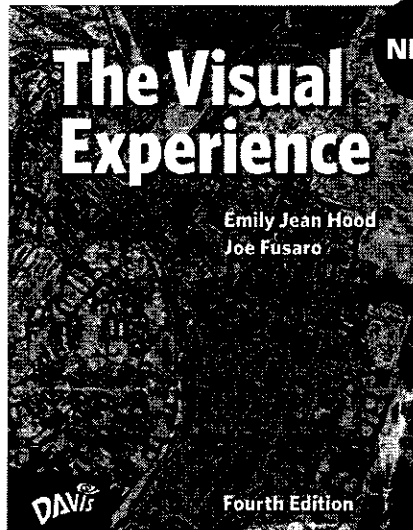


PRINT + DIGITAL

Sample at [DavisArt.com/Sample](http://DavisArt.com/Sample)

## The Visual Experience

FOURTH EDITION By Joe Fusaro and Emily Hood

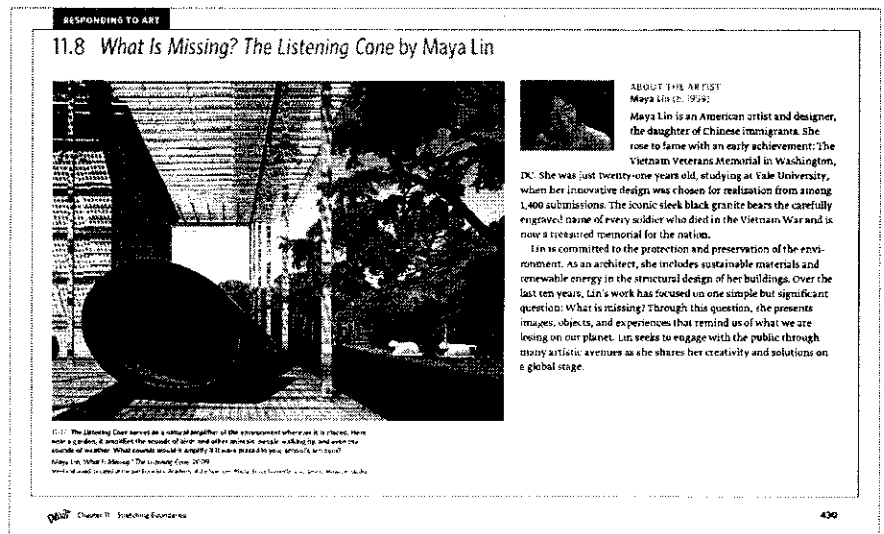


The new fourth edition of *The Visual Experience* is our classic **introductory visual arts curriculum completely updated** for today's high-school students. This comprehensive new edition includes diverse contemporary art, postmodern principles, elements and principles, digital media, and all-new studios. **Seventy-five percent new art with larger images** from diverse cultures around the globe, and thought-provoking contemporary artists and artworks, will engage your students. **Integrated art history, career profiles** in each chapter, and **Essential Questions** focus learning and inquiry throughout the book. This new edition continues to provide students with a solid foundation in the elements and principles, while providing teachers with an invaluable resource for **introducing students to postmodern principles**.

The authors bring their expertise in student engagement through creating and responding to contemporary art, including **digital and media arts**, in this new edition designed to capture the attention of your most reluctant students and engage all of your students with art in more personal and meaningful ways.

### Table of Contents

- Chapter 1: What Is Art?
- Chapter 2: Engaging with Art
- Chapter 3: The Evolving Elements of Art and Principles of Design
- Chapter 4: The Power of Line, Shape and Form
- Chapter 5: Sharing Ideas through Value, Color, Space, and Texture
- Chapter 6: Exploring Sound and Time
- Chapter 7: The Evolving Principles of Design
- Chapter 8: Drawing, Painting, and Printmaking
- Chapter 9: Media Arts
- Chapter 10: Sculpture and Other Three-Dimensional Art
- Chapter 11: Stretching Boundaries



Student eBook, Chapter 11: Stretching Boundaries; Responding to Art.

### eBook

The eBook has been designed in single pages rather than spreads to reflect the unique visual advantages of digital books. The new eBook features include:

- **High-resolution fine art images!**  
Simply click on the fine art image in the student eBook to enlarge the image to full screen and then magnify to 300%.

- **Videos** designed to engage Art 1/ Introductory Art students. Get them discussing, thinking, and creating in meaningful ways as they explore topics such as Questions to Ask When Looking at Contemporary Art, Ideation Strategies, How Artists Get Great Ideas, and Conducting a Critique.




[DavisArt.com/Standards](http://DavisArt.com/Standards)

# Student Book

## Student Book

- More 21st century artworks from a diverse and inclusive array of artists.
- 75% new student artwork.
- Strong emphasis on **postmodern principles** encourages students to explore new ways to engage with art.
- **Essential Questions in each chapter** focus learning and stimulate discussion.
- Student Handbook for technique and concept support.
- Writing opportunities expand key concepts.
- **Responding to Art** feature goes beyond traditional step-by-step art criticism, providing more ways to encourage all students to engage with art.
- **Thought-provoking images** are designed to foster student engagement and thoughtful response.
- Information about the artist focuses on pertinent information that has influenced the artist.

### 11 Stretching Boundaries



11.1 The artist of *The Listening Cone* is Maya Lin. Her artwork *The Listening Cone* is a sculpture that is made of metal and is designed to be a listening cone. It is a sculpture that is made of metal and is designed to be a listening cone. It is a sculpture that is made of metal and is designed to be a listening cone.

#### Chapter at a Glance

**Essential Question**  
*How do artists shift the conversation from objects to ideas?*

**You Will Learn**

- How artists expand the boundaries and divisions of art
- How art can be made through performance and human interaction
- Artistic precedents that influence present-day artists

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- 11.2 *Performance Art* page 420
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- 11.5 *Installation Art* page 427
- 11.6 *ART AND THE BODY* page 427
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Left: Student Book, Chapter 11: Stretching Boundaries; Chapter at a Glance.

Bottom: Student Book, Chapter 11: Stretching Boundaries; Responding to Art.

## Chapter Introduction

- Each chapter begins with an image and accompanying question to stimulate discussion of the chapter's **Essential Question** and key concepts.
- The **Chapter at a Glance** gives your students a visual overview with an Essential Question to focus learning, what students will learn, chapter contents, learning objectives, and key terms in English and Spanish.

### 11.8 What Is Missing? The Listening Cone by Maya Lin



11.8.1 The artist of *The Listening Cone* is Maya Lin. Her artwork *The Listening Cone* is a sculpture that is made of metal and is designed to be a listening cone. It is a sculpture that is made of metal and is designed to be a listening cone. It is a sculpture that is made of metal and is designed to be a listening cone.

#### Art Criticism: What Is Missing? The Listening Cone

**Step-by-Step Approach**

Follow steps 1 through 4 in order for the artwork on page 431.

**1 Describe**

Describe the artwork. Identify what is unusual, notable, or distinctive about the artwork. What are the main elements of the artwork? What are the main elements of the artwork? What are the main elements of the artwork?

**2 Analyze**

Analyze the artwork. Identify what is unusual, notable, or distinctive about the artwork. What are the main elements of the artwork? What are the main elements of the artwork? What are the main elements of the artwork?

**3 Interpret**

Interpret the artwork. Identify what is unusual, notable, or distinctive about the artwork. What are the main elements of the artwork? What are the main elements of the artwork? What are the main elements of the artwork?

**4 Evaluate**

Evaluate the artwork. Identify what is unusual, notable, or distinctive about the artwork. What are the main elements of the artwork? What are the main elements of the artwork? What are the main elements of the artwork?

**Other Ways to Engage with Art**

How can you engage with the artwork in other ways? How can you engage with the artwork in other ways? How can you engage with the artwork in other ways?

**What does the artwork tell you about the artist?**

What does the artwork tell you about the artist? What does the artwork tell you about the artist? What does the artwork tell you about the artist?

PHONE 800-533-2847 / EMAIL CONTACTUS@DAVISART.COM DAVISART.COM 15

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# Teacher Edition

## Teacher Edition

- Comprehensive **Prepare, Teach, Assess, and Close** format for each lesson allows for structure and flexibility.
- Extensive point-of-use teaching tips and extensions, including **Write about Art, Interdisciplinary Connections, Research, Career Tips, and Digital Options.**
- Point-of-use **About the Artist** features for each artwork.
- Key terms in English and Spanish.
- **Differentiated Instruction** with specific support for English learners and Spanish speakers, as well as additional detailed suggestions to support all learners for success.
- **Chapter Organizers** provide at-a-glance planning, pacing, lesson objectives, fine art images featured, and lesson resources available.
- Comprehensive support for introducing students to the postmodern principles.

### 11 Stretching Boundaries



**Essential Question**  
How do artists shift the composition from fields to depth?

**What Will Learn**

- How artists stretch the boundaries between fields of color
- How artists use the color theory and composition to create depth
- How artists use the color theory and composition to create depth

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### Chapter at a Glance

**Essential Question**  
How do artists shift the composition from fields to depth?

**What Will Learn**

- How artists stretch the boundaries between fields of color
- How artists use the color theory and composition to create depth
- How artists use the color theory and composition to create depth

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### Using the Essential Question

The essential question is the focus of the chapter and is the central concept that students should understand by the end of the chapter. The essential question is the focus of the chapter and is the central concept that students should understand by the end of the chapter.

**Key Terms**

- Color theory
- Composition
- Depth
- Field of color
- Perspective
- Point of view
- Proportion
- Rhythm
- Scale
- Shape
- Size
- Space
- Structure
- Texture
- Value
- Volume
- Weight
- Width
- X-axis
- Y-axis
- Z-axis

### Teaching Tip

Use a variety of resources to introduce the concept of depth. Use a variety of resources to introduce the concept of depth.

### More About Master Wall

Use a master wall to display student work. Use a master wall to display student work.

### Differentiated Instruction

Use differentiated instruction to meet the needs of all learners. Use differentiated instruction to meet the needs of all learners.

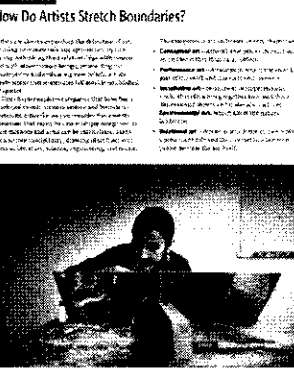
### Chapter Resources

Use chapter resources to support learning. Use chapter resources to support learning.

Above: Teacher Edition, Chapter 11: Stretching Boundaries, Chapter at a Glance.

Right: Teacher Edition, Chapter 11: Stretching Boundaries, Chapter Introduction.

### How Do Artists Stretch Boundaries?

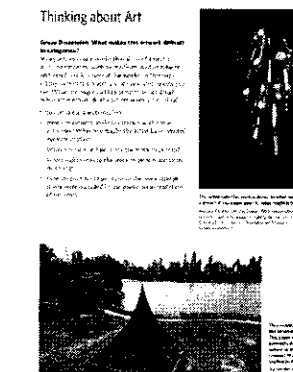


**Essential Question**  
How do artists shift the composition from fields to depth?

**What Will Learn**

- How artists stretch the boundaries between fields of color
- How artists use the color theory and composition to create depth
- How artists use the color theory and composition to create depth

### Thinking about Art



**Essential Question**  
How do artists shift the composition from fields to depth?

**What Will Learn**

- How artists stretch the boundaries between fields of color
- How artists use the color theory and composition to create depth
- How artists use the color theory and composition to create depth

### About the Artist

Use the About the Artist feature to learn more about the artist. Use the About the Artist feature to learn more about the artist.

### Differentiated Instruction

Use differentiated instruction to meet the needs of all learners. Use differentiated instruction to meet the needs of all learners.

### Resources

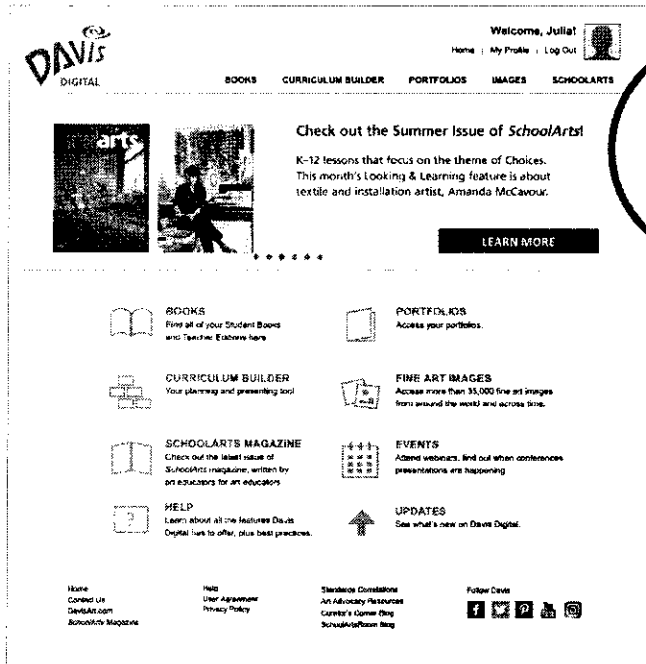
Use resources to support learning. Use resources to support learning.



DIGITAL

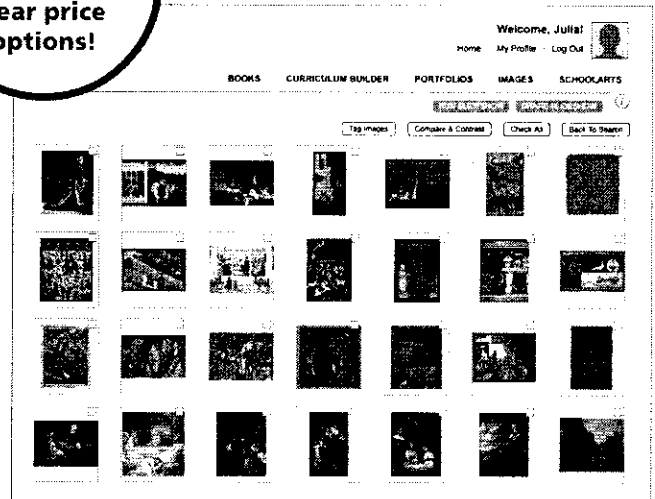
Sample at [DavisArt.com/Sample](http://DavisArt.com/Sample)

# Davis Digital



Davis Digital homepage.

**Now Available in 1- and 2-year price options!**



Davis Art Images search results page on Davis Digital.

## A Learning Environment to support traditional, online, or hybrid classroom models.

Davis Digital is a cloud-based platform designed for at-home use and to work easily with interactive white boards and other presentation tools online or in a classroom. Davis Digital provides teachers and students with access to the high-quality content and images in our print books anywhere with an internet connection. While students use their eBooks to easily search content for assignments, research fine art images, or create and share Portfolios to document artwork progress, teachers can use the unique lesson planning and presentation tools designed specifically for them to build customized lessons, collaborate with colleagues, and share important information with parents and administrators.

Davis Art Images are included with all Davis Digital eBook purchases to extend the learning of each lesson. Showcasing artwork created across time and from cultures around the world, the image library houses a stunning variety of diverse art. Updated regularly with new images that include extensive information about the work, artist, time period or culture, the collection allows you to expand your curriculum with artwork from leading museums and galleries. Use of the collection allows unlimited downloads of high-quality jpegs.

### Davis Digital eBook titles:

#### Elementary

*Explorations in Art*, 2<sup>nd</sup> Ed., Grades K-6

#### Middle School

*Explorations in Art:*  
*A Global Pursuit,*  
*A Personal Journey,*  
*A Community Connection*

#### High School

*The Visual Experience*, 4<sup>th</sup> Ed.  
*Communicating through Graphic Design*,  
 2<sup>nd</sup> Ed.  
*Discovering Drawing*, 3<sup>rd</sup> Ed.  
*Focus on Photography*, 2<sup>nd</sup> Ed.  
*Experience Painting*  
*Experience Clay*  
*Exploring Visual Design*





# SECTION VI - Step-Up to Writing Curriculum

STORE



Research-Based Education Solutions and Technologies  
Serving the Needs of PreK-12 Students and Educators

[Home](#) [Shop Solutions](#) [Literacy](#) [Step Up to Writing, Fourth Edition](#)



## Step Up to Writing, Fourth Edition

**Author:** [Maureen Auman, MA](#)

**Grade Levels:** K-12

### Welcome to *Step Up to Writing*

*Step Up to Writing*® Fourth Edition is an unparalleled writing instruction program designed for learners of all levels and types in grades K–12. The new edition uses the same proven writing strategies while leveraging new writing skills.

From the most fragile writers to those who are gifted and talented, *Step Up to Writing* offers content and strategies to meet students at their level and move them forward with variation and differentiation based on each student's needs throughout 1,100+ strategies, across all four grade bands. Implemented in every grade, *Step Up to Writing* establishes a common writing approach across grade levels, content areas, and gives all students the benefit of this unique, differentiated, multisensory program.

#### Why *Step Up to Writing*?

- Compatibility with any core curriculum
- Flexible implementation options
- Multimodal instruction/Differentiation
- A full body of proven writing strategies
- ESSA evidence level:  
Demonstrates a Rationale

#### *Step Up to Writing* Features

- Step Up to Writing* Fourth Edition adheres to its proven strategies and offers new features for a more comprehensive experience, including:
- Four grade bands (K–2, 3–5, 6–8, and 9–12) targeting writing strategies to age levels, as well as subject-area learning
  - Focus on specific text types emphasized in state standards: informative/explanatory, opinion/argument, and narrative writing
  - Grade-level-specific Unit Maps provide a sequence of instructional strategies as they help students improve writing skills
  - Explicit focus on supporting students in producing organized, clear, and coherent writing

**Classroom Sets provide everything needed for one instructor to fully implement the program with a class of up to 30 students. Additional student Handy Pages can be purchased when student counts exceed 30 or for use in subsequent years of implementation. You won't find a more comprehensive or cost-effective writing solution!**

### Related Products



[Step Up To Writing Trainings](#)

You Recently Viewed...



[Step Up To Writing, Fourth Edition](#)



IXL Learning  
 777 Mariners Island Blvd., Suite 600  
 San Mateo, CA 94404

# QUOTE

QUOTE # 1050104-2  
 DATE: MAY 27, 2021

**TO:**  
 Nichole Pieper  
 Cascade Public School District 3&B  
 321 Central Ave W  
 Cascade, MT 59421

**COMMENTS OR SPECIAL INSTRUCTIONS**

SALESPERSON	TERMS	SUBSCRIPTION DURATION	QUOTE VALID UNTIL
Courtney Calhoun		1 year	June 27, 2021

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	IXL site license for 100 students, including: Grades 6-8: 75 students Subjects: Math, ELA, Science, and Social studies	\$1,763.00	\$1,763.00
1	Special Education in grades K-12: 25 students Subjects: Math and ELA	\$450.00	\$450.00
1	IXL Foundations I: Essential Tools for Daily Instruction (90-minute virtual professional learning session)  <i>Unlimited instructor accounts included</i>	\$495.00	\$495.00
SUBTOTAL			\$2,708.00
SALES TAX			--
SHIPPING & HANDLING			--
TOTAL DUE			\$2,708.00

**Ordering instructions**

We accept payment by purchase order, check, or credit card. To pay by purchase order, please email a copy of your PO to [orders@ixl.com](mailto:orders@ixl.com) or fax it to 650-372-4301. Please be sure to list the quote number on your payment or purchase order. For international accounts, we can accept wire transfers for an additional fee.

## SECTION VII - Audit Proposals



RUDD & COMPANY

certified public accountants | business consultants

May 4, 2021

Cascade Public School District No. 3  
Attn: Karsen Drury, District Clerk  
321 Central Avenue W.  
Cascade, MT 59421

Dear Ms. Drury, Mr. Miller and the Board of Trustees:

Thank you for the opportunity to present our qualifications to continue to provide professional audit services to the Cascade Public School District No. 3 (the "District") for the years ending June 30, 2021 through 2023. We are committed to providing you with the highest quality service.

Our fee proposal for the audit and financial statement preparation is \$18,500 for fiscal year 2021, \$19,000 for 2022, and \$19,500 for 2023. These fees are based on a three year engagement and includes related advice and consultations necessary for the audit as well as throughout the year. **These fees represent a discount of over \$40,000 from our regular rates and in last year's audit, we wrote off over \$20,000 of our fees.** We know school districts must try to cut costs whenever they can in order to keep up with the rising costs of education and the decreasing state support and we recognize the valuable services provided to the community by the District so we strive to keep our costs low. The rising number of governmental accounting standards have forced us to consider this rate increase. Our estimated hours and rates for the three year engagement (noted above) are attached to this letter for your review.

We have also included the resumes of the partners and staff that would perform the work on your audit along with our latest peer review report and peer review acceptance report.

We hope our proposal conveys our commitment to the District, and we look forward to continuing our relationship with you. Please feel free to contact Dane Hancock, Partner, at (406) 585-3393 if you have any questions.

Sincerely,

*Rudd & Company, PLLC*

Rudd & Company, PLLC

IDAHO FALLS REXBURG DRIGGS BOZEMAN WEST YELLOWSTONE HELENA

3805 Valley Commons Drive, Suite 7 || Bozeman, MT 59718 | 406-585-3393 | www.ruddco.com

## Proposed Audit Fees – 2021

Personnel Level	Hours	Rate per Hour	Total
Partner	60	\$190	\$11,400
Staff	160	\$125	\$20,000
Proposed Hours	220		
Total Proposed Price for Audit Personnel			\$31,400
Discount			(12,900)
<b>Total Price Proposed for this Engagement</b>			<b>\$18,500</b>

## Proposed Audit Fees – 2022

Personnel Level	Hours	Rate per Hour	Total
Partner	60	\$195	\$11,700
Staff	160	\$130	\$20,800
Proposed Hours	220		
Total Proposed Price for Audit Personnel			\$32,500
Discount			(13,500)
<b>Total Price Proposed for this Engagement</b>			<b>\$19,000</b>

## Proposed Audit Fees – 2023

Personnel Level	Hours	Rate per Hour	Total
Partner	60	\$200	\$12,000
Staff	160	\$135	\$21,600
Proposed Hours	220		
Total Proposed Price for Audit Personnel			\$33,600
Discount			(14,100)
<b>Total Price Proposed for this Engagement</b>			<b>\$19,500</b>

## Karsen Drury

---

**From:** Strom & Associates <audit@stromcpa.net>  
**Sent:** Thursday, May 27, 2021 1:44 PM  
**To:** Karsen Drury  
**Subject:** Re: Audit Quote

Hi Karsen,

We were thinking of a bid of \$12,500 for the state contract, if it is not a federal audit. Our engagement letter would also include nonattest services for doing the notes to the financial statements for \$750, converting your financial statements to conform with GASB 34 standards \$500, and completing a form for Other Post Employment Benefits (OPEB) for \$250. The total would be \$14,000. It would appear that we have a new employee starting in August so we think we could fit you into our schedule. We will work on getting this proposal out to you when we get a chance. We are trying to get our June 30, 2020 audits out before the deadline right now. Thank you.

Paul



**SECTION VIII - MSGIA Property & Liability  
Insurance Renewal**



**FY22**

July 1, 2021 to June 30, 2022

**Member PC Renewal**



PO Box 7029 | Helena, Montana 59604 | Tel 877-667-7392 | Fax 406-457-4505 | [www.msgia.org](http://www.msgia.org)

6/3/2021

Karsen Drury  
Cascade School District #3  
PO Box 529  
Cascade, MT 59421

RE: MSGIA Self-Insured Property and Liability Renewal

Dear Karsen and School Board Members,

I am pleased to present for you the MSGIA self-insured Property and Liability renewal effective July 1, 2021. Thank you for your continued support of MSGIA's School Leaders Insurance Pool. You are part of a growing movement of 197 elementary and high school district members with more interested school districts joining each year. The overall MSGIA membership expands beyond 410 elementary and high school districts.

MSGIA has been assisting school districts with self-insured coverage solutions since 1989, 32 years! The 2021-2022 school year marks the beginning of its 14<sup>th</sup> year for the property and liability program. This program is continually evolving, offering new enhancements in coverage and risk management tools for our members.

Our pool has partnered with strong reinsurance carriers that support our program with excellent AM Best ratings.

The program is endorsed by the Montana School Boards Association and supported by thousands of committed school district employees and school board members.

Our coverage package includes critical elements for all school districts in Montana such as, deadly weapons event coverage, cyber liability, and replacement cost coverage for certain classes of buses and other autos. We are pleased to partner with our members to address these risks and provide coverage that helps our members respond if an event occurs.

Cascade School District #3 is an important member of the MSGIA self-insured property and liability program. You have a voice in the coverage design, board management, and service offerings, because your voice matters. MSGIA strives to provide members with broad coverage, high service levels, and stable premiums, all at a competitive price.

Beginning its 33rd year of providing self-insurance solutions for its members, MSGIA is poised to continue to insure a bright future for Montana Public School Districts!

# MSGIA

PO Box 7029 | Helena, Montana 59604 | Tel 877-667-7392 | Fax 406-457-4505 | www.msgia.org

I'm pleased to present your renewal premium for the 2021-2022 school year as follows

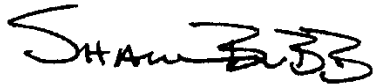
Total Premium	\$ 71,884
Multi-Line Discount	<u>&lt;\$ 4,014&gt;</u> (members in worker's compensation and property & liability)
Discounted Premium	\$ 67,870

Your allocated premium for transportation is 19.3%.

Please send renewal checks to the address listed on the enclosed invoice.

Thank you for your continued support!

Be Well and Be Safe!



Shawn F. Bubba, CIC, CPA  
Director of Insurance Services



PO Box 7029 | Helena, Montana 59604 | Tel 877-667-7392 | Fax 406-457-4505 | www.msgia.org

To:  
Cascade School District #3  
Karsen Drury  
PO Box 529  
Cascade, MT 59421  
  
PC Policy # PC-22-13011-1

## PROPERTY & LIABILITY INSURANCE INVOICE

Date	DESCRIPTION	TOTAL
7/1/2021	Property & Liability Insurance for period 7/1/2021 to 6/30/2022 Total Premium FY22 Multi-Line Discount Discounted Premium for FY22	\$71,884 < <del>\$4,014</del> > \$67,870
<b>TOTAL DUE</b>		<b>\$67,870</b>

Remit Total Due by **July 15, 2021**

A 1% late fee will apply for each month premium is not received by due date.

Make all checks payable to  
**MSGIA**  
**PO Box 7029**  
**Helena MT 59604**

If you have any questions concerning this invoice, contact Jan Denke, 406.457.4500, [jdenke@mtsba.org](mailto:jdenke@mtsba.org)

**Thank You**

# ACCOUNT SUMMARY

Your participation in our programs ensure the stability and success of all members. Through value-added benefits, premium coverages, and in-person trainings as assessments, we aim to provide you with a comprehensive, customized safety program to meet the unique needs of your district.

197	Members in the Fund
1989	MSGIA Member Since
\$24,909,356	Total Insured Value (TIV)

Fiscal Year	Gross Premium	Multi-Line Discount	Net Premium
2021-2022	\$71,884	<u>(\$4,014)</u>	\$67,870

- FY22 Transportation Premium Allocation 19.3%

# RENEWAL NOTICE SUMMARY

## Cascade School District #3

COVERAGE YEAR: JULY 1, 2021 – JUNE 30, 2022

MEMBER#: 013011

Coverage	2021-2022
Property/Boiler & Machinery	included
General Liability	included
School Board Legal Liability	included
Employment Practices Liability	included
Auto Coverage	included
Crime/Fidelity	included
Cyber	included
Deadly Weapons Event Coverage	included
School Board Trustee Travel AD & D	included
Net Premium	<b>\$67,870</b>
Exposure	2021-2022
Building Values	\$20,204,127
Content Values	\$4,041,677
Outdoor Property Value	\$25,528
Bus Values	\$556,100
Vehicle Values	\$55,974
Mobile Equipment Values	\$25,950
# of Vehicles	18
# of Students	285
# of Employees	56

# LOSS EXPERIENCE

## Cascade School District #3

### PROPERTY AND LIABILITY CLAIM SUMMARY

Fiscal Year	Frequency	Total Paid	Total Incurred
2017	1	\$165,217	\$165,217
2018	1	\$0	\$0
2021	1	\$7,748	\$7,748

### LOSS RATIO TRENDING

Fiscal Year	Loss Ratio
2017	381.0%
2018	0.0%
2021	14.4%

# LOSSES BY COVERAGE TYPE

## Cascade School District #3

Location Name	Claim Count	Open	Closed	Total Incurred	Open Incurred	Closed Incurred
<b>2021</b>						
General Liability	1	0	1	7,748	0	7,748
<b>2021 Total:</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>7,748</b>	<b>0</b>	<b>7,748</b>
<b>2020</b>						
<b>2020 Total:</b>	<b>0</b>					
<b>2019</b>						
<b>2019 Total:</b>	<b>0</b>					
<b>2018</b>						
Property	1	0	1	0	0	0
<b>2018 Total:</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total:</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>7,748</b>	<b>0</b>	<b>7,748</b>



# WHAT SETS US APART FROM THE REST?

Since 2009, the MSGIA property and liability pool has provided financial stability, superior member services, and the most comprehensive property and liability coverage for Montana's public schools. We protect our members from the unpredictable complications and the unknown obstacles that arise in the public school landscape.

Unlike a commercial carrier or a traditional company, our members have a voice in the strategic direction of the Pool since it operates as a member owned and governed organization.

## WHY MSGIA?

The MSGIA's purpose is to provide our members with risk management tools and coverage options to help ensure their school operations run smoothly. It works in partnership with its member districts to provide coverage tailored specifically to meet the needs and support the safety of Montana's public schools.

Valuable Services we offer in addition to our core coverages:

- Options for complete SafeSchools course content library for all school operational areas
- School Bus Driver training courses including CDL training and MAP-21 courses
- iPad based building hazard assessments
- Building property appraisals
- Playground safety inspections from on-staff Certified Playground Safety Inspectors
- In-district school board legal training with no additional costs for our members
- In-district coaches and sponsor's training
- Member dashboard performance tracking tools
- Mobile app for easy auto claim reporting

Our comprehensive programs provide peace-of-mind to members and seamless continuation of your district's daily functions to help you focus on what really matters – your students' education success!



# CYBER COVERAGE HIGHLIGHTS

The Pool has limits of **\$2,000,000** per member and provides 24/7 access to a dedicated breach response team.

Your cyber coverage package includes the following items listed below:

### **Network Security Assessment Services:**

The MSGIA worked with the Center for Internet Security in Washington DC to develop a network self-assessment tool aimed at dramatically lowering districts risk factors related to the most common cyber security exposures.

### **Cyber Event Incident Response Plan:**

Cyber experts know a timely response is critical in limiting the negative impacts of a cyber event on a school district. The MSGIA, in consultation with Beazley Cyber Insurance experts has built a comprehensive cyber event response plan to bring your school district quickly back on-line after an event.

### **PRIVACY NOTIFICATION COSTS**

Includes the resources to respond to a breach of personal information, like theft of electronic/hardcopy files, fraud-related incidents, and procedural errors, such as mistakenly posting personal information to a website.

Coverage includes

- Forensic information technology
- Public relations services
- Notification and services to affected individuals
- Call center services
- Legal review
- Credit monitoring

### **DATA COMPROMISE LIABILITY**

Provides coverage in the event of a lawsuit related to a breach of personal information.

Refer to policy language for a complete list of coverages, limits and sub-limits

### **DATA PROTECTION AND RECOVERY**

Responds to a computer attack that damages data and systems.

### **CYBER EXTORTION/RANSOMWARE**

Assists with responses to an extortion threat.

### **FRAUDULENT TRANSACTION/ SOCIAL ENGINEERING**

Coverage for an insured having transferred, paid, or delivered any money or securities as a result of a fraudulent instruction provided by a person purporting to be a vendor, client or authorized employee.

### **SYSTEMS FAILURE**

Provides business interruption coverage that results from an event that is not necessarily caused by a breach, such as an electrical failure or IT error.

# SCHOOL DEADLY WEAPONS EVENT COVERAGE

MSGIA and Ellis & Associates partnership offers “presidential-level protection” for members.

As school shootings and violence continue to dominate headlines and new stories, school safety continues to be on the mind for all administrators. In 2019, MSGIA partnered with Ellis & Associates – a nationally recognized expert in school violence prevention, planning, and training – to enhance and expand our School Deadly Weapons Events coverage.

Although most schools have safety and security policies and procedure in place, the vast majority are under-prepared for a real emergency. Led by a team of former Secret Service agents and law enforcement leaders with decades of experience, Ellis & Associates develops comprehensive, prevention-focused safety and security programs for schools.

Members of MSGIA Platinum Risk Management WC option have access to Ellis & Associates pre-crisis security training and industry leading post-crisis response services and receive discounted rates on most of their offerings. Services include:

- Social media monitoring
- On-site and remote consultation support
- Crisis management leadership support
- Crisis communication support, message development and media training
- Coordination with MSGIA legal counsel and claims team
- Physical security vulnerability assessment services
- Event and post-incident management, as needed (press conference, security, re-openings, memorials, etc.)

In Fall 2019, Ellis & Associates provided, through MTSBA, keynote presentation on those topics at their annual Innovation Symposium in Helena.

To learn more about your district’s access to Ellis & Associates, contact your MSGIA team today.

**MSGIA PC Pool Member Deadly Weapons Events Coverage**  
 Coverage Trigger: An event involving the Named Insured where a weapon has been used or brandished at location of the Named Insured.

**PER CLAIM COVERAGE LIMIT: \$1,500,000**

<b>SUBLIMITS:</b>		
Demolition, Clearance Memorialization .....	\$250,000	Refer to policy language and declarations page for a complete list of coverages, limits, and sub-limits
Extra Expense .....	\$250,000	
Threat .....	\$250,000	
Medical Expense .....	\$25,000/person	
Accidental Death & Dismemberment .....	\$50,000	
Crisis Management Services.....	\$250,000	
Counseling Services.....	\$250,000	
Funeral Expenses.....	\$250,000	
1 <sup>st</sup> Party Property Damage.....	\$250,000	

# RISK MANAGEMENT SERVICES

## CONSULTING & TRAINING SERVICES

- Customized risk management & hazard assessment plans
- Comprehensive playground inspections
- In-district employee trainings
- On-line Safe Schools Complete Course Listing (350)
- (New) 22 course pack on awareness trainings for prevention of sexual abuse and molestation claims in schools. Title IX compliance course has been added.
- School Bus Safety: 25 Driver training courses, 7-part CDL training series, MAP-21 training supplement
- In-person Coaches and Sponsors Training
- Network Security Assessment tools
- Cyber Event Incident response plan consultation

## TITLE IX OVERVIEW

- Title IX Compliance Overview

## UNIQUE COVERAGE ENHANCEMENTS

- Deadly Weapon Coverage Enhancement
- Replacement coverage for vehicles (4 years and newer)
- School Board Trustee travel AD & D coverage
- 2-hour School Board Legal Training
- Accidental breakage coverage for iPads & eReaders
- Pre-Loss Investigation Expense Benefit: \$7,500

## RESOURCES

- “In the Classroom” risk management publication
- Safe Schools Anonymous Tip Alert program discounts
- MSGIA Mobile App - easy auto claim reporting
- 2 hours of legal advice (pre-loss) support
- Legal contract review services
- Property appraisal services
- Boiler Inspection Services



# SAFESCHOOLS EMPLOYEE TRAINING

Your membership gives you access to SafeSchools, the nation's leading provider of school-specific, online training programs, at no extra cost to your district. We've worked with SafeSchools to offer a comprehensive curriculum addressing areas of high risk for your students and employees.

## RECOMMENDED PROPERTY/CASUALTY POOL RELATED COURSES

- Sexual Harassment: Staff to Staff
- Title VI Overview
- Title IX Compliance Overview

The following list is a sampling of courses designed to help you create a safer environment for your students, staff, and visitors and reduce the cost of claims. For a complete list of classes, log into your district's SafeSchools account online:

- Asbestos Awareness
- Back Injury and Lifting
- Bloodborne Pathogens Exposure Prevention
- Classroom Safety
- Common School Employee Injuries
- Conflict Management
- First Aid
- Medication Administration: Epinephrine Auto Injectors
- Personal Protective Equipment
- School Intruders
- Slips, Trips and Falls
- Transportation Safety

### Suicide Prevention and Awareness:

In the 2017 Legislative Session, HB 381 was signed into law by Governor Steve Bullock. This legislation requires school districts to take significant steps to address suicide prevention and response.

We offer three courses on the topic to help schools comply with this legislative directive.

- Youth Suicide Awareness & Prevention Full Course – 39 min.
- Jason Flatt Act Youth Suicide Awareness Prevention – 2 hr.
- Jason Flatt Act – Raise School Community's Awareness – 60 min.

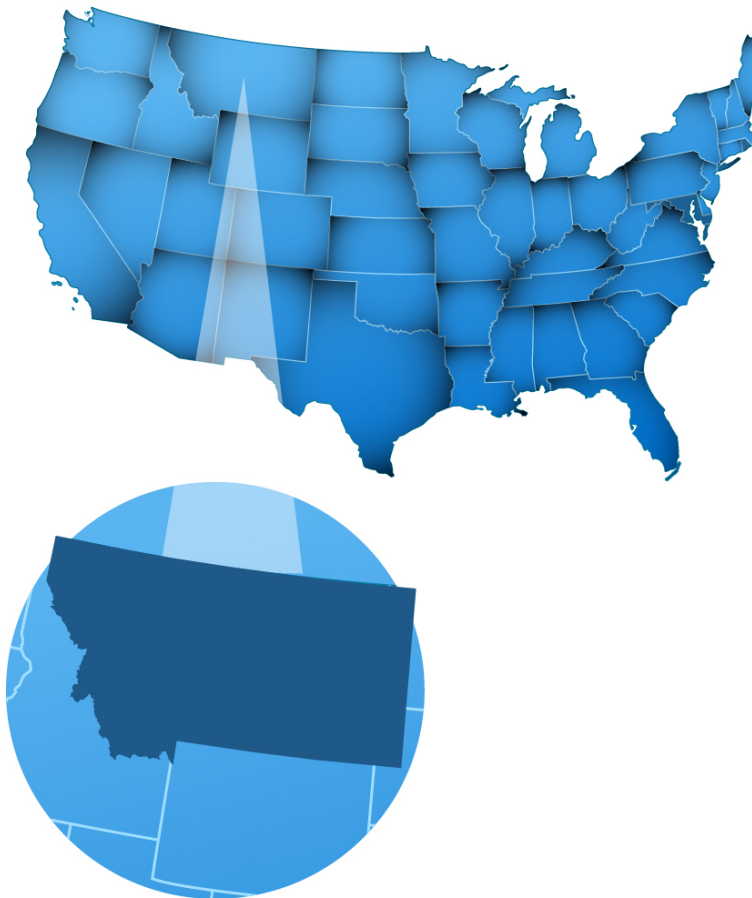
### DID YOU KNOW...

You can access over 350 continuing education courses online by using SafeSchools courses provided by MSGIA. Visit <http://msgia/safety-resources/training> and select your school for all courses.

Districts can upload your District Employee Handbook/Policy Book to ensure all employees have read, understand and acknowledge your policy!



# TRENDS TO WATCH



## NATIONAL PERSPECTIVE

- Hurricanes, wildfires, floods, and hailstorms continue to impact insurance carriers across the country.
- National attention drawn to workplace sexual assault and discrimination.
- Governmental entities continue to face community mistrust in the age of social media.
- Workplace and school violence create new challenges for entities to address.
- Cyber-attacks on school districts are on the rise.
- COVID-19: Disruptions for school Operations.

## MONTANA PERSPECTIVE

- Micro storms intensity levels are increasing. Hail and high wind claim frequency statewide.
- As a result of high-profile cases, the Statute of Limitations for Criminal Sexual Conduct increased from age 21 to 27 in 2019. This change creates potential exposures for future sexual assault allegations to arise.
- Aging school facilities are creating property claim risks and liability for many school districts.
- Third-party contractors are omitting or including language in their contracts that leave districts at risk.

# HOT TOPICS

## TITLE IX

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. With Title IX issues spotlighted in the news recently, it is important that districts understand the requirements and follow guidelines to make sure their schools are protected.

## TRAIN

- District staff must understand Title IX obligations to ensure an education free of sexual misconduct, discrimination or harassment is provided to students.
- Provide comprehensive training to all employees and students.
- Train employees annually on how to identify, stop, and prevent sexual harassment, including sexual violence.
  - Any training should include the district's anti-discrimination policy and grievance procedures, how to file a complaint, and resources available to victims.

## REPORT

- Report ALL reported or suspected sexual misconduct to the proper authorities.
- School personnel are mandatory reporters; failure to do so is punishable by law.

## INVESTIGATE

- Districts have obligation to conduct a Title IX investigation, regardless of another authority conducting a separate investigation on any subsequent claim of sexual misconduct, retaliation, discrimination, or harassment.

## SCHOOL CYBER ATTACKS

Ransomware attacks targeting school districts are on the rise due to the records and sensitive data you may store on your servers. Here are some things you can do to help prevent your district from becoming the next target.

- Deploy and maintain a well configured and centrally managed anti-virus solution: A robust anti-virus solution is a basic component of any security program.
- Email tagging: Tag emails from external senders to alert employees of emails that originate outside your school.
- Office 365 add-ons and configuration: Enable two-factor authentication and use Office 365 Advanced Threat Protection.
- Patching: Rapidly patch critical vulnerabilities across endpoints and servers.
- Back-up key systems and databases: Ensure regular back-ups which are verified and stored safely online. Please check backups regularly!
- Educate your users: Most attacks rely on users making mistakes, train your users to identify phishing emails with malicious links or attachments.

## BOOSTERS, CLUBS, AND MORE...

The district's insurance coverage extends to the following list as they act within their scope of duties related to school business:

- Volunteers
- District-directed community organizations (PTOs, Boosters, etc.)
- Student clubs sponsored and supervised by the district

# WHO TO CONTACT

## GENERAL PROPERTY & LIABILITY SUPPORT QUESTIONS

**Jan Denke**, Customer Service Representative  
(877) 677-7392 | [jdenke@mtsba.org](mailto:jdenke@mtsba.org)

## RISK MANAGEMENT AND LOSS CONTROL

- Review potential hazards or risk exposures
- Coordinate training and other risk management resources
- Accessing Safe Schools online training courses
- Providing in-district trainings
- Request for safety posters

**Harry Cheff**, Risk Management Consultant  
(406) 438-3693 | [hcheff@mtsba.org](mailto:hcheff@mtsba.org)

**Annette Satterly**, Risk Management Consultant  
(406) 439-1271 | [asatterly@mtsba.org](mailto:asatterly@mtsba.org)

## CLAIMS

- Discuss concerns regarding a claim or incident
- Questions about claim status and/or progress
- Questions about legal representation and defense

**Matt Komac**, Assistant Director, Property & Liability Pool Operations  
(877) 667-7392 | [mkomac@mtsba.org](mailto:mkomac@mtsba.org)

**Jeremy May**, Property & Liability Claim Adjuster  
(877) 667-7392 | [jmay@mtsba.org](mailto:jmay@mtsba.org)

## QUESTIONS ABOUT ACCESSING SAFESCHOOLS COURSES, RUNNING REPORTS, OR GENERAL SUPPORT

**Danielle Chamberlain**, SafeSchools, Client Success Coordinator danielle.chamberlain@vectorsolutions.com | (800) 434-0154 ext. 7268

**Allie Biggs**, SafeSchools, Manager of Strategic Partnerships  
[allie.biggs@vectorsolutions.com](mailto:allie.biggs@vectorsolutions.com) | (513) 792-3941

**Annette Satterly**, MSGIA Risk Management Consultant  
[asatterly@mtsba.org](mailto:asatterly@mtsba.org) | (406) 439-1271



# FILING A PROPERTY AND LIABILITY CLAIM

Property and liability claim losses occurring for a MSGIA pool member should be reported as soon as an occurrence is known, or a claim is anticipated by the member. Early reporting will allow our staff adequate time to perform a thorough and complete claim investigation.

## **How To Report A Claim Online**

- ✚ Report your claim online by going to [www.msgia.org](http://www.msgia.org) and clicking on “Report a Claim” at the top of the page. Select “Property and Liability”
- ✚ Click on the type of claim to access the correct form:
  - Auto Loss
  - Liability loss (school board legal claims or general liability claims)
  - Property Loss
  - Multiple (an example might be a bleacher collapse – this could have a general liability claim and a property claim included in the same event).
- ✚ Complete as much information as you can on the form, choosing for drop down boxes or lookup boxes.
- ✚ Once complete, click “Complete Incident”.
- ✚ The next screen that comes up gives you the ability to attach any supporting documents or photo. Click “Upload File” on the right side of the screen and choose the file(s) you wish to attach and “Save”
- ✚ Once you have completed the uploads, click “I’m Done” and everything is submitted to MSGIA.

You are done!

## **How To Report An Auto or Property Claim via Origami Risk Mobile App**

- ✚ Download the free mobile app, Origami Risk Mobile
- ✚ Choose MSGIA as the Account Name
- ✚ Use 0 and the district 5-digit member number as the password
- ✚ Choose either Auto or Property form and complete as much information as possible
- ✚ You will have the ability to attach photos as well
- ✚ Submit the form

For in person phone support in completing your on-line claim, you can contact MSGIA staff by calling our toll-free line at 1.877.667.7392 and they will help walk you through the reporting process.

# SCHOOL UNDERGROUND FUEL STORAGE TANK COVERAGE

## ABOVE GROUND AND BELOW GROUND STORAGE TANK COVERAGE THROUGH ACE STORAGE TANK LIABILITY INSURANCE POLICY

MSGIA offers access to an affordable option for storage tank liability insurance. The program is available to members of the MSGIA property and liability pool.

State of Montana requires school districts having fuel storage tanks to demonstrate their financial responsibility for potential clean-up, or third-party liability, that results due to petroleum releases from underground storage tank systems on school property. The state guidance is found in Title 17, Chapter 17, Administrative Rules of Montana. This coverage program offers schools an affordable way to meet this requirement through a trusted partner of the MSGIA's property and liability pool, ACE Insurance Company.

The application can be completed on-line by following the link below:  
<http://msgia.org/propertyliability/storage-tank-coverage>

Once the application has been completed, please print and sign the application. You may mail, fax, or scan and email the completed, signed application to Sandra Omari with Alliant Insurance Services. The underwriting process for a new application is normally completed within one week of submission.

It is the hope of MSGIA that this process will meet our members' needs and provide a low cost and simple option to meet the State of Montana's fuel storage insurance requirements.

You may mail, fax, or email applications to:

Sandra Omari, Assistant Account Manager  
Alliant Insurance Services, Inc. 1301 Dove St, Suite 200  
Newport Beach, California 92660  
sandra.omari@alliant.com  
Fax #: 619.699.0906  
Phone: 949.756.0271

# SCHOOL SPECIAL EVENTS COVERAGE

## MSGIA SCHOOL LEADERS' PROPERTY AND LIABILITY SELF INSURANCE POOL SCHOOL DISTRICT SPECIAL EVENTS COVERAGE

MSGIA knows that school districts are often asked by outside groups to use their facilities for a non-school event. An important part of this process is ensuring the group(s) understands your district's facility use rules and provides proof of liability insurance. MSGIA has worked to make this process easier for your community guests by establishing a special events insurance program through Alliant Specialty Insurance Group. Because of this relationship to our self-insured program, we have been able to secure very competitive rates for the special events coverage. The application for liability coverage for the event is just a single page and the rating process is simple and affordable for your community guests. School districts can work directly through their independent insurance agent to place this coverage as long as the district is a member of the MSGIA's School Leaders Property and Liability Pool.

An example of activities that could take advantage of the MSGIA special events program would be:

- 1) Regional sporting events hosted at the school gymnasium when a large number of guests will be traveling in and out of the school district facilities: Purchasing a special events policy to transfer liability risk to another policy is a good risk management approach for the district.
- 2) A non-profit charity requests to rent the gym for a weekend fundraising event.
- 3) A family wishes to use the kitchen, gym, and fields for a large family reunion for two days in the summer.

As stated, the premiums are low, application is simple, and the benefits are many.

Not all outside uses of the school district facilities would need the additional protection that is brought by a special events policy. Many activities, such as the ones noted below can be covered under the school district's base policy, with the use of appropriately worded and signed waiver of liability forms. Some examples of these activities would be:

- 1) Open gym night for the community.
- 2) Use of meeting space within the school for groups such as FFA, boy and girl scouts, or adult education classes.
- 3) Use of the school auditorium for a local community lecture or presentation by a community group.

If you have questions about obtaining special events coverage for your school district, please contact MSGIA for information about this program.



# MSGIA Coverage Summary

Summary of Coverage - Cascade School District #3

Policy Period July 1, 2021 to June 30, 2022

Policy Number PC-22-13011-1

## Property Coverage

Coverage by Location:	Per Occurrence Limit	Aggregate Policy Limit	Valuation	Deductible
			<b>Repair or Replacement Cost, Actual sustained loss for time element coverage</b>	
Building and Business Personal Property	\$500,000,000		Replacement Cost	\$1,000
Extra Expense	\$50,000,000		Actual Sustained Loss	
Transit Coverage	\$25,000,000			
Unscheduled Tax Interruption & Business Income	\$500,000		Actual Sustained Loss	
Property Of Others:				
Employees	\$1,000 per employee	\$50,000		
Students	\$750 per student	\$50,000		
Leased or Rented	included in blanket limit			
Earthquake	\$75,000,000	\$75,000,000		
Flood	\$75,000,000	\$75,000,000		
Flood - Zone A & V	\$5,000,000	\$5,000,000		
Building Ordinance	\$50,000,000			
Accidental Contamination	\$250,000 (Member Aggregate)	\$500,000 (Pool Aggregate)		
New Building Construction	\$25,000,000			
Newly Acquired locations	\$25,000,000 Flood coverage provided for zone A if scheduled			
Off premise Personal Property	\$1,000,000			

# MSGIA

## MSGIA Coverage Summary

### Property Coverage-continued

<u>Coverage by Location:</u>	<u>Per Occurrence Limit</u>	<u>Aggregate Policy Limit</u>	<u>Valuation</u>	<u>Deductible</u>
Contractors Equipment	included in blanket limit		Actual Cash Value	
Unscheduled Landscaping	\$1,000,000 subject to \$25,000/25 gallon per tree			
Property schedule errors & omissions	\$50,000,000			
Money & Securities	\$2,500,000			
Unscheduled Fine Arts	\$2,500,000			
Unscheduled tunnels, bridges, sidewalks, roadways, street lights	\$750,000 (after \$500,000 member deductible)			
Unscheduled Animals	\$2,500,000 (sub-limit of \$50,000 per animal)			
Watercraft (under 27 feet)	\$2,500,000			
Notebook Computers	\$250 per notebook after \$2,500 member self-insured retention is met	\$7,500		
Jewelry, Furs, Precious Metals	\$500,000			
Fire Legal Liability	included in blanket limit			

### **Exclusions (including but not limited to):**

Seepage & Contamination  
Cost of Clean-up for Pollution  
Mold



# MSGIA Coverage Summary

Policy Period July 1, 2021 to June 30, 2022  
Policy Number PC-22-13011-1

## Boiler and Machinery Coverage

Coverage by Location:	Per Occurrence Limit	Aggregate Policy Limit	Valuation	Deductible
			<b>Repair or Replacement except Actual Loss Sustained for all time element coverage</b>	
Coverage limit per location	\$100,000,000			\$1,000
Extra Expense	included in blanket limit			24 hours
Expediting Expense	included in blanket limit			
Ammonia Contamination	\$10,000,000			
Water Damage	\$10,000,000			
Ordinance & Law	\$25,000,000			
Service/Utility/Off Premise Power Interruption - Including Consequential Damage/Perishable Goods/Spoilage	\$10,000,000			24 hours
Hazardous Substances/Pollutants/Decontamination	\$10,000,000			
Electronic Data Processing Media and Data Restoration	\$10,000,000			

### Exclusions (including but not limited to):

- Testing
- Explosion, except for steam or centrifugal explosion
- Explosion of gas or unconsumed fuel from furnace of the boiler

### Excluded Objects (including but not limited to):

- Insulating or refractory material
- Buried Vessels or piping

### Special Provisions:

The MSGIA provides each member annual steam boiler inspections to ensure compliance with Montana law.

This coverage provides relief for machinery breakdowns and damage caused by electrical injury such as to telephone systems.



## MSGIA Coverage Summary

Policy Period July 1, 2021 to June 30, 2022

Policy Number PC-22-13011-1

### Crime Coverage

<b>Coverage by Location:</b>	<b>Per Occurrence Limit</b>	<b>Aggregate Policy Limit</b>	<b>Deductible</b>
Employee Theft per Loss	\$500,000	\$500,000	\$1,000
Forgery or Alteration	\$500,000	\$500,000	\$1,000
Inside the Premise:			
Theft of money/securities	\$500,000	\$500,000	\$1,000
Robbery	\$500,000	\$500,000	\$1,000
Outside Premises	\$500,000	\$500,000	\$1,000
Computer Fraud	\$500,000	\$500,000	\$1,000
Money Orders & Counterfeit:			
Paper currency	\$500,000	\$500,000	\$1,000
Funds Transfer Fraud	\$500,000	\$500,000	\$1,000

### Special Provisions:

- Inclusion of Treasurer as employees
- Bonded employees exclusion deleted endorsement
- Faithful performance losses are covered under \$500,000 limit
- Credit, Debit, or Charge Card forgery covered



# MSGIA Coverage Summary

Policy Period July 1, 2021 to June 30, 2022

Policy Number PC-22-13011-1

## Auto Coverage

Coverage	Per Occurrence Limit	Aggregate Policy Limit	Valuation	Deductible (Comprehensive and Collision)	Symbol
* Coverage limit - Auto liability	\$2,000,000				1
Automotive Medical Payments	\$25,000 per person				2 & 8
* Uninsured Motorist	\$1,000,000				2 & 8
* Underinsured Motorist	\$1,000,000				2 & 8
* Hired & Non-Owned Automotive Liability	\$2,000,000				8 & 9
Hired Automobile Physical Damage	included in Property Blanket Limit				8
* Garage Keepers Legal Liability	\$500,000				9
Member Owned vehicles - Auto Physical Damage	included in Property Blanket Limit		Repair, ACV or Replacement Cost	\$1,000	2

### Covered Auto Symbols

1	2	8	9
Any Auto	Owned Autos Only	Hired Autos Only	Non Owned Autos Only

### Special Provisions:

Employees, Volunteers, and board members are added as additional insureds for automotive liability coverage  
No additional premium for newly acquired vehicles during coverage term

\* Some coverage limits provided are subject to MCA 2-9-108 (Limitation on Governmental liability) - please refer to your declaration page of the coverage document for specific application of these governmental provisions.





# MSGIA Coverage Summary

Policy Period July 1, 2021 to June 30, 2022

Policy Number PC-22-13011-1

**School Board Legal Liability Coverage/Employment Practices / Employee Benefit Liability Coverage**

<b>Coverage</b>	<b>Per Occurrence Limit</b>	<b>Aggregate Policy Limit</b>	<b>Deductible</b>
*Per Claim Coverage limit	\$2,000,000		\$1,000
School Board Legal Pre-Loss Incident Expense Coverage	\$2,500	\$2,500	

**Forms and Conditions:**

Claims Made Policy - with retro date effective through July 1, 1992

**Additional Information:**

The coverage under these sections applies to claims for civil rights, human rights commission complaints, EEOC, or other administrative hearings/forums. It also provides coverage for wrongful termination claims and other employment practices liability complaints.

\* Some coverage limits provided are subject to MCA 2-9-108 (Limitation on Governmental liability) - please refer to your declaration page of the coverage document for specific application of these governmental provisions.



# MSGIA Coverage Summary

Policy Period July 1, 2021 to June 30, 2022  
Policy Number PC-22-13011-1

## Defense of Non-Monetary Claims

Coverage	Per Occurrence Limit	Aggregate Policy Limit	Deductible
Per Claim Coverage limit	\$100,000	\$100,000	\$1,000

### Forms and Conditions:

Claims Made Policy

Defense cost limits are provided for members where a claim is filed seeking no monetary damages from the school district



# MSGIA Coverage Summary

Policy Period July 1, 2021 to June 30, 2022

Policy Number PC-22-13011-1

## General Liability Coverage

Coverage	Per Occurrence Limit	Aggregate Policy Limit	Deductible
Per Claim Coverage limit	\$2,000,000	\$4,000,000	
Medical Payments (Excluding students)	\$5,000		
Personal/Advertising Injury limit	Included in GL coverage limit		
Products & Completed Operations	Included in GL coverage limit		
Student School to Work	\$25,000	\$250,000	

### Coverage Trigger:

Occurrence

### Special Coverage Provisions:

No audit provision for additional ADA after start of coverage term

Employees, volunteers, board members, PTA, PTO, and booster clubs covered as additional insureds

Personal Injury

Athletic participation

Host Liquor liability

Professional liability

Incidental medical malpractice

\* Some coverage limits provided are subject to MCA 2-9-108 (Limitation on Governmental liability) - please refer to your declaration page of the coverage document for specific application of these governmental provisions.



## MSGIA Coverage Summary

Policy Period July 1, 2021 to June 30, 2022

Policy Number PC-22-13011-1

### Cyber Liability Coverage

Coverage	Per Occurrence Limit	Aggregate Policy Limit	Deductible
Information Security & Privacy liability	\$2,000,000	\$2,000,000	\$1,000
* Privacy Notification Costs	\$500,000	\$500,000	
Regulatory Defense & Penalties	\$2,000,000	\$2,000,000	
Website Media Content Liability	\$2,000,000	\$2,000,000	
Cyber Extortion	\$2,000,000	\$2,000,000	
Business Interruption	\$2,000,000	\$2,000,000	
Data Recovery Costs	\$2,000,000	\$2,000,000	

#### Coverage Trigger:

Occurrence

#### Special Coverage Provisions:

\* Privacy Notification Cost per occurrence and annual aggregate limits are \$1,000,000 if Beazley services are used for this coverage element.



## MSGIA Coverage Summary

Policy Period July 1, 2021 to June 30, 2022

Policy Number PC-22-13011-1

### Business Travel Insurance Coverage

<u>Coverage</u>	<u>Per Occurrence Limit</u>	<u>Aggregate Policy Limit</u>	<u>Deductible</u>
Per Claim Coverage limit	\$100,000	\$1,000,000	\$0

#### **Coverage Trigger:**

Occurrence

#### **Special Coverage Provisions:**

This coverage provides \$100,000 of accident death and dismemberment coverage benefits for school board trustees while traveling for school board business.

## MSGIA Coverage Summary

Policy Period July 1, 2021 to June 30, 2022

Policy Number PC-22-13011-1

### Deadly Weapons Event Coverage

Coverage	Per Occurrence Limit	Aggregate Policy Limit	Deductible
Per Claim Coverage limit	\$1,500,000	\$7,500,000 (pool Aggregate limit)	\$1,000
<b>Sub Limits:</b>			
Demolition, Clearance, Memorialization	\$250,000		
Extra Expense	\$250,000		
Threat	\$250,000		
Medical Expenses	\$25,000/person	\$500,000 (annual pool Aggregate limit)	
Accident Death & Dismemberment	\$50,000	\$500,000 (annual pool Aggregate limit)	
Crisis Management Services	\$250,000		
Counseling Services	\$250,000		
Funeral Expenses	\$250,000		
1 <sup>st</sup> Party Property Damage	\$250,000		

#### Coverage Trigger:

An event involving the Named Insured where a weapon has been used or brandished at any location of the Named Insured. A weapon is broadly defined to include: a portable firearm, explosive device, knife, syringe, medical instrument, corrosive substance, or any other device. "Weapon" can also include vehicles, including armored or military vehicles used by an "Active Shooter".

#### Special Coverage Provisions: Claims Made Policy

This coverage also provides a security vulnerability assessment for the district as well as an active shooter webinar training for all staff conducted by the coverage carrier's security consulting vendor.



**MONTANA SCHOOLS GROUP INTERLOCAL AUTHORITY  
MEMORANDUM OF COVERAGE  
DECLARATIONS**

- 1. **Member Entity:** Cascade School District #3  
PO Box 529  
Cascade, MT59421
- 2. **Coverage Period:** **July 1, 2021 00:00:01 am  
to 23:59:59 PM June 30, 2022**
- 3. **Policy Number:** **PC-22-13011-1**
- 4. **Maximum Tort Liability Coverage** In accordance with the statutory limitations that have been enacted on governmental liability for damages in tort under the substantive law of Montana (see, Mont. Code Ann § 2-9-108), and subject to the conditions, limitations, and exclusions as set forth in the Memorandum of Coverage, the Maximum Tort Liability Coverage for any tort claim, excluding Defense Costs, shall be \$750,000 for each Claim and \$1,500,000 for each Occurrence during the Coverage Period. Should the statutory limits on tort liability be found by a matter of law, by operation of the statute, or by a final judicial determination of a Court of competent jurisdiction, to be inapplicable to a Claim or Occurrence or otherwise invalid, then the amounts described below in Sections 8a, 9a, 11a, and 11b in these Declarations shall apply.

## 5. Limits of Property:

a. Property	\$1,000,000,000 per occurrence
b. Earthquake	\$75,000,000 Pool aggregate limit
c. Flood	\$75,000,000 Pool aggregate limit
d. Flood Zone A and V	\$5,000,000 Pool aggregate limit (included in \$75,000,000 Flood Limit)
e. Extra Expense	\$50,000,000 per occurrence
f. Transit Coverage	\$25,000,000 per occurrence
g. Unscheduled Business Interruption, Rental Income, Tax Interruption & Tuition Income	\$500,000 per occurrence
h. (i) Personal Effects -- Officials/Employees	\$1,000 per employee/\$50,000 aggregate limit
(ii) Personal Effects -- Students	\$750 per student/\$50,000 aggregate limit
i. Building Ordinance	\$50,000,000 per occurrence
j. Personal Property Outside of the USA	\$1,000,000 per occurrence
k. Course of Construction & Additions	\$25,000,000 for projects with completed values not exceeding the sub-limit shown
l. Automatic Acquisitions	\$25,000,000 to \$100,000,000 for 120 days thereafter limited to \$25,000,000. (does not provide flood coverage for locations in Flood Zone A)
m. Tax Revenue Interruption	\$1,000,000 per occurrence
n. Contractor's Equipment	Included in Blanket
o. Unscheduled landscaping	\$1,000,000 per occurrence (sub limit \$25,000/25 gallon per item)
p. Errors & Omissions	\$50,000,000 per occurrence
q. Money & Securities	\$500,000 per occurrence
r. Unscheduled Fine Art	\$2,500,000 per occurrence
s. Accidental Contamination	\$250,000 Pool aggregate limit
t. Unscheduled sidewalks, roadways, streets, street lights, tunnels, bridges, culverts and traffic signals	\$750,000 per occurrence (after \$500,000 deductible)
u. Unscheduled Animals	\$2,500,000 per occurrence (\$50,000 per occurrence sub-limit per animal)
v. Watercraft	\$2,500,000 per occurrence under 27 ft
w. Notebook Computers	\$250 per Notebook Computer/\$7,500 Member aggregate/\$30,000 Pool aggregate (subject to self-insured retention of \$2,500 per member)
x. Jewelry, Furs, Precious Metals	\$500,000 per occurrence
y. Terrorism	\$100,000,000 Pool aggregate limit
z. Claims Preparation Expenses	\$1,000,000 per occurrence



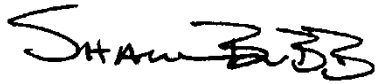
- 6. Limits of Boiler & Machinery:**
- |  |                           |
|--|---------------------------|
| a. Coverage limit per occurrence   | \$100,000,000             |
| b. Expediting Expense  | Included in blanket limit |
| c. Hazardous Substance Decontamination   | \$10,000,000              |
| d. Ordinance & Law   | \$25,000,000              |
| e. Extra Expense   | Included in blanket limit |
| f. Electronic Data Processing Media  | \$10,000,000              |
| g. Service/Utility/Off Premises<br>Power Interruption – consequential<br>damage/perishable goods/<br>spoilage included | \$10,000,000              |
| h. Utility Service Interruption Deductible   | 24hrs                     |
- 7. Limits of Crime:**
- |   |           |
|---|-----------|
| a. Employee Theft per loss                          | \$500,000 |
| b. Forgery or Alteration                            | \$500,000 |
| c. Inside the Premises<br>Theft of money/securities | \$500,000 |
| d. Inside the Premises –<br>Robbery                 | \$500,000 |
| e. Outside Premises -                               | \$500,000 |
| f. Computer Fraud                                   | \$500,000 |
| g. Money Orders & Counterfeit<br>Paper currency     | \$500,000 |
| h. Funds Transfer Fraud                             | \$500,000 |
- 8. Limits of Auto Coverage**
- |   |   |
|---|---|
| a. Coverage limit                         | The lesser amount of (1) \$2,000,000<br>per occurrence; or (2) the Maximum<br>Tort Liability Coverage |
| b. Automobile Medical Payments            | \$25,000 per person   |
| c. Uninsured Motorist                     | \$1,000,000 per occurrence  |
| d. Underinsured Motorist                  | \$1,000,000 per occurrence  |
| e. Hired & Non-Owned Automobile Liability | Included in per member occurrence<br>limit  |
- 9. Limits of Public Entity Errors and Omissions, Employment Practices & Employee Benefits Liability:**
- |                                  |  |
|----------------------------------|--|
| a. Coverage limit                | The lesser of (1) \$2,000,000 per<br>occurrence or (2) the Maximum Tort<br>Liability Coverage  |
| b. Basis of Coverage             | Claims made basis with coverage for<br>prior acts going back retroactively to<br>July 1, 1992. |
| c. E&O Pre-Loss Incident Expense | \$2,500 annual aggregate   |

- 10. Non-Monetary Defense**
- a. Coverage limit \$100,000 per occurrence/annual aggregate
  - b. Basis of Coverage Claims made basis with coverage for prior acts going back retroactively to July 1, 1992
- 11. Defense of Communicable Disease Actions**
- a. Coverage limit \$50,000 per occurrence/annual aggregate  
\$250,000 pool aggregate limit
- 12. Limits of General Liability:**
- a. Coverage limit The lesser of (1) \$2,000,000 per occurrence/\$4,000,000 annual aggregate; or (2) the Maximum Tort Liability Coverage
  - b. Medical Payments
    - i. Medical Payments \$5,000 per occurrence (students excluded)
    - ii. Student – School to Work \$25,000 per student per occurrence/  
\$250,000 annual aggregate
- 13. Deadly Weapons Event Coverage**
- a. Crisis Management Services \$1,500,000 per occurrence  
\$7,500,000 Pool aggregate limit
  - b. Counseling Services \$250,000 per occurrence
  - c. Funeral Expenses \$250,000 per occurrence; \$15,000 per person maximum
  - d. Business Interruption \$250,000 per occurrence
  - e. Demo/Clearance/Memorialization \$250,000 per occurrence
  - f. Extra Expense \$250,000 per occurrence
  - g. Threat \$250,000 per occurrence
  - h. Medical Expenses \$25,000 per person; \$500,000 annual aggregate
  - i. Accidental Death & Dismemberment \$50,000, per person; \$500,000 annual aggregate
- 14. Garage Keepers Legal Liability** \$500,000 per occurrence

<b>15. Cyber Liability</b>	\$2,000,000 per occurrence/\$2,000,000 annual aggregate
<i>Breach Response Costs:</i>	
a. Privacy Notification Costs	\$500,000 per member annual aggregate (Limit is increased to \$1,000,000 if Beazley Nominated Service Providers are used)
<i>First Party Loss:</i>	
b. Business Interruption Loss Resulting from Security Breach:	\$750,000 per member annual aggregate
c. Business Interruption Loss Resulting from System Failure:	\$500,000 per member annual aggregate
d. Dependent Business Loss Resulting from Security Breach:	\$750,000 per member annual aggregate
e. Dependent Business Loss Resulting from System Failure:	\$100,000 per member annual aggregate
f. Cyber Extortion Loss	\$750,000 per member annual aggregate
g. Data Recovery Costs	\$750,000 per member annual aggregate
<i>Liability:</i>	
h. Data & Network Liability	\$2,000,000 per member annual aggregate
i. Regulatory Defense & Penalties	\$2,000,000 per member annual aggregate
j. Payment Card Liabilities & Costs	\$2,000,000 per member annual aggregate
k. Media Liability	\$2,000,000 per member annual aggregate
<i>eCRIME:</i>	
l. Fraudulent Instruction	\$75,000 per member annual aggregate
m. Funds Transfer Fraud	\$75,000 per member annual aggregate
n. Telephone Fraud	\$75,000 per member annual aggregate
<i>Criminal Reward:</i>	
o. Criminal Reward	\$25,000 per member annual aggregate
<b>16. Business Travel Insurance</b>	\$100,000 per occurrence/\$1,000,000 annual aggregate

- 17. Member Deductibles:**
- |   |                         |
|---|-------------------------|
| a. Auto Physical Damage/Garage Keepers  | \$ 1,000 per occurrence |
| b. Property, Inland Marine  | \$ 1,000 per occurrence |
| c. Boiler and Machine   | \$ 1,000 per occurrence |
| d. Crime and Employee Dishonesty  | \$ 1,000 per occurrence |
| e. Public Entity E & O, Employment Practices<br>and Employee Benefits Liability | \$ 1,000 per occurrence |
| f. Non-Monetary Defense   | \$ 1,000 per occurrence |
| g. Cyber Liability  | \$ 1,000 per occurrence |
| h. Deadly Weapons Event   | \$ 1,000 per occurrence |
- 18. Total Annual Premium** \$67,870

FORMS AND ENDORSEMENTS:  
**FORMING PART OF THE POLICY  
AT INCEPTION**




Director of Insurance Services

07/01/2021


Date

*It is agreed that these Declarations and the Memorandums of Coverage together with any endorsements that may be added thereto constitutes the entire coverage agreement*

Auto Coverage Identification Card	See Important Notice Below
<p><b>Policy Number:</b> PC-22-13011-1</p> <p><b>Policy Period:</b> 7/1/2021 to 6/30/2022</p> <p><b>Vehicle:</b> Fleet Automatic Coverage</p> <p><b>Member Name and Address</b></p> <p>Cascade School District #3 PO Box 529 Cascade, MT 59421</p> <p><b>Insurance Company</b></p> <p>MSGIA PC Pool PO Box 7029 Helena, MT 59604-7029 (406) 457-4500 or 1-877-667-7392</p> <p style="text-align: center;"><b>Report all accidents to MSGIA PC Pool as soon as possible</b></p>	<p>THIS CARD MUST BE KEPT IN THE INSURED VEHICLE AND PRESENTED UPON DEMAND</p> <p style="text-align: center;"><b>In Case of Accident:</b></p> <p style="text-align: center;"><b>**Obtain the following information:</b></p> <ol style="list-style-type: none"> <li>1. Name and address of each driver, passenger &amp; witness.</li> <li>2. Insurance company name &amp; policy # for each vehicle involved</li> <li>3. Document damages to all vehicles involved.</li> </ol> <p style="text-align: center;"><b>Ways To Report a Claim</b></p> <ol style="list-style-type: none"> <li>1. Go to MSGIA website at <a href="http://www.msgia.org/reportclaim">http://www.msgia.org/reportclaim</a> and choose Auto Loss.</li> <li>2. Download and use the MSGIA Mobile App through Origami Risk Mobile Forms (instructions below).</li> </ol>



### Reporting an Auto Claim using MSGIA Mobile App through Origami Risk Mobile Forms



1. **Before you go on a trip** - school district drivers should go to either the Apple App store for IOS phones or the Google Play store for Android operating system phones. Search for "Origami Risk, LLC" then download the "Origami Mobile Forms" App.
2. **If you are in accident**- take photos and document the damages to the district vehicle and the other vehicle on your phone or iPad. You do not need the app open at this point.
3. **Click on the app** - At the "How would you like to log in" screen,
  - Click on – "I have a 6-digit code"
  - Enter: 013011
  - Click: "sign in"
  - Click on the "+" sign in the upper right hand corner and it shows you the "Auto Loss Notice" and the "Property Loss Notice" – click on "Auto Loss Notice".
4. **Complete the form as thoroughly as possible by section**- Member Information, Member Contact, Accident Details (description of what happened), Accident Location, Member Driver Information, Vehicle Look Up (click blue button and select the district vehicle/bus from the listing of vehicles), then complete as much remaining information as possible.
5. **Once you complete the loss notice** – click on the camera at the bottom. Here you can either take a new photo of the damage or select a photo on your device to include with the loss notice. Then, select "Done" on the upper right of the screen. Select "Done" again.
6. **Next you can-**
  - Submit the form**-automatically sends the loss notice to MSGIA when you have cell coverage and claim is reported. You're Done!
  - Save as Complete** – saves the form for later submission, perhaps when you are in cell coverage.
  - Save as Draft** – allows you to save what you have done and allows you return to the app later to complete and send to MSGIA.
  - Discard the form** – deletes the form and you can start over.

**MSGIA will not have the accident information until you SUBMIT the form!**

**Cascade School District #3  
PO Box 529  
Cascade, MT 59421**

MSGIA SCHEDULE OF INSURANCE COVERAGE  
Coverage Date: July 1, 2020 thru June 30, 2021

**WORKERS' COMPENSATION:**

Carrier Name: MSGIA – Safety National & Big Sky Reinsurance Inc.  
Policy Number: 21-WC 2021-13011-1  
Coverage: See Declarations Page

**AGENT: (applies to policies listed below only)**

Name: *Kevin Kittridge, Pioneer Insurance Agency Inc, (406) 622-5033*  
Address: *Fort Benton, MT 59442*

**GENERAL LIABILITY:**

Carrier Name: MSGIA – Berkley Reinsurance  
Policy Number: 21-PC2021-13011-1  
Coverage: See Declarations Page

**PROPERTY INSURANCE:**

Carrier Name: MSGIA – Alliant Property Insurance Program (APIP)  
Policy Number: 21-PC2021-13011-1  
Coverage: See Declarations Page

**AUTO LIABILITY:**

Carrier Name: MSGIA – Berkley Reinsurance/Big Sky Reinsurance Inc  
Policy Number: 21-PC2021-13011-1  
Coverage: See Declarations Page

**AUTO PHYSICAL DAMAGE:**

Carrier Name: MSGIA – Alliant Property Insurance Program (APIP)  
Policy Number: 21-PC2021-13011-1  
Coverage: See Declarations Page

**ERRORS & OMISSIONS:**

Carrier Name: MSGIA – Berkley Reinsurance  
Policy Number: 21-PC2021-13011-1  
Coverage: See Declarations Page

**BOILER INSURANCE:**

Carrier Name: MSGIA – Alliant Property Insurance Program (APIP)  
Policy Number: 21-PC2021-13011-1  
Coverage: See Declarations Page

**INDEMINITY/HONESTY BONDS/INSURANCE:**

Carrier Name: MSGIA – National Union Fire Insurance Co of Pittsburg, PA  
Policy Number: 21-PC2021-13011-1  
Coverage: See Declarations Page

# SECTION IX - Handbooks

2021-2022

Commented [MR1]: Change Date

## Cascade School District



## Student Handbook

### Early Kindergarten – 12<sup>th</sup> Grade

#### MISSION:

Promoting Excellence for All Students Through:

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

Commented [MR2]: Changed font size to 12 from 10 in entire document

#### 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:

### To Students and Parents:

This handbook is designed to acquaint you with Cascade School District 3 & B (referred to as “the District” throughout this document). The Cascade Student Handbook contains information that students and parents are likely to need during the school year. Throughout the handbook, the term “The student's parent” is used to refer to the parent, legal guardian, caretaker relative or other person who has agreed to assume school-related responsibility for a student. The Student Handbook is designed to be in harmony with Board policy. *Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through other information communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.*

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

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

Title VI (Social Security): Karsen 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 [MR3]: Should be in each handbook.

Cascade Public School does not discriminate on the basis of race, religion, color, ethnicity, sex or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

### School Song

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

*Hurrah for the Black and the Gold  
May it Stand for Our Colors Forever  
The Colors That Never Go Back  
We Shall Conquer it all For Them  
We Never Shall Suffer Defeat  
While Upheld by Our Loyal Endeavors  
Our Opponents We Know We Can Beat  
The Black and Gold Will Clear the Tracks Again Forever*

# I. Academic Requirements

## ELEMENTARY SCHOOL

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

### *Marking Policy*

#### **Grades EK-K**

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

#### **Grade 1-3**

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

#### **Grades 4-6**

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

Commented [MR4]: Formatting fixed

### *Elementary Honor Roll*

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

## JUNIOR HIGH AND HIGH SCHOOL

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

### *Alternative Means for Earning High School Credits*

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

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

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

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

The following alternatives exist for earning high school course credit:

#### ***Summer School***

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

#### ***Online Electives***

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

#### ***Advanced Placement (AP) Courses***

The rigorous Advanced Placement course curriculums and exams are authorized and audited by the College Board. Students in AP courses can earn college credit allowing for greater flexibility when enrolled in college.

Eligibility: Students are eligible to enroll in AP courses in any one of three ways.

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

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

College Board exam. This final exam is authorized and scored by the College Board. Depending upon the results, a student can earn up to four college credits and in most cases, be excused from taking that course in college. Students in the Free/Reduced Lunch program may take the exam at no cost. All other students are responsible for covering the cost of the testing fee, which is set by the College Board. College credits cannot be earned without taking this exam. Students choosing not to take the College Board exam must take a final exam written by the AP teacher. This test will be scored and averaged into the student's final grade. The teacher has the discretion of determining the weight given to the final exam grade.

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

for the following GPA weight to apply.

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

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

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

### **Junior High and High School Marking/Grading Policy**

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

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

Commented [MR5]: Formatting fixed

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

### **Honor Roll**

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

### **Incomplete Grades**

All quarter and semester incomplete grades must be done within 10 week days, including Fridays; from the end of the marking period. Only the principal may grant exceptions. **Incomplete courses will become an F after the deadline.**

Commented [MR6]: Added to identify consequence.

### **Assignments**

Students will complete every assignment at a 70% or better. All students who have missing assignments or assignments that were turned in but of poor quality, have their names put on an assignment list. Parents are updated frequently via text/email throughout the week when their child is on the assignment list. The notification will inform the parents of the specific assignment(s) their child needs to complete in order to be removed from the list. Students will be provided extra time to complete assignments. Students will be required to attend homework sessions (before/after school and/or Friday school-until all assignments have been completed at 70% or better.

### **Eighth Grade Celebration**

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

### **Graduation**

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

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

**Graduation Requirements**

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

**Communication Arts:**

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

**Science:**

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

**Health Enhancement:**

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

**Vogad:**

Vogad I, II, III, IV	1 Credit
Ag Lead & Comm.	1 Credit
Intro to Mechanics	1 Credit
Ag Mechanics	1 Credit

**Business:**

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

**Math:**

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

**Fine Arts:**

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

**Family & Consumer Science:**

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

**Social Studies:**

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

Commented [MR7]: Added because it is an offered course.

Commented [MR8]: Formatting errors fixed in table.

*Total Credits Required to Graduate = 24*

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

## II. Attendance

### ENTRANCE AGE REQUIREMENTS

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

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

Commented [MR9]: Should be year. Kindergarten

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

Commented [MR10]: There is no admission committee. Replaced with administration.

Any out of District Junior High or High School student (with the exception of students in Lewis and Clark County, as we have standing attendance agreements with Craig and Wolf Creek School Districts) must ~~meet with the Admissions Committee prior to enrolling into the District. A parent must attend this meeting with the student.~~ be approved by the administration.

Commented [MR11]: Same as above

### CERTIFIED COPY OF BIRTH CERTIFICATE AND COMPLETE IMMUNIZATION

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

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

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

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

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

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

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

### **PART-TIME STUDENTS**

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

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

### **ATTENDANCE POLICY**

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

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

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

**Commented [MR12]:** Moved from below to more appropriate area.

### **ATTENDANCE THE DAY OF AN ACTIVITY**

Students must be present for a FULL day (present in seven periods) of school in order to participate in ANY extracurricular activities, including practices. In cases where a medical note cannot be provided (i.e.: bereavement or family emergency) the student must receive **prior approval from the administration.** Exceptions may be granted by administration for extenuating circumstances. A student who leaves school early or arrives at school late due to an illness, not feeling well, or too tired is considered too ill to participate in athletics 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.~~

**Commented [MR13]:** Moved because it isn’t limited to actively attendance.



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

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

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

### **REPORTING ABSENCES**

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

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

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

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

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

### **CLASSIFICATION OF ABSENCES**

#### **Definitions:**

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

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

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

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

**School Related:** This is an absence involving participation in school-sponsored activities. Students under school sponsorship are automatically excused. Students away from school in this category are considered present. However, individual teachers (with prior notice) may require students to complete work before the students are absent for the activity.

## MAKE-UP WORK

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

Students must make prior arrangements for assignments on extended absences. Parents and students will be notified of any assignments that are not turned in by the due date. Students will be required to attend homework sessions (after school and Friday) until all assignments have been completed at 70% or better, unless they have a plan approved by the principal.

## EXCESSIVE ABSENCES

If a student is absent for more than eight ~~days~~ **times during any period** in each semester, the following will apply. On absences 9 and 10, the student will be required to make up those hours at Friday or Saturday school. Any absences past 10 will result in loss of credit for the semester. Only in emergency situations will extra absences be allowed by principal approval. **All absences (including but not limited to medical, excused, unexcused absences)** except **school sponsored absences will not count towards student personal absence total.**

**Commented [MR14]:** Not counted for full days but for each period. May lead to confusion if it is listed as days.

**Commented [MR15]:** Explanation of what absences count for the first 8 absences.

~~The following will apply for students who are absent more than 8 periods in the same class per semester, the student will be required to make up those periods at Friday school. Any absences past 10 will result in loss of credit for that class. Only in emergency situations will extra periods be allowed by principal approval.~~

**Commented [MR16]:** A repeat of previous paragraph. Remove

Any student who reaches 8 absence days per semester will not be allowed to travel on any trips outside of the school without the principal's written approval.

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

**Commented [MR17]:** Bolded for emphasis.

~~A student and his/her parents may appeal the loss of credit to the administration within a 5 day time limit.~~

**Commented [MR18]:** Removed because it is a different time line the the uniform grievance procedure.. Less confusing.

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

## TARDY POLICY

- All tardiness will be considered unexcused unless extenuating circumstances warrant otherwise.
- Students arriving late due to a bus arriving late are NOT considered tardy.
- Students detained by another teacher must obtain a written pass from that teacher or this will be considered an unexcused tardy.
- Any student who is 10 minutes tardy to a class will receive an unexcused absence for that class. The teacher will record the absence.

### III. Code of Conduct for All Students

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

**General Information:**

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

**SCHOOL-WIDE DISCIPLINE PROCESS**

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

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

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

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

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

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

### **BEHAVIOR MATRIX FOR JH/HS**

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

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

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

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

**LEVEL 1 OFFENSES:**

1. Public Display of Affection
2. Dress Code Violation
3. "Horseplay" or "Roughhousing"
4. Tardiness (more than 3 unexcused tardies in a semester)
5. Unsportsmanlike Conduct at School Events
6. Failure to Show for Assigned Detention or ICU by a Teacher/Administrator
7. Minor Profanity
8. Other minor offenses

**Commented [MR19]:** A student should not be punished if a tardy is excused.

**LEVEL 2 OFFENSES:**

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

**Commented [MR20]:** 10 and 11 added for clarity and consistency.

**LEVEL 3 OFFENSES:**

1. Verbal Abuse
2. Inappropriate Behavior
3. Minor Physical Assault
4. Major Profanity

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

**LEVEL 4 OFFENSES:**

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

**IN-SCHOOL SUSPENSION RULES**

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

**FRIDAY SCHOOL**

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

- In order for students to earn credit for attending Friday School, they must be on time and must have assigned work to keep them busy for the full 4 **3** hours.

**Commented [MR21]:** 3 hours is the correct number of hours.

- It is the student's responsibility to bring school assignments to work on for the time they are assigned to Friday School. If the student does not bring assigned work, the teacher will provide appropriate assignments.
- Students will not be allowed candy, pop, etc. to eat during Friday School.
- Students are expected to show respect to the classroom and teacher during Friday School.
- Bathroom and drink breaks will be given. Students will not be allowed to leave the room at any time other than that stated.
- Only students assigned by the administration will be allowed to attend Friday School for discipline reasons.
- Students who do not come prepared to work and abide by the rules, will have their parents phoned to come and get them. After a meeting with the teacher, the student will either be reassigned to Friday School or suspended from school.
- ~~Due to security reasons, students must enter the building through the main entrance and be in class by 9:00 a.m. The doors will not be kept open for students that are late.~~
- ~~Students who do not attend their assigned Friday School a second time, will be suspended from school for three days and will be required to meet with the Cascade Public Schools Discipline Committee.~~

**Commented [MR22]:** Not necessary. Discipline should be progressive and follow the matrix. This doesn't.

## **SUSPENSION/EXPULSION**

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

- Making exuberant attempts of affection towards each other such as kissing, fondling, or any other suggestive expression which is embarrassing to other students or staff members.
- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- Causing or attempting to cause physical injury to another person except in self-defense.
- Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
- Suspension or expulsion will be mandatory, in accordance with state law.
- Violation of criminal law.
- Violation of District building regulations.
- Violation of District's policy on dangerous weapons in the school.
- Violation of the District's illicit drugs and alcohol policy. Suspension or expulsion will be mandatory for sale or distribution of drugs or alcohol in accordance with state law.
- Violation of the District's smoking and use of tobacco policy. Tobacco products or containers are not allowed on school premises. These products should not be kept in lockers, or on your person, nor on the bus.
- Throwing objects outside of supervised school activities that can cause bodily injury or damage to property.
- Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.



- Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
- Committing extortion, coercion or blackmail i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Lying or giving false information, either verbally or in writing, to a school employee.
- Unexcused absence from school.
- Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
- Severe disrespect toward teachers, or any other adults, or fellow students.
- Any student who continues to be a discipline problem will be brought in with parents for a meeting with the student's teachers and principal(s). The student may be put on a behavioral contract. Violation of the contract could result in a recommendation for expulsion.

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

**Commented [MR23]:** Remove. Expelled students can't be required to complete assignments.

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

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

***Readmission After a Suspension***

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

**CAMPUS CONDUCT**

***Student Dress and Personal Appearance***

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

1. Students may not wear hats, bandanas, caps, visors or other headgear and/or sunglasses, these items must be kept in lockers. Confiscated caps, etc. Will be returned at the end of the year or at the principal's discretion.
2. The "Six B's" will be enforced and cannot be showing: No Breast, No Backs, No Belly, No Butts, No Bras, No Briefs/Boxers.
3. Health regulations require shoes to be worn at all times. Slippers, pajamas, and blankets are not appropriate for school as this is the students' workplace.
4. All spandex or yoga pants may only be worn if the hip and buttocks areas are covered with a shirt or dress.
5. No representation (written, pictures, or symbols) of alcohol, drugs, tobacco, or profanity (implicit or explicit) will be allowed.

6. Winter coats will remain in lockers.
7. Any student deemed in violation of the dress code will be required to find clothing that meets the code or they will be sent home to correct the situation.

#### ***PDA: Public Display Of Affection***

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

#### ***Food and Drinks In Hallways***

Food items permitted in the commons, lunchroom, and in classrooms at teachers' discretion (parties, breakfasts, etc.). Food left in the lockers, classrooms, or dropped on the carpeting attracts ants and is unsanitary. Capped bottles containing WATER ONLY are permitted.

### **STUDENT PERSONAL PROPERTY**

#### ***Backpacks and Bags***

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

#### ***Bikes***

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

#### ***Skateboards, Skateboarding, Rollerblades and Skates***

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

#### ***Cell Phones***

##### ***Elementary Cell Phone Policy***

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

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

**Second Infraction-** No cell phone at school

##### ***JH/HS Cell Phones and Electronic Devices***

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

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

High School Students may use cellular phones, and other electronic signaling devices on campus before and after school, during passing time and during students designated lunch break. **Junior High Students can use cellular phones, and other electronic signaling devices on campus before and after school, and during students designated**

~~lunch break~~ Use of cellphones or other electronic devices outside of designated times is unauthorized. Unauthorized use disrupts the instructional program and distracts from the learning environment. Only school administration can authorize the use of cellphones during class time. Therefore, unauthorized possession or use is grounds for confiscation of the device by school officials, including classroom teachers.

**Commented [MR24]:** This makes it easier to manage with JH students.

**Commented [MR25]:** Trying to clear up the sentence to be less confusing

~~Confiscated devices will be turned into the student office.~~

- ~~• First offenses will be documented, the device will be turned in to the office and the student will be allowed to pick up the device at the end of the school day.~~
- ~~• For second offenses the device will also be turned into the office, documented, the parent will be contacted and Friday/Saturday school will be assigned.~~
- ~~• On the third offense the student will receive suspension and be required to turn the device in daily for two weeks. As above, students that do not comply with turning in the device will be suspended.~~
- ~~• Any additional offense will result in the consequences being doubled.~~

**Commented [MR26]:** Different discipline rules for different infractions is not consistent. This puts cell phone violations into the progressive discipline matrix.

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

### ***Students' Desks and Lockers***

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

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

The board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

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

### ***Vehicles on Campus***

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

### ***Driving and Parking Vehicles***

Students may drive one-way morning and night. All vehicles driven to school by students must be parked on school premises. Student vehicles may not be parked off campus while the student is attending school. Vehicles are to be left on the premises until the close of the school day unless special permission is granted by the principal. Parking of students' vehicles will be limited to the parking area north of the school. Do not park on the edge of

the roadway leading into the parking area. Do not park in reserved areas such as guests and handicap. All vehicles driven to school for class or for school activities and parked on campus during school or an activity are to be registered with the attendance office. Driving students are to complete and file a registration form with the school secretary and will be given a parking decal to be placed on the windshield. All unauthorized or unidentified vehicles parked for more than 24 hours on campus will be towed at the owner's expense. Extreme caution and safety should be used while driving your vehicle on and off school premises. Careless or reckless driving will not be tolerated. Failure to comply with safe driving rules could lead to loss of driving privileges and suspension from school. Local police will handle all traffic violations and complaints.

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

**Commented [MR27]:** Added to the matrix as a level 2 offences. Consistant consequences.

### **VIOLENCE/DISRESPECT/HAZING**

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

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

#### ***Bullying Policy***

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

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

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

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

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

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

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

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

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

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

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

### ***Sexual Harassment***

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

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

### ***Reporting Harassment***

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

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

**Commented [MR28]:** Directory will identify the Title IX Coordinator and Equal Employment Opportunity Officer

administrator, Title IX. Coordinator or EEO Officer, a confidential and expeditious investigation shall begin following the procedures as outlined in board policy.

***Substitutes/Guest Teachers***

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

***Vandalism/Destruction of School Property***

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

**STUDENT CONDUCT OFF-SCHOOL GROUNDS**

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

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

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

**DANCE CODE REGULATIONS**

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

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

**DRUG DETECTION DOGS**

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

## **GAMBLING POLICY**

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

## **GUN FREE SCHOOL POLICY**

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

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

### ***Possession of a Weapon in School Building***

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

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

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

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

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

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

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

### **GANG ACTIVITY**

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

### **SEARCH AND SEIZURE**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. See **Board Policy #3231**.



## IV. Extracurricular

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

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

~~Students that live in Ulm and have driven their personal vehicle may be dismissed for an activity and follow the bus to Quigley's to be picked up by the activity bus. No other students may ride with them.~~

Commented [MR29]: Remove because of liability.

### STUDENT ELIGIBILITY/EXTRACURRICULAR PROCEDURES

General: In order to be eligible for activities a student must be in regular attendance at school. ~~Students in grade 5 & 6 must adhere to the same eligibility rules as Jr High students.~~ Eligibility for passing will be determined weekly.

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

Commented [MR30]: Added to eliminate confusion

Commented [MR31]: Activity handbook and student handbook match

**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**.

Commented [MR32]: Activity handbook and student handbook match

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.

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

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

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

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

### ASSUMPTION OF RISK STATEMENT

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

### **NON-PARTICIPATING STUDENTS ATTENDANCE TO ACTIVITIES**

To attend a district, divisional, or state tournament and /or track meets, the following must be done to obtain permission to attend:

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

### **FUNDRAISING**

Fundraisers must be for non-profit, student groups and specifically related to school activities. The Principal and Activity Director will oversee a master schedule of activities and review and approve all proposals. All student groups must submit proposals for approval by completing a Fundraising Request Form in the fall of each school year to the Activities Director. Only school group fundraising is permitted. Individual students are prohibited from conducting fundraisers. At no time can a fundraising activity interfere with instruction or the school program. There is to be no solicitation of school personnel in the building before, during, or after school.  
(Established January 2008)

Commented [MR33]: Not needed.

## V. General Information

### BOARD POLICY

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

### EMERGENCY CLOSURES

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

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

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

### FAMILY INVOLVEMENT

#### *Parent/Teacher Conferences*

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

#### *Family Night*

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

### LUNCH & RECESS

#### *Elementary Lunch and Lunch Recess Schedule*

<b>Lunch</b>	<b>Lunch Recess</b>
EK-10:50-11:15	11:15-11:30
K-10:53-11:15	11:15-11:30
1- 10:56-11:15	11:15-11:30
2- 11:10-11:30	11:30-11:50
3- 11:10-11:30	11:30-11:50
4- 11:15-11:35	11:35-11:55
5- 11:30-11:50	11:50-12:10
6- 11:30-11:50	11:50-12:10

Commented [MR34]: Part of JH

#### *JH Lunch Schedule*

11:42 am - 12:08 pm

Commented [MR35]: Updated

#### *HS Lunch Schedule*

12:12 Pm - 12:40 pm

Commented [MR36]: Updated

#### *Cafeteria*

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

**No pop or Energy drinks will be allowed in the lunchroom.**

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

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

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

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

**Students will NOT be allowed to CHARGE lunch.** Payments can be made through Infinite Campus or through the office. Money should be put into your child's account on a regular basis. If charges on a student's account begin to exceed \$10.00, the student will be told verbally of the charges by the food service staff. If charges continue to go beyond \$20.00, the food service department will contact the parent to make arrangements to pay the charges. If charges exceed \$100, the District office will be notified and parents will be contacted. The food service department will provide statements for any accounts that are less than \$5.00. Statements will also go out with report cards.

***Lunchroom Behaviors***

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

***Expected Behaviors:***

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

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

**STUDENT FEES, FINES, AND CHARGES**

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

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

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing the

Commented [MR37]: Not enforceable

Commented [MR38]: We have no choice. Parents charge.

collection of fees and asks the Superintendent to make annual reports to the Board regarding fee schedules. The Board also may require fees for actual cost of breakage and for excessive supplies used in commercial, industrial arts, music, domestic science, science, or agriculture courses.

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

**Commented [MR39]:** Will help the district with collecting fees, particularly for damage done to school property (Chromebooks)

### **FEDERAL PROGRAM INVOLVEMENT**

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

#### ***Discrimination—Title IX and Section 504***

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

#### ***McKinney-Vento Homeless Assistance***

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

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

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

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children. A "homeless individual" is defined as provided in the McKinney Homeless Assistance Act.

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

### **LAW ENFORCEMENT**

#### ***Questioning of Students***

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation

of the need to question or interview the student.

- The principal ordinarily will make reasonable efforts to notify the parent unless the interviewer raises what the principal considers to be a valid objection. Per State Law, a parent is NOT required to be present during questioning.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection. The principal will cooperate fully regarding the conditions of the interview, if the questioning is part of a child abuse investigation.

### ***Students Taken into Custody***

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.
- Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

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

### **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school personnel with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

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

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered education records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of postsecondary education; or (3) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request the parent, one copy of the record will be provided at no charge.

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

#### ***Special Education Records***

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

#### ***Student Directory Information***

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

teacher anecdotal records, and disciplinary information.

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

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

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

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

### ***Married Students***

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

### **HEALTH**

The District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. To achieve that goal, The District



will provide all students (EK-12) the opportunity, support, and encouragement to be physically active on a regular basis. The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. Further, foods and beverages sold or served at school (during regular school hours) will meet the nutrition recommendations of the U.S. Dietary Guidelines for America.

#### ***Wellness Policy Guidelines and Goals***

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

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

#### ***Illness During School***

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

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

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

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

#### ***Health Checkups***

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

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

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

#### ***Head Lice***

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

#### ***Insurance***

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

#### ***Medication***

The administration of medication to students in schools is permitted with written authorization of a physician or dentist and that of a parent, guardian, or caretaker relative. Proper authorization forms must be on file at the office for a student who needs to carry and self-administer specific medication on school grounds or at school sponsored

activities. The authorization form must be completed by the prescribing physician and an authorizing parent, guardian, or caretaker relative. When applicable, and Education Authorization Affidavit must be completed and signed by a caretaker relative for the current school year. Students who self-administer using epinephrine during school hours must immediately report to the school office, classroom teacher, or principal so that follow-up care can be provided.

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

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

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

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

The school will:

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

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

#### ***Asbestos Management Plan***

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

### **SCHOOL BUILDING**

#### ***Elementary Playground***

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

#### ***Elementary Playground Rules***

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

The following rules will be enforced:

- Up the stairs and down the slide, only.
- Up and over the rock wall.
- Tag is played only on the grass.
- At least one hand on the monkey bars. No sitting on top.
- The bridge is for walking.
- One person down the hill at a time for rolling and sledding. Do not roll into people.
- Toys stay in the classroom or backpacks.
- Backpacks stay inside.

- One hand touch for tag and football.
- If balls go over the fence, they stay there until an adult gets them.
- Only basketballs go through the hoops.
- Do not climb on the fence.
- Wood chips and sticks stay on the ground.
- Shoes stay on your feet

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

### ***Junior High Playground Rules***

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

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

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

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

### **SCHOOL BUS RULES AND REGULATIONS**

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

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

#### ***General Information***

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

- Remember you are a representative of the District when riding buses to other communities. Be respectful, courteous, and polite to those you see.
- No drinks allowed on bus unless secured in a container with a screw top lid.
- No animals or pets are permitted on the bus.
- No adult riders (parents or guests) are permitted on route buses.
- No food or drink on the buses, including after school activity bus.

#### ***Prior to Boarding the Bus***

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

#### ***While Riding the Bus***

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

#### ***Exiting the Bus***

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

#### ***Guest Riders***

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

#### ***Student Conduct on School Buses***

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

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

on the same school day, if the incident occurs in the morning, or the next morning, if it occurs in the afternoon. The following action will be taken:

The principal will determine if the offense warrants parent notification.

These offenses warranting parent notification will result in:

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

## **USE OF TECHNOLOGY- CHROMEBOOK AGREEMENT FOR JH/HS STUDENTS**

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

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

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

### **Ownership of the Chromebook**

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

### **Care of the Chromebook**

In order to instill and create a sense of responsibility with the students, the **student is responsible for the cost of any damage to the issued Chromebook.** ~~school has tiered incident program for the Chromebooks:~~

- ~~Following the 1<sup>st</sup> Claim Incident — The student and/or parent must pay up to \$40 to repair the Chromebook. The student cannot take the Chromebook home until the repair cost is paid and the repaired Chromebook is returned.~~
- ~~Following the 2<sup>nd</sup> Claim Incident — The student and/or parent must pay the entire cost to repair the Chromebook and the student cannot take the Chromebook home. The Chromebook must be checked in and out from the principal.~~
- ~~Following the 3<sup>rd</sup> Claim Incident — The student and/or parent must pay to replace the Chromebook at replacement value. The student cannot take the Chromebook home and the Chromebook must be checked in and out from the principal.~~

### **Responsibility for the Chromebook**

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

- Students must comply with the District's Acceptable Use Policy
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to

Commented [MR40]: Remove to be used with all students

Commented [MR41]: Removed to simplify

do so may result in disciplinary action. (Note: A fully charged Chromebook should last at least 8 hours.)

- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in a protective case which the District will provide when traveling.
- Students must promptly report any problems with their Chromebook to the District Technology Coordinator.
- Students may not remove or interfere with the serial number, school asset tag, or name sticker.
- Students must not alter the appearance of the Chromebook in any way. (You may only write on the name sticker.)
- Students must keep their device clean and use only approved Chromebook screen cleaners.
- Food and drinks are not allowed by the Chromebooks. The cost of any damage that is a result of food or drink will be total responsibility of the student. Keep your Chromebook away from food and drinks.

#### ***Responsibility for Electronic Data***

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

#### ***Web Content Filtering***

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

#### ***Spare Equipment and Lending***

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

#### ***Charging and Storage Location***

~~Each student will be assigned a place to store and charge their Chromebook in the school. This location will be unlocked in the morning and locked up after school each day. The Chromebook is still the responsibility of the student and the District will not be responsible for lost or stolen devices. This location is provided as a convenience for students who do not want to take their assigned Chromebook home each night.~~

Commented [MR42]: Not used

#### ***Chromebook Signature Form***

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

- Acceptable Use Policy
- Chromebook Agreement
- The Website and Social Media Guidelines
- That the District owns the Chromebook, software, cases and issued peripherals
- If the student ceases to be enrolled at Cascade Schools, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the device. In addition, the student must also return both the Chromebook charger and the Chromebook case. If one or both of these items are not returned, the student/parent must pay \$45 <sup>25</sup> for the Chromebook charger and/or \$25 for the Chromebook case.
- In no event shall Cascade School District be held liable to any claim of damage, negligence, or breach of duty.

Commented [MR43]: Actual cost

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

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

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

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

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

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

**Student Directory Information Notification**

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

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

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

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



**Student/Parent Handbook Confirmation**

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

**CASCADE PUBLIC SCHOOLS COMPUTER USE AGREEMENT EK-12**

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

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

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

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

**(Printed Name of Parent/Guardian)** \_\_\_\_\_

**(Signature of Parent/Guardian)** \_\_\_\_\_

# Cascade School District



## Student Activities/Athletic Handbook

### MISSION:

Promoting Excellence for All Students Through:

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

### VISION:

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

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

### GOALS:

- To deliver an academic program that inspires and motivates every student to value education for his/her lifetime.
- Customize and individualize our educational program to meet every student's strengths and needs.
- Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 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

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

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

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

### **ACTIVITIES PHILOSOPHY**

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

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

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

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

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

# I. General Rules, Regulations & Requirements

## ELIGIBILITY FOR PARTICIPATION REQUIREMENTS

### *Requirements*

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

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

### *Academic Eligibility*

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

Commented [MR1]: 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**

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

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

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

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

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

**Activity Fees  
Student All-Season Activity Pass**

6th-12th grade	\$50.00
K-5th grade	\$35.00
<b>Family All-Season Activity Pass</b>	<b>\$155.00</b>

**(For Those Living in the Same Household/College Student)**

**Age Rule – MHSA**

Section (7) AGE RULE

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

**Physical Exams (MHSA Form)**

MHSA Handbook: ARTICLE II Section (3) Physical Exam

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

**Parent Meeting**

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

### **DUAL ACTIVITY IN A SEASON**

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

### **PARTICIPANT SELECTION POLICY**

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

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

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

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

### **ATTENDANCE THE DAY OF AN ACTIVITY**

Students must be present for a FULL day (present in seven periods) of school in order to participate in ANY extracurricular activities, including practices. In cases where a medical note cannot be provided (i.e.: bereavement or family emergency) the student must receive **prior approval from the administration**. Exceptions may be granted by administration for extenuating circumstances. A student who leaves school early or arrives at school late due to an illness, not feeling well, or too tired, is considered too ill to participate in athletics/activities that day and shall not be allowed to attend a practice or contest.

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

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

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

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

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

## **CODE OF CONDUCT**

### **Extra - and Co - Curricular Chemical Use Policy**

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

### **Policy Coverage**

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



**Second Violation**

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

**Third Violation**

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

**Further Violations**

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

Coaches/Advisors policies may exceed these rules.

***Cell Phone Use By Students***

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

***PDA: Public Display of Affection***

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

***Suspension or Exclusion from Team***

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

***Student and Parent/Legal Guardian Due Process***

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

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

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

## **CODE OF ETHICS**

### ***Activity Code of Ethics:***

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

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

## **DRESS FOR ACTIVITIES**

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

## **HOMELESS STUDENT RIGHTS**

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

## II. Health & Safety

### ASSUMPTION OF RISK STATEMENT

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

### ACCIDENT REPORT FORM AND PROCEDURE

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

### CONCUSSION EDUCATION AND COMPLIANCE

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

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

#### A Fact Sheet for ATHLETES

##### WHAT IS A CONCUSSION?

A concussion is a brain injury that:

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

##### WHAT ARE THE SYMPTOMS OF A CONCUSSION?

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

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

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

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

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

##### HOW CAN I PREVENT A CONCUSSION?

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

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

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

#### A Fact Sheet for PARENTS

##### WHAT IS A CONCUSSION?

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

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

##### WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

###### Signs Observed by Parents or Guardians

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

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

###### Symptoms Reported by Athlete

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

**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.

##### 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

## 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>

### **INSURANCE AND INJURY**

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

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

### **VIDEO SURVEILLANCE**

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment.

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

### III. Travel Guidelines

#### TRANSPORTATION TO AND FROM CONTESTS

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

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

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

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

#### SCHOOL SPONSORED TRIPS

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

#### STUDENT MEALS

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

## IV. Awards & Honors

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

### CRITERIA FOR ATHLETE OF THE YEAR

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

#### 1. TEAM AWARDS

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

#### 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.



**CASCADE SCHOOL DISTRICT STUDENT  
ACTIVITIES/ATHLETIC HANDBOOK SIGN-OFF**  
2020-2021 School Year

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

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

---

Name of Student(s) \_\_\_\_\_

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

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Student Signature

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Student Signature

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Student Signature

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Student Signature

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Student Signature

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Student Signature

**PLEASE RETURN THIS SIGN-OFF SHEET TO THE ATTENDANCE OFFICE**

# APPENDIX D

## Consent Agenda

Section I – Minutes

Section II – Business Claims

Section III – Student Activity Account

Section IV – Individual Transportation Contracts

Section V – Student Attendance Agreements

Section VI – Sub List

# SECTION I - Minutes

## a. Minutes Regular Board Meeting, May 18, 2021

### Regular Meeting

Cascade School District 3B

Board of Trustees

May 18, 2021 - 6:00 pm

**DRAFT**

### Board Members Present

#### High School Board

Val Fowler - Chair

Iain McGregor - Vice Chair

John Rumney

Ruth Mortag

Chris Wilson

Rick Cummings

#### Elementary Board

Iain McGregor - Vice Chair

John Rumney

Ruth Mortag

Chris Wilson

Rick Cummings

**Others Present:** Karsen Drury - District Clerk, Rick Miller - Superintendent, Michelle Price, Nichole Pieper, Sonja Mazaira, Jeremy Butcher, Shane Ludvigson, Becca Cooper, Pamela Moultray, Marjorie Pribyl, Frank LaLiberty, Makayla Pribyl, Farah McGregor, Tina Mann, Tami Snyder, Kendra, Lindsay Orem,

Val Fowler - Board Chair, called the Board of Trustees meeting to order at 6:06 pm. The Board said the Pledge of Allegiance. Mrs. Fowler asked for public comment on non-agenda items.

### Public Comment on Non-Agenda Items

- Shane Ludvigson made public comment in regards to the positive things happening at the school, as well as the certified staff resignations and the direction of the school.
- Marjorie Pribyl made public comment in regards to the certified staff resignations.
- Frank LaLiberty made public comment in regards to the certified staff resignations and the quality of the Ag program.
- Lindsay Orem made public comment in regards to the Ag program and opportunities for students.
- Becca Cooper submitted a letter of public comment in support of the administration.
- Sarah Pederson submitted a letter of public comment in support of the administration.

### Informational

- A. Resignation, Roberta Hall-Elmore (Kitchen Staff)
- B. Resignation, Pamela Moultray (JH/HS Special Ed)
- C. Letter of Resignation, Cassidy Corrigan (JH/HS Ag Ed/Shop)
- D. Letter of Resignation, Caitlin Hortert (JH/HS English)

### Staff Reports

- A. Michelle Price, EL Principal
  - a. Completing FastBridge testing for those students out or transferring to online.

- b. Discussed resignation reasons with teachers who are leaving the district. The reasons include: 1 retirement, 2 teachers taking a year off of teaching for personal reasons, 1 changing job title/department, 3 are relocating for various reasons (1 to a larger district for more opportunities in coaching/sports, 1 to take care of family members, 1 to move closer to home).
    - c. Changes in the Elementary Staff: Molly McRorie - 2nd Grade, Karen Allen - 3rd Grade, Kourtney Holten - 4th Grade, Elizabeth Allen - 5th Grade, Jennifer Ward - Title I Teacher, Sarah Pederson - JH, Alissa Johnson - JH.
    - d. Various COVID cases have kept some grades out of school.
- B. Nichole Pieper, JH/HS Principal
  - a. Step Up To Writing Program
  - b. JH/HS Fastbridge Data Comparisons
  - c. ACT Data
- C. Sonja Mazaira
  - a. Spring Art/Music Gala
  - b. FFA Banquet
  - c. District Track meet - girls took 1st place, boys took 2nd place.
  - d. Divisional Track meet - changed to 1 day meet due to weather.
  - e. State Track meet next week.
  - f. Justin Smith at State Golf.
- D. Rick Miller, Superintendent
  - a. School Based Health - clinic for students, staff and community.
  - b. Strategic Plan - still trying to find time with MTSBA to schedule.
  - c. Accreditation - Granted Regular Accreditation.
  - d. Board Training
- E. Karsen Drury, Business Manager
  - a. General Fund Budgets

## Board Report

- A. Policy Committee Meeting
  - a. *See Policy Committee Minutes in Board Packet.*
- B. Negotiations Committee Meeting
  - a. *See Negotiations Committee Minutes in Board Packet.*
- C. Board Evaluation
  - a. April Board Evaluation
- D. Board Training Hours

## New Business

- A. Consideration of Non-Tenured Certified Staff Recommendations for SY2021-2022  
 Certified staff recommendations included McKenzie Lencioni.  
 Rick Cummings moved, seconded by John Rumney to approve the recommendation to renew the

employment of non-tenured certified staff for SY2021-2022, as listed.  
Passed unanimously.

B. Consideration of Recommendation for Classified Staff SY2021-2022

Classified staff recommendations included Bryan Smith, Wiley Aker, Angela Johnson, Andrea Ethridge, Brooke Hanson, Jake Boettger, Brenda Langenderfer, Vitor Roso, May Holbrook, Danette Mahana, Kandra Ludvigson, Julianne Reum, Pamela Wiegand, Tracy Taft, Tina Mann, Misty Ayers, Curtis Franklin, Michele Correll, Larry Cummings, Phillip Freed, Gale Manning, Eric Mondragon, and Dave Nelsen.

Iain McGregor moved, seconded by Ruth Mortag to approve the recommendation to hire the Classified Staff for SY2021-2022, as listed.

Passed unanimously.

C. Consideration of Recommendation for Business Manager/District Clerk Contract for SY2021-2022, Karsen Drury

Proposed contract of Business Manager/District Clerk for SY2021-2022 with all existing terms and a salary of \$54,080.

John Rumney moved, seconded by Iain McGregor to approve the recommendation to approve the Business Manager/District Clerk contract for Karsen Drury for SY2021-2022.

Passed unanimously.

D. Consideration of Recommendation for JH/HS PE Teacher SY2021-2022, Michael Nelson

Ruth Mortag moved, seconded by John Rumney to approve the recommendation to hire Michael Nelson as JH/HS PE Teacher for SY2021-2022.

Passed unanimously.

E. Consideration of Recommendation for JH/HS Social Studies Teacher SY2021-2022, Julie Small

Iain McGregor moved, seconded by Ruth Mortag to approve the recommendation to hire Julie Small as JH/HS Social Studies Teacher for SY2021-2022.

Passed unanimously.

F. Consideration of Recommendation for JH/HS Guidance Counselor SY2021-2022, Carrie Jones

Chris Wilson moved, seconded by John Rumney to approve the recommendation to hire Carrie Jones as Guidance Counselor for SY2021-2022.

Passed unanimously.

G. Consideration of Recommendation for Middle School Teacher SY2021-2022, Leslie Mills

Ruth Mortag moved, seconded by Iain McGregor to approve the recommendation to hire Leslie Mills as Middle School Teacher for SY2021-2022.

Passed unanimously.

H. Consideration of Recommendation for 2021 Summer School/XCELL Instructors

Chris Wilson moved, seconded by John Rumney to approve to hire Molly McRorie, Jennifer Ward and Madison Periman as summer school/XCELL instructors for 2021.  
Passed unanimously.

I. Consideration of Annual MHS Application, Catastrophic Insurance & Concussion Insurance, SY2021-2022

John Rumney moved, seconded by Ruth Mortag to approve the recommendation to approve the MHS Application, Catastrophic Insurance & Concussion Insurance for SY2021-2022.  
Passed unanimously.

J. Policy Updates and Revisions

Policies include 3310 - Entrance, Placement, and Transfer, 1310 - District Policy and Procedures, 2100 - School Calendar and Day, 2050 - Student Instruction, 2410P - Graduation Requirements (Option 1. Classroom teacher & Option "Administration"), 2221 - School Emergency and Closures. Chris Wilson moved, seconded by Ruth Mortag to approve the updates and revisions to the policies, as listed.  
Passed unanimously.

K. Consent Agenda

- a. Minutes of Special Board Meeting, April 20, 2021
- b. Business Claims
- c. Student Activity Account
- d. Sub List

John Rumney moved, seconded by Iain McGregor 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 29, 2021

### **Adjournment (A)**

At 8:17 pm Ruth Mortag moved, seconded by Iain McGregor 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)*

## b. Minutes Organizational Board Meeting, May 18, 2021

### Organizational Meeting

Cascade School District 3B Board of Trustees

May 18, 2021

**DRAFT**

#### Board Members Present

##### High School Board

Val Fowler - Chair

John Rumney

Ruth Mortag

Iain McGregor

Chris Wilson

##### Elementary Board

John Rumney

Ruth Mortag

Iain McGregor

Chris Wilson

**Others Present:** Karsen Drury - District Clerk, Rick Miller - Superintendent, Becca Cooper, Farah McGregor

Val Fowler Board Chair, called the Board of Trustees meeting to order at 8:29 pm. Mrs. Fowler asked for public comment on **non-agenda** items. There was no public comment.

#### New Business

A. Appoint District Clerk

John Rumney moved, seconded by Chris Wilson to appoint Karsen Drury as the District Clerk.

Passed unanimously.

B. Canvas Election Results

Iain McGregor moved, seconded by Chris Wilson to approve the election by acclamation.

Passed unanimously.

C. Certificates of Elections and Oath of Office for New Trustees

Certificates of Elections were presented to Ruth Mortag and John Rumney.

D. Nominate and select Board Chair

Iain McGregor nominated John Rumney as Board Chairman. Chris Wilson seconded the motion.

Passed unanimously.

E. Nominate and select Vice-Chair

Ruth Mortag nominated Iain McGregor as Board Vice-Chair. Val Fowler seconded the motion.

Rick Cummings nominated Ruth Mortag. Chris Wilson seconded the motion.

Ruth declined the nomination. Rick Cummings' motion dies.

Ruth Mortag's nomination, with Val Fowler's second to appoint Iain McGregor as Board Vice-Chair remains on table.

Board votes on motion. Passed unanimously.

F. Procedures and Expectations

G. Create/and or appoint Committees

No changes to the committees:

**a. Facilities:** John Rumney, Chris Wilson, Iain McGregor

**b. Finance:** Val Fowler, John Rumney, Rick Cummings

**c. Policy:** John Rumney, Val Fowler, Ruth Mortag

**d. Negotiations:** Val Fowler, Ruth Mortag, Iain McGregor

**e. Transportation:** Chris Wilson, Iain McGregor, Rick Cummings

**f. Technology:** Ruth Mortag, Chris Wilson, Rick Cummings

## **Adjournment**

At 8:48 pm Iain McGregor moved, seconded by Chris Wilson **to adjourn. Passed unanimously.**

John Rumney, Board Chair

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

CASCADE PUBLIC SCHOOLS

Page: 1 of 14

Claim Details

Report ID: AP100

## c. Business Claims

For the Accounting Period: 5/21

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7270	11691S	3994 AWARE	2,420.79					
1		977251 04/19/21 AWARE Services - Apr 2021	212.04*		115	100-2100	330	555
2		981737 04/26/21 AWARE Services - Apr 2021	812.82*		115	100-2100	330	555
3		986534 05/03/21 AWARE Services - May 2021	1,395.93*		115	100-2100	330	555
7271	11693S	1327 BURDICK'S LOCKSMITH SERVICES, INC.	105.00					
1		IN9690 04/28/21 Commercial Grade Locking Knob	53.55		101	100-2600		610
2		IN9690 04/28/21 Commercial Grade Locking Knob	51.45		201	100-2600		610
7272	11694S	92 CASCADE COURIER	110.00					
2		1252 04/16/21 Newspaper Notices	37.40		101	100-2300		540
3		1252 04/16/21 Newspaper Notices	72.60		201	100-2300		540
7273	11695S	2449 CASCADE SCHOOL LUNCH	4,586.70					
		Paid via Lunch Clearing Fund - Reimbursing						
1		343136030 03/03/21 SYSCO Food Order	1,848.92		112	910-3100		630
2		343153854 03/17/21 SYSCO Food Order	1,630.78		112	910-3100		630
3		343172567 03/31/21 SYSCO Food Order	1,107.00		112	910-3100		630
7274	11696S	950 CENTRAL MONTANA LOCK & SAFE, LLC	90.00					
		Maintenance Supplies						
1		17248 04/22/21 Repair to Exit Device	45.90		101	100-2600		440
2		17248 04/22/21 Repair to Exit Device	44.10		201	100-2600		440
7275	11697S	1772 CENTURY LINK	2,033.87					
1		221187368 04/20/21 Internet - May 2021	1,016.93*		128	100-2500		530
2		221187368 04/20/21 Internet - May 2021	1,016.94*		228	100-2500		530
7276	11698S	3853 CLARKS ORTHOPEDIC & MEDICAL	199.20					
1		195978 04/27/21 State Annual Lift Load Test	99.60*		101	100-2600		810
2		195978 04/27/21 State Annual Lift Load Test	99.60		201	100-2600		810
7277	11699S	62 EAGLE PRINTING & BUSINESS FORMS	699.00					
		Admin (2300) Supplies						
3		95108 04/27/21 #10 Win Env p w/Permit	182.70		101	100-2300		610
4		95108 04/27/21 #10 Win Env p w/Permit	132.30		201	100-2300		610
5		95110 04/27/21 #9 Window w/ Security	156.02		101	100-2300		610
6		95110 04/27/21 #9 Window w/ Security	112.98		201	100-2300		610
7		95109 04/27/21 #10 Win Env p w/ Sec Tint	66.70		101	100-2300		610
8		95109 04/27/21 #10 Win Env p w/ Sec Tint	48.30		201	100-2300		610

06/24/21  
16:54:31

CASCADE PUBLIC SCHOOLS  
Claim Details  
For the Accounting Period: 5/21

Page: 2 of 14  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
7278	11700S	855 ENERGY WEST	4,539.66						
1		04/29/21 Gas - April 2021	2,224.43		101	100-2600	411		
2		04/29/21 Gas - April 2021	771.74		110	100-2700	411		
3		04/29/21 Gas - April 2021	680.95		201	100-2600	411		
4		04/29/21 Gas - April 2021	862.54		210	100-2700	411		
7279	11701S	206 GENERAL DISTRIBUTING CO.	1,702.55						
1		00963829 02/08/21 Welding Gases	641.34*		215	391-1000	610	21	
2		00963945 02/09/21 Flexzilla, Splicer, Weldcote	757.12*		215	391-1000	610	21	
3		0000970280 02/28/21 Welding Gases	126.28*		215	391-1000	610	21	
4		0000973284 03/09/21 V50 Calico Antifog	38.00*		215	391-1000	610	21	
5		0000981223 03/31/21 Welding Gases	139.81*		215	391-1000	610	21	
7280	11703S	3876 HOME DEPOT PRO INSTITUTIONAL	148.10						
1		610320806 04/08/21 Vinyl Disposable Gloves	148.10*		115	765-2600	610	30	
7281	11702S	1751 HOME DEPOT PRO INSTITUTIONAL	771.98						
1		608672853 03/31/21 Paint, Chainsaw Spark Plug	5.08		101	100-2600	610		
2		608672853 03/31/21 Paint, Chainsaw Spark Plug	4.88		201	100-2600	610		
3		611025099 04/13/21 Drive Blet, Air Filter, Mow	137.69		101	100-2600	610		
4		611025099 04/13/21 Drive Blet, Air Filter, Mow	132.29		201	100-2600	610		
5		612107078 04/19/21 Drive Belt CREDIT	-9.17		101	100-2600	610		
6		612107078 04/19/21 Drive Belt CREDIT	-8.81		201	100-2600	610		
7		612107391 04/19/21 Shim, Doug Fir, Rivet Tool	260.11		101	100-2600	610		
8		612107391 04/19/21 Shim, Doug Fir, Rivet Tool	249.91		201	100-2600	610		
7282	11692S	1157 BUG DOCTOR	163.00						
1		8169 04/06/21 Pest Control	81.50		101	100-2600	340		
2		8169 04/06/21 Pest Control	81.50		201	100-2600	340		
7283	11704S	716 I-STATE TRUCK CENTER	106.94						
1		C252135564 04/07/21 Shock Absorber - Gas Magnu	53.47		110	100-2700	610		
2		C252135564 04/07/21 Shock Absorber - Gas Magnu	53.47		210	100-2700	610		
7284	11705S	795 MAAE CONFERENCE REGISTRATION	400.00						
1		05/15/21 MAAE Conference Registration	150.00*		215	451-1000	582	321	
2		05/15/21 MAAE Membership Dues	250.00*		215	451-1000	582	321	

06/24/21  
16:54:31

CASCADE PUBLIC SCHOOLS  
Claim Details  
For the Accounting Period: 5/21

Page: 3 of 14  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7285	11706S	1630 MARLIN BUSINESS BANK	379.67					
1		18941224 04/19/21 Auto Scrubber Contract	189.83		101	100-2600	350	
2		18941224 04/19/21 Auto Scrubber Contract	189.84		201	100-2600	350	
7286	11707S	1054 MASBO	375.00					
3		9057 05/03/21 2021 Summer Conference	112.50*		101	100-2500	582	
4		9057 05/03/21 2021 Summer Conference	112.50*		201	100-2500	582	
5		9057 05/03/21 FY22 MASBO Dues	75.00*		101	100-2500	810	
6		9057 05/03/21 FY22 MASBO Dues	75.00*		201	100-2500	810	
7287	11708S	48 MEADOW GOLD GREAT FALLS	533.28					
1		586081 04/27/21 Dairy	533.28		112	910-3100	630	
7288	11709S	401 MTSBA	1,194.00					
1		0007138 03/31/21 Board Training Session - Silk	450.00		101	100-2300	330	
2		0007138 03/31/21 Board Training Session - Silk	300.00		201	100-2300	330	
3		0007312 03/31/21 Legal Services - Grievance Me	266.40		101	100-2300	330	
4		0007312 03/31/21 Legal Services - Grievance Me	177.60		201	100-2300	330	
7289	11711S	2788 NATIONAL LAUNDRY	397.93					
1		62586 03/31/21 Kitchen Containers/Supplies	162.11*		115	765-3100	610	30
2		66170 04/14/21 Kitchen Containers/Supplies	73.71*		115	765-3100	610	30
3		67943 04/21/21 Kitchen Containers/Supplies	162.11*		115	765-3100	610	30
7290	11710S	1272 NAPA AUTO PARTS	3,096.60					
1		65-543196 03/16/21 Parts	1,182.90		110	100-2700	610	
2		65-543196 03/16/21 Parts	1,182.90		210	100-2700	610	
3		65-546660 03/23/21 Parts	365.40		110	100-2700	610	
4		65-546660 03/23/21 Parts	365.40		210	100-2700	610	
7291	11713S	616 SYSCO MONTANA INC.	3,960.88					
1		343184025 04/07/21 Food	1,422.82		112	910-3100	630	
2		343193126 04/14/21 Food	1,217.76		112	910-3100	630	
3		343202538 04/21/21 Food	1,338.48		112	910-3100	630	
4		33205096 04/23/21 CREDIT	-18.18		112	910-3100	630	

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7292	11712S	1691 SCHOOLHOUSE IT	3,949.00					
1		1900 05/01/21 Contract Tech Services	1,303.17		128	100-2580	350	
2		1900 05/01/21 Contract Tech Services	2,645.83		228	100-2580	350	
7293	11714S	505 TOWN OF CASCADE	2,238.70					
1		04/26/21 Water/Sewer Services - Apr 202	693.99*		101	100-2600	421	
2		04/26/21 Water/Sewer Services - Apr 202	537.29		110	100-2600	421	
3		04/26/21 Water/Sewer Services - Apr 202	447.74		201	100-2600	421	
4		04/26/21 Water/Sewer Services - Apr 202	559.68		210	100-2600	421	
7294	11716S	1270 WEX BANK	7,931.96					
1		71596150 04/30/21 April Fuel	2,227.85		110	100-2700	624	
2		71596150 04/30/21 April Fuel	2,227.85		210	100-2700	624	
3		70528328 02/28/21 Feb Fuel	1,738.13		110	100-2700	624	
4		70528328 02/28/21 Feb Fuel	1,738.13		210	100-2700	624	
7295	11715S	1820 WALLFRED, CARRIE	316.26					
1		APR2021 04/30/21 SpEd Transportation Reimb	316.26*		110	280-2700	514	
7296	11717S	1557 AMERICAN EXPRESS	1,735.36					
1		CC-542 03/30/21 Hasbro Connect 4 Game	7.99		115	625	421	
	AMAZON.COM				CC Accounting: 115-	-434-1000-610-421		
2		CC-542 03/30/21 LEGO Creative Building Box Set	61.46		115	625	421	
	AMAZON.COM				CC Accounting: 115-	-434-1000-610-421		
3		CC-542 03/30/21 Games, Puzzles, Etc	167.91		115	625	421	
	AMAZON.COM				CC Accounting: 115-	-434-1000-610-421		
4		CC-542 04/02/21 XCELL iPads	749.00		115	625	421	
	APPLE INC.				CC Accounting: 115-	-434-1000-610-421		
5		CC-542 04/02/21 XCELL iPads	749.00		115	625	421	
	APPLE INC.				CC Accounting: 115-	-434-1000-610-421		
7297	11718S	1749 MT DOJ	60.00					
1		MTDOJ 05/21/21 FP/BG Check - Custodian JC	30.00*		115	765-2300	810	30
2		MTDOJ 05/21/21 FP/BG Check - Custodian JM	30.00*		115	765-2300	810	30
7298	11722S	1310 BMO HARRIS COMMERCIAL CARD	6,380.40					
1		CC-544 04/28/21 Copy Paper	55.96		115	625	30	
	BOARD OF TRUSTEES				CC Accounting: 115-	-765-1000-610-		
	SAMS CLUB							
2		CC-544 04/29/21 Postage	8.75		101	625		
	BOARD OF TRUSTEES				CC Accounting: 101-	-100-2300-532		
	US POSTAL SERVICE-CASCADE							

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
3	CC-544 04/29/21 Postage	11.60		201 625		
	BOARD OF TRUSTEES		CC Accounting:	201-	-100-2300-532	
	US POSTAL SERVICE-CASCADE					
4	CC-544 05/04/21 Stamps	23.65		101 625		
	BOARD OF TRUSTEES		CC Accounting:	101-	-100-2300-532	
	US POSTAL SERVICE-CASCADE					
5	CC-544 05/04/21 Stamps	31.35		201 625		
	BOARD OF TRUSTEES		CC Accounting:	201-	-100-2300-532	
	US POSTAL SERVICE-CASCADE					
6	CC-546 04/10/21 Contin Feed Grbge Dispsr	149.00		115 625		30
	DIST SUPERINTENDENT		CC Accounting:	115-	-765-2600-610-	30
	HOME DEPOT					
7	CC-547 04/11/21 Earbuds	30.00		115 625		30
	ELEMENTARY PRINCIPAL		CC Accounting:	115-	-765-1000-610-	30
	THE DOLLAR TREE					
8	CC-548 04/05/21 Food	33.44		112 625		
	FOOD SERVICES		CC Accounting:	112-	-910-3100-630	
	SAMS CLUB					
9	CC-548 04/05/21 Food	20.94		112 625		
	FOOD SERVICES		CC Accounting:	112-	-910-3100-630	
	SAMS CLUB					
10	CC-548 04/19/21 Food	9.58		112 625		
	FOOD SERVICES		CC Accounting:	112-	-910-3100-630	
	468 MARKET					
11	CC-548 04/26/21 Food	5.67		112 625		
	FOOD SERVICES		CC Accounting:	112-	-910-3100-630	
	468 MARKET					
12	CC-548 05/01/21 Food	71.84		112 625		
	FOOD SERVICES		CC Accounting:	112-	-910-3100-630	
	SAMS CLUB					
13	CC-548 05/03/21 Food	15.54		112 625		
	FOOD SERVICES		CC Accounting:	112-	-910-3100-630	
	468 MARKET					
14	CC-548 05/04/21 Food	10.96		112 625		
	FOOD SERVICES		CC Accounting:	112-	-910-3100-630	
	468 MARKET					
15	CC-549 04/07/21 Majic Spray Enamel	31.30		101 625		
	MAINTENANCE DEPT		CC Accounting:	101-	-100-2600-610	
	AMAZON.COM					
16	CC-549 04/07/21 Majic Spray Enamel	30.08		201 625		
	MAINTENANCE DEPT		CC Accounting:	201-	-100-2600-610	
	AMAZON.COM					
17	CC-549 04/07/21 Oregon Blades	32.10		101 625		
	MAINTENANCE DEPT		CC Accounting:	101-	-100-2600-610	
	AMAZON.COM					

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
18	CC-549 04/07/21 Oregon Blades	30.85		201 625		
MAINTENANCE DEPT AMAZON.COM			CC Accounting:	201-	-100-2600-610	
19	CC-549 04/07/21 18" Norton T-Bar Applicator	47.43		101 625		
MAINTENANCE DEPT AMAZON.COM			CC Accounting:	101-	-100-2600-610	
20	CC-549 04/07/21 18" Norton T-Bar Applicator	45.57		201 625		
MAINTENANCE DEPT AMAZON.COM			CC Accounting:	201-	-100-2600-610	
21	CC-549 04/08/21 Matte Canvas Rolll for Printer	91.54		101 625		
MAINTENANCE DEPT AMAZON.COM			CC Accounting:	101-	-100-1000-610	
22	CC-549 04/08/21 Matte Canvas Rolll for Printer	87.96		201 625		
MAINTENANCE DEPT AMAZON.COM			CC Accounting:	201-	-100-1000-610	
23	CC-549 04/08/21 Mower Blades	36.54		101 625		
MAINTENANCE DEPT AMAZON.COM			CC Accounting:	101-	-100-2600-610	
24	CC-549 04/08/21 Mower Blades	35.10		201 625		
MAINTENANCE DEPT AMAZON.COM			CC Accounting:	201-	-100-2600-610	
25	CC-549 04/10/21 Bottled Water	550.83		115 625		30
MAINTENANCE DEPT AMAZON.COM			CC Accounting:	115-	-765-1000-610- 30	
26	CC-549 04/15/21 Mouse Pads/Business Cards	58.98		201 625		
MAINTENANCE DEPT VISTAPRINT			CC Accounting:	201-	-100-2300-610	
27	CC-549 04/19/21 DuraFoam	44.83		101 625		
MAINTENANCE DEPT AMAZON.COM			CC Accounting:	101-	-100-2600-610	
28	CC-549 04/19/21 DuraFoam	43.07		201 625		
MAINTENANCE DEPT AMAZON.COM			CC Accounting:	201-	-100-2600-610	
29	CC-549 04/19/20 Misc Supplies	24.94		101 625		
MAINTENANCE DEPT AMAZON.COM			CC Accounting:	101-	-100-2600-610	
30	CC-549 04/19/20 Misc Supplies	23.97		201 625		
MAINTENANCE DEPT AMAZON.COM			CC Accounting:	201-	-100-2600-610	
31	CC-549 04/20/21 Skid Steer Parts	93.75		110 625		
MAINTENANCE DEPT FRONTLINE AG SOLUTIONS			CC Accounting:	110-	-100-2700-610	
32	CC-549 04/20/21 Skid Steer Parts	93.75		210 625		
MAINTENANCE DEPT FRONTLINE AG SOLUTIONS			CC Accounting:	210-	-100-2700-610	

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
33		CC-549 04/20/21 Roller	9.18		110 625			
	MAINTENANCE DEPT			CC Accounting:	110-	-100-2700-610		
	FRONTLINE AG SOLUTIONS							
34		CC-549 04/22/21 Proteam On-Off Switch	7.37		110 625			
	MAINTENANCE DEPT			CC Accounting:	110-	-100-2700-610		
	AMAZON.COM							
35		CC-549 04/22/21 Proteam On-Off Switch	7.38		210 625			
	MAINTENANCE DEPT			CC Accounting:	210-	-100-2700-610		
	AMAZON.COM							
36		CC-549 04/23/21 Foam Soap Guns	222.71		115 625			30
	MAINTENANCE DEPT			CC Accounting:	115-	-765-2600-610-	30	
	MISC. VENDOR.							
37		CC-549 04/26/21 Tire Repair Selant, Axle Shaft	60.71		110 625			
	MAINTENANCE DEPT			CC Accounting:	110-	-100-2700-610		
	AMAZON.COM							
38		CC-549 04/26/21 Tire Repair Selant, Axle Shaft	60.71		210 625			
	MAINTENANCE DEPT			CC Accounting:	210-	-100-2700-610		
	AMAZON.COM							
39		CC-549 04/30/21 CREDIT	-47.43		101 625			
	MAINTENANCE DEPT			CC Accounting:	101-	-100-2600-610		
	AMAZON.COM							
40		CC-549 04/30/21 CREDIT	-45.57		201 625			
	MAINTENANCE DEPT			CC Accounting:	201-	-100-2600-610		
	AMAZON.COM							
41		CC-549 05/03/21 Amine 2-4-D 2.5 Gal	48.94		101 625			
	MAINTENANCE DEPT			CC Accounting:	101-	-100-2600-610		
	NORTH 40 OUTFITTERS							
42		CC-549 05/03/21 Amine 2-4-D 2.5 Gal	47.03		201 625			
	MAINTENANCE DEPT			CC Accounting:	201-	-100-2600-610		
	NORTH 40 OUTFITTERS							
43		CC-549 05/04/21 Air Handler Filter	185.64		101 625			
	MAINTENANCE DEPT			CC Accounting:	101-	-100-2600-610		
	AMAZON.COM							
44		CC-549 05/04/21 Air Handler Filter	178.36		201 625			
	MAINTENANCE DEPT			CC Accounting:	201-	-100-2600-610		
	AMAZON.COM							
45		CC-549 05/04/21 Motorola Radio Battery	27.53		101 625			
	MAINTENANCE DEPT			CC Accounting:	101-	-100-2600-610		
	AMAZON.COM							
46		CC-549 05/04/21 Motorola Radio Battery	26.45		201 625			
	MAINTENANCE DEPT			CC Accounting:	201-	-100-2600-610		
	AMAZON.COM							
47		CC-550 04/06/21 Superhero Plus Subscription	99.99		115 625			30
	ATHLETIC 1			CC Accounting:	115-	-765-1000-681-	30	
	WHIZZIMO, LLC.							

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
48	CC-550 04/08/21 XCELL Parent Night	590.00		115 625		421
ATHLETIC 1			CC Accounting:	115-	-434-2100-610-421	
468 MARKET						
49	CC-550 04/08/21 XCELL Parent Night	50.00		115 625		421
ATHLETIC 1			CC Accounting:	115-	-434-2100-610-421	
THE HOMESTEAD OF CASCADE, INC.						
50	CC-550 04/08/21 XCELL Parent Night	50.00		115 625		421
ATHLETIC 1			CC Accounting:	115-	-434-2100-610-421	
MISC. VENDOR.						
51	CC-550 04/08/21 XCELL Parent Night	50.00		115 625		421
ATHLETIC 1			CC Accounting:	115-	-434-2100-610-421	
MISC. VENDOR.						
52	CC-550 04/08/21 XCELL Parent Night	100.00		115 625		421
ATHLETIC 1			CC Accounting:	115-	-434-2100-610-421	
MISC. VENDOR.						
53	CC-550 04/08/21 XCELL Parent Night	50.00		115 625		421
ATHLETIC 1			CC Accounting:	115-	-434-2100-610-421	
MISC. VENDOR.						
54	CC-550 04/26/21 K - Grad Diplomas & Tassels	68.27		101 625		
ATHLETIC 1			CC Accounting:	101-	-100-1000-610	
RHYME UNIVERSITY						
55	CC-550 05/03/21 XCELL Teacher Appreciation	109.66		115 625		421
ATHLETIC 1			CC Accounting:	115-	-434-1000-610-421	
SAMS CLUB						
56	CC-550 05/03/21 XCELL Teacher Appreciation	24.98		115 625		421
ATHLETIC 1			CC Accounting:	115-	-434-1000-610-421	
SMITHS						
57	CC-550 04/07/21 Teachers Pay Teachers	1.20		115 625		421
ATHLETIC 1			CC Accounting:	115-	-434-1000-610-421	
TEACHERS PAY TEACHERS						
58	CC-551 04/09/21 Art Gala Supplies	15.24		101 625		
ATHLETICS 2			CC Accounting:	101-	-100-1000-610	
AMAZON.COM						
59	CC-551 04/09/21 Art Gala Supplies	14.64		201 625		
ATHLETICS 2			CC Accounting:	201-	-100-1000-610	
AMAZON.COM						
60	CC-551 04/12/21 Art Gala Supplies	18.33		101 625		
ATHLETICS 2			CC Accounting:	101-	-100-2600-610	
AMAZON.COM						
61	CC-551 04/12/21 Art Gala Supplies	17.61		201 625		
ATHLETICS 2			CC Accounting:	201-	-100-2600-610	
AMAZON.COM						
62	CC-551 04/12/21 Art Gala Supplies	77.43		101 625		
ATHLETICS 2			CC Accounting:	101-	-100-2600-610	
AMAZON.COM						



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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
63	CC-551 04/12/21 Art Gala Supplies	74.39		201 625		
ATHLETICS 2			CC Accounting:	201-	-100-2600-610	
AMAZON.COM						
64	CC-551 04/16/21 Art - Clay	79.05		101 625		
ATHLETICS 2			CC Accounting:	101-	-100-1000-610	
ARCHIE BRAY CLAY BUSINESS						
65	CC-551 04/29/21 Books	109.21		101 625		
ATHLETICS 2			CC Accounting:	101-	-100-2220-681	
FOLLETT SCHOOL SOLUTIONS, INC.						
66	CC-551 04/29/21 Books	72.80		201 625		
ATHLETICS 2			CC Accounting:	201-	-100-2220-681	
FOLLETT SCHOOL SOLUTIONS, INC.						
67	CC-552 04/20/21 FCS - Groceries	32.97		101 625		
ACTIVITIES 1			CC Accounting:	101-	-300-1000-610	
468 MARKET						
68	CC-552 04/22/21 FCS - Groceries	13.11		101 625		
ACTIVITIES 1			CC Accounting:	101-	-300-1000-610	
SAMS CLUB						
69	CC-552 04/22/21 FCS - Groceries	49.96		101 625		
ACTIVITIES 1			CC Accounting:	101-	-300-1000-610	
SMITHS						
70	CC-552 05/03/21 FCS - Groceries	31.70		101 625		
ACTIVITIES 1			CC Accounting:	101-	-300-1000-610	
468 MARKET						
71	CC-552 05/03/21 FCS - Groceries	25.53		201 625		
ACTIVITIES 1			CC Accounting:	201-	-300-1000-610	
SMITHS						
72	CC-552 05/03/21 FCS - Groceries	89.77		201 625		
ACTIVITIES 1			CC Accounting:	201-	-300-1000-610	
WALMART						
73	CC-552 05/03/21 FCS - Groceries	42.60		101 625		
ACTIVITIES 1			CC Accounting:	101-	-300-1000-610	
SAMS CLUB						
74	CC-552 04/22/21 FCS - Kitchen Aide Mixer	349.98		215 625		321
ACTIVITIES 1			CC Accounting:	215-	-451-1000-610-321	
SAMS CLUB						
75	CC-552 04/27/21 FCS - Waffle Maker/Koloric Sti	22.96		215 625		321
ACTIVITIES 1			CC Accounting:	215-	-451-1000-610-321	
SAMS CLUB						
76	CC-552 04/06/21 FCS - Groceries	24.36		101 625		
ACTIVITIES 1			CC Accounting:	101-	-300-1000-610	
468 MARKET						
77	CC-552 04/06/21 FCS - Groceries	35.04		201 625		
ACTIVITIES 1			CC Accounting:	201-	-300-1000-610	
SMITHS						

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
78	CC-552 04/06/21 FCS - Groceries	18.19		101 625		
ACTIVITIES 1			CC Accounting:	101-	-300-1000-610	
468 MARKET						
79	CC-552 04/13/21 FCS - Groceries	40.82		101 625		
ACTIVITIES 1			CC Accounting:	101-	-300-1000-610	
SAMS CLUB						
80	CC-552 04/20/21 FCS - Groceries	39.50		101 625		
ACTIVITIES 1			CC Accounting:	101-	-300-1000-610	
SMITHS						
81	CC-553 04/07/21 EK & K - Snacks	32.91		101 625		
K-12 STAFF			CC Accounting:	101-	-100-1000-630	
SAMS CLUB						
82	CC-553 04/08/21 Egg Incubator Supplies	98.88		201 625		
K-12 STAFF			CC Accounting:	201-	-100-1000-610	
AMAZON.COM						
83	CC-553 04/10/21 K - Hand Clappers	20.00		101 625		
K-12 STAFF			CC Accounting:	101-	-100-1000-610	
THE DOLLAR TREE						
84	CC-553 04/10/21 K - Plants	25.53		101 625		
K-12 STAFF			CC Accounting:	101-	-100-1000-610	
WALMART						
85	CC-553 04/14/21 Trophies & Awards	243.00		201 625		
K-12 STAFF			CC Accounting:	201-	-720-3500-610	
Trophy Depot						
86	CC-545 04/10/21 Amazon	3.74		128 625		
BUSINESS OFFICE			CC Accounting:	128-	-100-2300-681	
AMAZON.COM						
87	CC-545 04/10/21 Amazon	11.21		228 625		
BUSINESS OFFICE			CC Accounting:	228-	-100-2300-681	
AMAZON.COM						
88	CC-545 04/12/21 Office Supplies	73.70		101 625		
BUSINESS OFFICE			CC Accounting:	101-	-100-2300-610	
AMAZON.COM						
89	CC-545 04/12/21 Office Supplies	53.37		201 625		
BUSINESS OFFICE			CC Accounting:	201-	-100-2300-610	
AMAZON.COM						
90	CC-545 04/13/21 Plastic Lids - FS	88.83		115 625		30
BUSINESS OFFICE			CC Accounting:	115-	-765-3100-610-	
AMAZON.COM						
91	CC-545 04/13/21 Power Strip	6.08		101 625		
BUSINESS OFFICE			CC Accounting:	101-	-100-2600-610	
AMAZON.COM						
92	CC-545 04/13/21 Power Strip	5.85		201 625		
BUSINESS OFFICE			CC Accounting:	201-	-100-2600-610	
AMAZON.COM						

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
93		CC-545 04/16/21 Kinesiology Tape	41.80		201	625		
	BUSINESS OFFICE AMAZON.COM			CC Accounting:	201-	-720-3500-610		
94		CC-545 04/19/21 Award Plaques	232.99		201	625		
	BUSINESS OFFICE VARITRONICS, LLC			CC Accounting:	201-	-720-3500-610		
95		CC-545 04/21/21 Copy Paper	197.88		115	625		30
	BUSINESS OFFICE SAMS CLUB			CC Accounting:	115-	-765-1000-610-		
96		CC-545 04/23/21 Labels	21.99		201	625		
	BUSINESS OFFICE AMAZON.COM			CC Accounting:	201-	-720-3500-610		
97		CC-545 04/26/21 Ribbons	63.47		201	625		
	BUSINESS OFFICE AMAZON.COM			CC Accounting:	201-	-720-3500-610		
7299	11719S	3994 AWARE	6,590.91					
1		991216 05/10/21 AWARE Services - May 2021	2,297.10*		115	100-2100	330	555
2		995769 05/17/21 AWARE Services - May 2021	1,979.04*		115	100-2100	330	555
3		000267 05/24/21 AWARE Services - May 2021	2,314.77*		115	100-2100	330	555
7300	11723S	1157 BUG DOCTOR	163.00					
1		8437 05/03/21 Pest Control	81.50		101	100-2600	340	
2		8437 05/03/21 Pest Control	81.50		201	100-2600	340	
7301	11721S	1311 BIG SKY FRAMING	275.00					
1		789420 05/22/21 2021 Senior Frame	275.00		201	100-2400	610	
7302	11720S	1564 BENEFIS HEALTH SYSTEM	612.30					
1		05/10/21 Physical Therapy - Student	612.30		101	100-2100	340	
7303	11725S	1830 CHERRY CREEK MEDIA	450.00					
1		1210414868 05/03/21 Personnel Recruitment Ads	450.00*		115	765-2300	540	30
7304	11724S	2163 CENTURY LINK	116.42					
1		05/01/21 Phone Lines - May 2021	39.58		101	100-2600	531	
2		05/01/21 Phone Lines - May 2021	24.45		110	100-2700	531	
3		05/01/21 Phone Lines - May 2021	26.78		201	100-2600	531	
4		05/01/21 Phone Lines - May 2021	25.61		210	100-2700	531	

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CASCADE PUBLIC SCHOOLS  
Claim Details  
For the Accounting Period: 5/21

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Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7305	11726S	1831 CITY MOTOR CO, INC	340.05					
		Transportation Supplies						
1		17571 04/30/21 Adel Bus Maintenance	170.02		110	100-2700	440	
2		17571 04/30/21 Adel Bus Maintenance	170.03		210	100-2700	440	
7306	11727S	3987 CULLIGAN	119.75					
1		04/30/21 Water Services	55.08		101	100-2600	452	
2		04/30/21 Water Services	64.67		201	100-2600	452	
7307	11728S	1832 DOOR SYSTEMS OF MONTANA	402.50					
		Maintenance Supplies						
1		38406 05/07/21 Door Repair/Maintenance	330.05		101	100-2600	440	
2		38406 05/07/21 Door Repair/Maintenance	72.45		201	100-2600	440	
7308	11729S	1751 HOME DEPOT PRO INSTITUTIONAL	206.03					
1		615549854 05/06/21 Maintenance Supplies	105.08		101	100-2600	610	
2		615549854 05/06/21 Maintenance Supplies	100.95		201	100-2600	610	
7309	11730S	561 KELLEY CONNECT	200.84					
1		IN831591 04/30/21 Contract Base - May 2021	69.57		101	100-2300	350	
2		IN831591 04/30/21 Contract Base - May 2021	69.58		201	100-2300	350	
3		IN831591 04/30/21 Overages - April 2021	30.84		101	100-2300	350	
4		IN831591 04/30/21 Overages - April 2021	30.85		201	100-2300	350	
7310	11732S	401 MTSBA	555.00					
1		0007457 04/30/21 Legal Services - Parent Compl	333.00		101	100-2300	330	
2		0007457 04/30/21 Legal Services - Parent Compl	222.00		201	100-2300	330	
7311	11731S	1630 MARLIN BUSINESS BANK	379.67					
1		19017097 05/19/21 Auto Scrubber Contract	189.83		101	100-2600	350	
2		19017097 05/19/21 Auto Scrubber Contract	189.84		201	100-2600	350	
7312	11733S	1272 NAPA AUTO PARTS	247.49					
1		62-557659 04/19/21 Bus Parts	163.26		110	100-2700	610	
2		62-557659 04/19/21 Bus Parts	163.27		210	100-2700	610	
3		62-557843 04/20/21 Bus Parts CREDIT	-70.48		110	100-2700	610	
4		62-557843 04/20/21 Bus Parts CREDIT	-70.49		210	100-2700	610	
5		043021 04/30/21 Bus Parts	30.96		110	100-2700	610	
6		043021 04/30/21 Bus Parts	30.97		210	100-2700	610	

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CASCADE PUBLIC SCHOOLS  
Claim Details  
For the Accounting Period: 5/21

Page: 13 of 14  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7313	11735S	400 NORTHWESTERN ENERGY	7,248.82					
1		05/07/21 Electrcity - April 2021	2,174.65		101	100-2600	412	
2		05/07/21 Electrcity - April 2021	1,594.74		110	100-2700	412	
3		05/07/21 Electrcity - April 2021	1,594.74		201	100-2600	412	
4		05/07/21 Electrcity - April 2021	1,884.69		210	100-2700	412	
7314	11734S	2337 NORTHWEST PIPE FITTINGS INC.	273.68					
1		2516520 05/06/21 Float Valve, Ball, etc	139.58		101	100-2600	610	
2		2516520 05/06/21 Float Valve, Ball, etc	134.10		201	100-2600	610	
7315	11736S	1710 REPUBLIC SERVICES	932.55					
1		270669 04/30/21 Disposal Services - May 2021	466.27		101	100-2600	431	
2		270669 04/30/21 Disposal Services - May 2021	466.28		201	100-2600	431	
7316	11737S	541 UNIVERSAL ATHLETIC, LLC	1,229.23					
1		5020038298 05/08/20 Shot & Discus Rings	646.00		201	720-3500	610	
2		5020038677 05/28/21 Starting Blocks	134.12		201	720-3500	610	
3		5020038713 05/03/21 Spikes	36.13		201	720-3500	610	
4		5020038536 05/05/21 Shot Put, Discus, Jav	379.00		201	720-3500	610	
5		5020038804 05/14/21 Spikes	33.98		201	720-3500	610	
		# of Claims 47	Total: 70,969.07					

70,969.07



# SECTION III - Student Activity Account

## d. Student Activity Accounts

CASCADE PUBLIC SCHOOLS

Page: 1 of 2

Statement of Activity by Account Name for 05/01/21 to 05/31/21

Report ID: S100

Account	Receipts					Invest (+)	Misc.	Misc.	Closing Balance
	Opening Balance	Disbursed (-)	in Transi t (+)	Deposits (+)	Transfers (+)		Earni ngs (+)	Charges (-)	
1 ANNUAL	659.28	0.00	0.00	0.00	0.00		0.00	0.00	659.28
36 ART	1274.45	0.00	0.00	0.00	0.00		0.00	0.00	1274.45
2 ATHLETICS	23503.81	385.00	0.00	0.00	0.00		0.00	0.00	23118.81
5 BAND	3296.57	691.12	0.00	0.00	0.00		0.00	0.00	2605.45
51 BOOK FAIR	221.55	0.00	0.00	0.00	0.00		0.00	0.00	221.55
3 BPA	8229.28	0.00	0.00	0.00	0.00		0.00	0.00	8229.28
4 CHEER/PEP CLUB	988.46	0.00	0.00	0.00	0.00		0.00	0.00	988.46
7 CHOIR	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
60 CLASS OF 2021	1512.08	0.00	0.00	0.00	0.00		0.00	0.00	1512.08
16 CLASS OF 2022	1317.71	0.00	0.00	0.00	0.00		0.00	0.00	1317.71
61 CLASS OF 2023	243.12	0.00	0.00	0.00	0.00		0.00	0.00	243.12
62 CLASS OF 2024	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
13 CONCESSIONS	22885.93	0.00	0.00	0.00	0.00		0.00	0.00	22885.93
47 COUNSELING	1748.71	0.00	0.00	0.00	0.00		0.00	0.00	1748.71
65 DRIVERS EDUCATION	5851.25	0.00	0.00	0.00	0.00		0.00	0.00	5851.25
32 FCS	0.23	0.00	0.00	0.00	0.00		0.00	0.00	0.23
15 FFA	6110.44	4709.18	0.00	0.00	0.00		0.00	0.00	1401.26
64 FOOD SERVICE CLEARING	4112.62	0.00	0.00	4937.00	0.00		0.00	0.00	9049.62
12 HS BOYS' BB	5.12	0.00	0.00	0.00	0.00		0.00	0.00	5.12
46 HS CROSS COUNTRY	308.76	0.00	0.00	0.00	0.00		0.00	0.00	308.76
38 HS FOOTBALL	3771.46	0.00	0.00	0.00	0.00		0.00	0.00	3771.46
40 HS GIRLS' BB	752.65	0.00	0.00	0.00	0.00		0.00	0.00	752.65
66 HS GOLF	261.66	0.00	0.00	0.00	0.00		0.00	0.00	261.66
19 HS HONOR SOCIETY	3693.60	0.00	475.00	0.00	0.00		0.00	0.00	4168.60
29 HS STUDENT COUNCIL/MBI	1026.30	0.00	0.00	0.00	0.00		0.00	0.00	1026.30
37 HS TRACK	551.99	0.00	0.00	0.00	0.00		0.00	0.00	551.99
10 HS VOLLEYBALL	2966.22	0.00	0.00	0.00	0.00		0.00	0.00	2966.22
34 HS WRESTLING	1326.17	0.00	0.00	0.00	0.00		0.00	0.00	1326.17
57 JH BOYS BB	335.77	0.00	0.00	0.00	0.00		0.00	0.00	335.77
39 JH FOOTBALL	1.72	0.00	0.00	0.00	0.00		0.00	0.00	1.72
56 JH GIRLS BB	507.27	0.00	0.00	0.00	0.00		0.00	0.00	507.27
35 JH HONOR SOCIETY	205.72	0.00	0.00	0.00	0.00		0.00	0.00	205.72
27 JH STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
53 JH TRACK	783.83	0.00	0.00	0.00	0.00		0.00	0.00	783.83
54 JH VOLLEYBALL	254.25	0.00	0.00	0.00	0.00		0.00	0.00	254.25
55 JH WRESTLING	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
43 JMG	206.71	0.00	0.00	0.00	0.00		0.00	0.00	206.71
6 JUNIOR TIRP	1.43	0.00	0.00	0.00	0.00		0.00	0.00	1.43
18 K-8 MISC EARNINGS	3375.71	0.00	0.00	9.50	0.00		0.00	0.00	3385.21
26 LIVING 2 SERVE	797.50	0.00	0.00	0.00	0.00		0.00	0.00	797.50
25 REVOLVING	3658.51	9.99	0.00	0.00	0.00		0.00	0.00	3648.52
24 ROBOTICS	96.33	0.00	0.00	0.00	0.00		0.00	0.00	96.33
9 SCHOLARSHIP	2903.72	0.00	0.00	0.00	0.00		0.00	0.00	2903.72
33 SHOP FUND	1293.44	0.00	0.00	0.00	0.00		0.00	0.00	1293.44
31 TECHNOLOGY	7450.88	0.00	120.00	0.00	0.00		0.00	0.00	7570.88
17 XCELL	726.45	0.00	0.00	0.00	0.00		0.00	0.00	726.45
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>119287.78</b>	<b>5795.29</b>	<b>595.00</b>	<b>4946.50</b>					<b>119033.99</b>
<b>Bank Account Totals</b>	<b>119287.78</b>	<b>5795.29</b>	<b>595.00</b>	<b>4946.50</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>119033.99</b>

# SECTION IV - Individual Transportation Contracts

## e. Individual Transportation Contracts

### Individual Transportation Contracts 2021-2022

Elementary	R	BA	Miles to School	Miles To Bus Stop	Rate	Grade
Hunter, Salina	X			5.0	1.40	K-8
Ogden, Dustin	X		16.3	9.8	4.76	K-8
Cummings, Nada	X		11.3	3.6	0.42	K-8
Fowler, Brynn	X			7.7	3.29	K-8

High School	R	BA	Miles to School	Miles To Bus Stop	Rate	Grade

"x" ITC received

R=Received

BA=Board Approved

New contract received since last Bd Mtg



# SECTION V - Student Attendance Agreements

**f. 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		8
Gatch, Austin	X		9
Gatch, Nathan	X		11
Otheim, Carsyn	X		9
Otheim, Carter	X		11
Park, Cody	X		8
Park, Johnny	X		10
Shuck, Landon	X		8
Waters, Kaydence	X		11

Great Falls Dist. EK-12th	R	BA	Grade
Brooks, Jason	X		5
Kirby, Victoria	X		12

Ulm School Dist. EK-8th	R	BA	Grade
Lange, Drake	X		7
Milligan, Noah	X		6
Smith Bryson	X		6
Smith, Novah	X		8

Wolf Creek School Dist. EK-6th	R	BA	Grade
Buffalo, Aja	X		11
Cloninger, Tannalee	X		7
Hunter, Izabel	X		4
Park, Alexandria	X		6

Simms Elementary School District	R	BA	Grade

Sun River Valley District	R	BA	Grade

Augusta Elem/HS School Dist.	R	BA	Grade
Golie, Brydger	X		6
Golie, Jacob	X		7

**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

06/25/2021

## SECTION VI - Sub List

### g. 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
Hall-Elmore, Roberta	TB/FP/PH
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