

CASCADE SCHOOL DISTRICT 3 & B

Meeting of the Board of Trustees



APPENDICES

October 19, 2021 Regular Board Meeting

APPENDIX A

Staff Reports

Section I – Elementary Principal

Section II – JH/HS Principal

Section III – Athletic Director

Section IV – Superintendent

Section V – Business Manager

SECTION I: Elementary Principal Report

DISTRICT

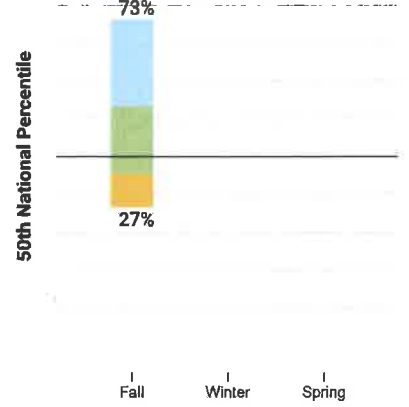
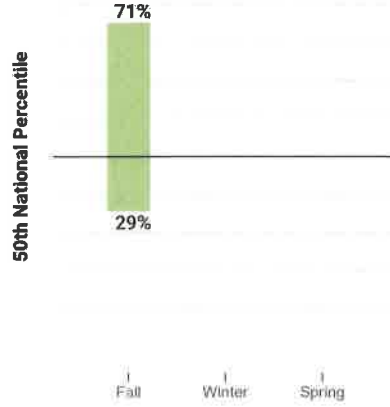
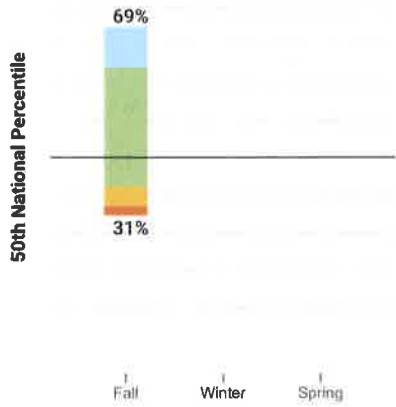
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KINDERGARTEN

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ONE

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TWO

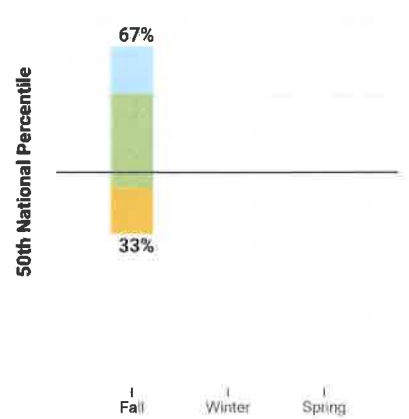
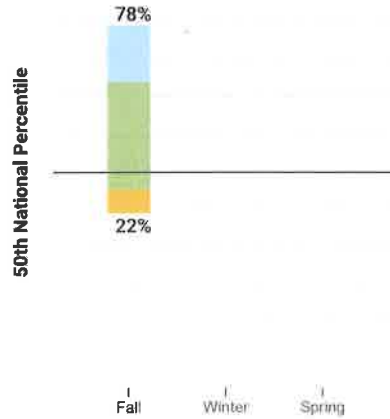
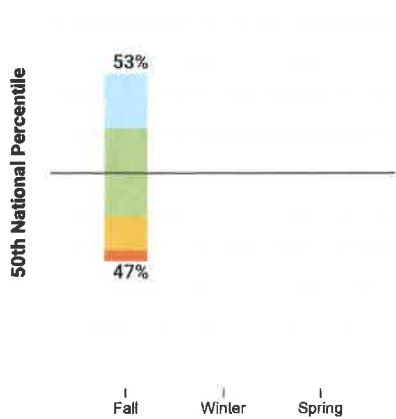
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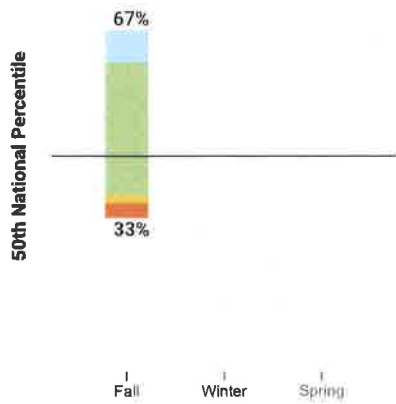
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DISTRICT

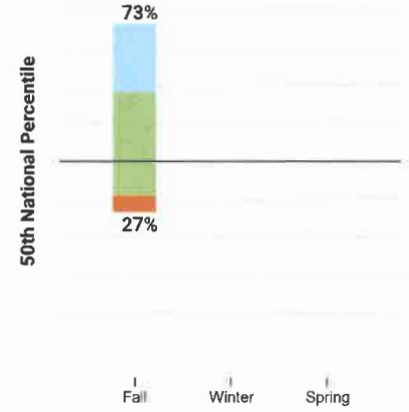
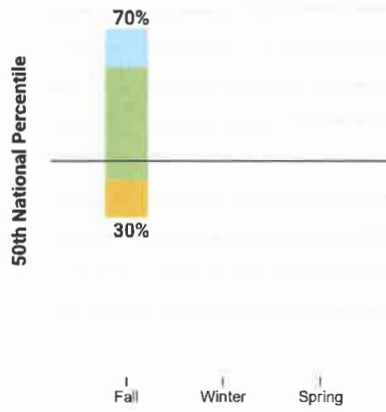
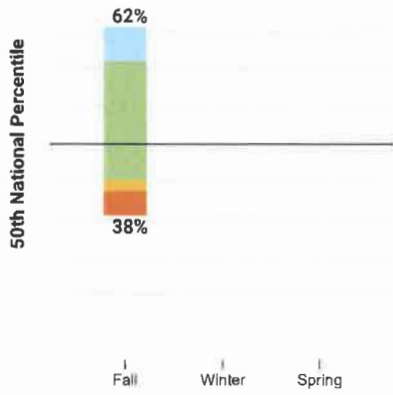
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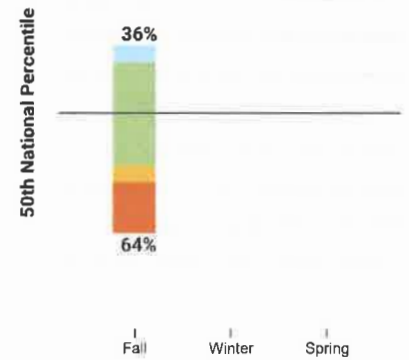
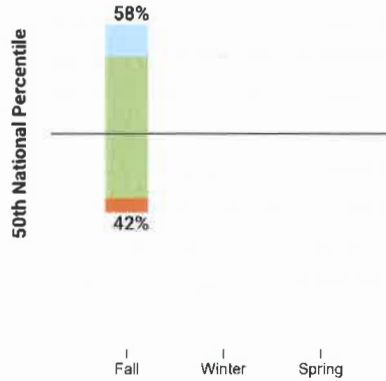
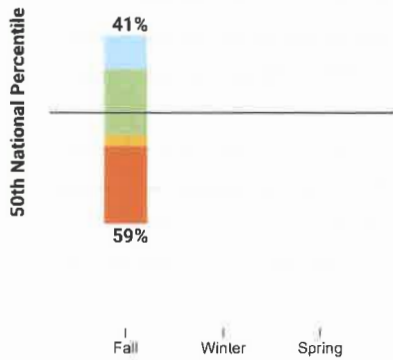
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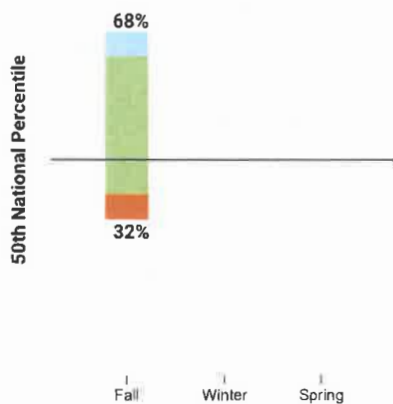
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FIVE

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Elsie Arntzen, Superintendent

PO Box 202501
Helena, MT 59620-2501
406.444.5643
In State Toll-free: 1.888.231.9393
TTY Users: 406.444.0235
opi.mt.gov

OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First **A+**



September 21, 2021

Principal Michelle Price
Cascade Elementary
PO Box 529
Cascade, MT 59421

Dear Principal Price,

Congratulations on being named a National Blue Ribbon School by the U.S. Department of Education! This is a highly prestigious recognition that only a few Montana schools earn each year. This designation showcases your school's commitment to student success. Celebrate your community, parents, teachers, and students as you accept this award.

Only 325 schools throughout the country received this honor. Thank you for working tirelessly to promote academic growth in your school. Your school has excelled even in the face of these unprecedented times, and you have put our Montana students first. Thank you for making Montana proud!

Thank you for devoting time and energy to the National Blue Ribbon School application process. If you have any questions, please do not hesitate to contact Brian O'Leary at 406.444.3559 or brian.o'leary@mt.gov.

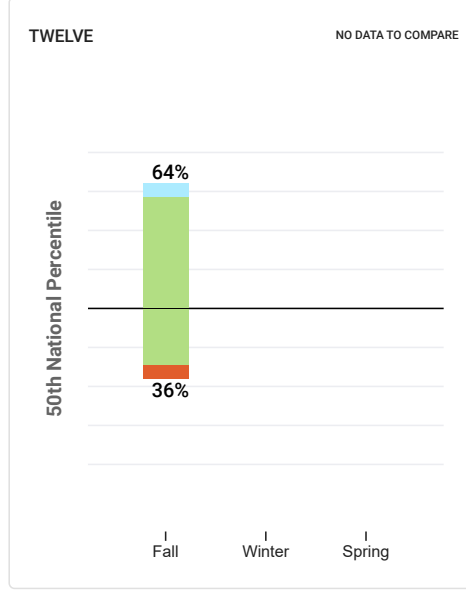
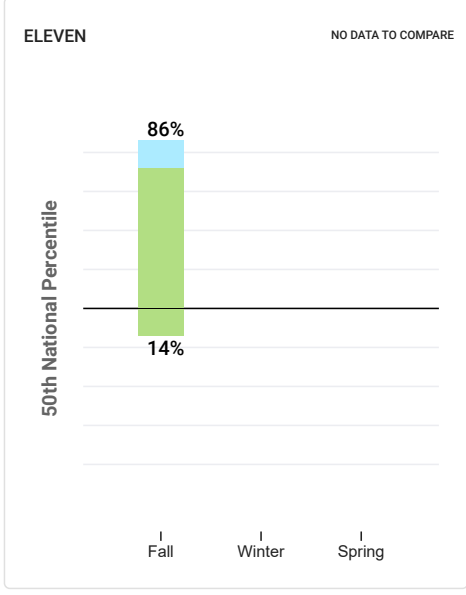
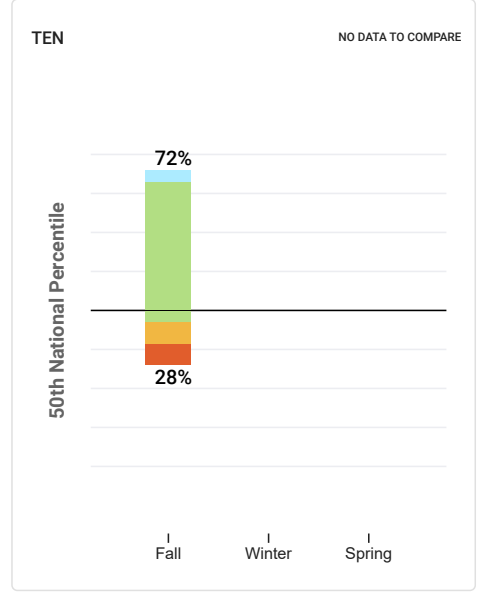
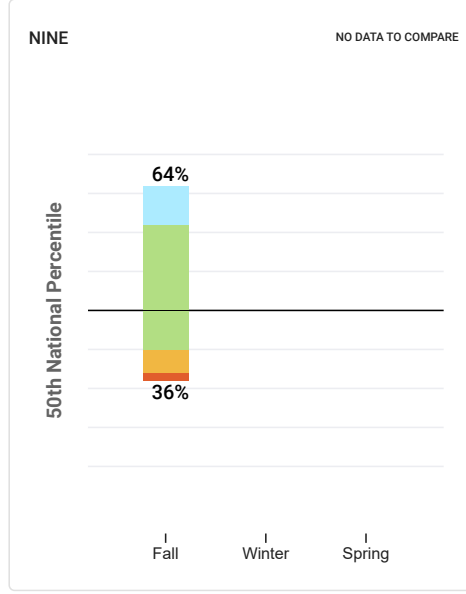
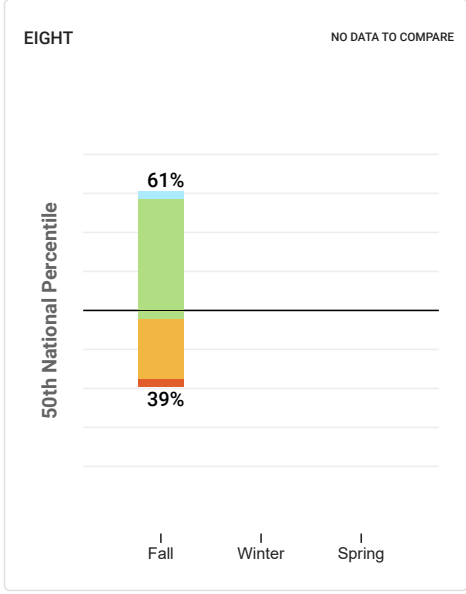
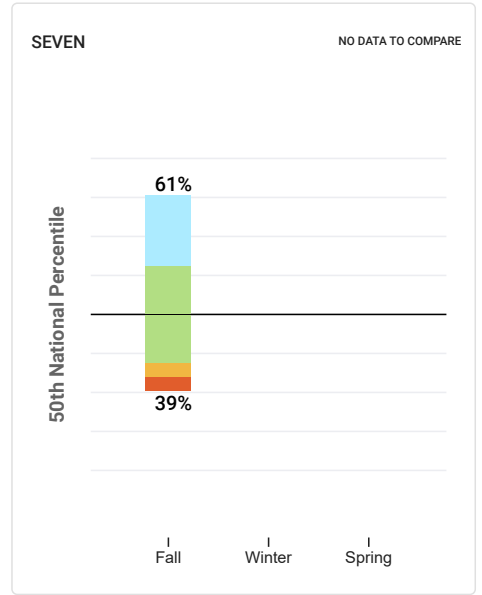
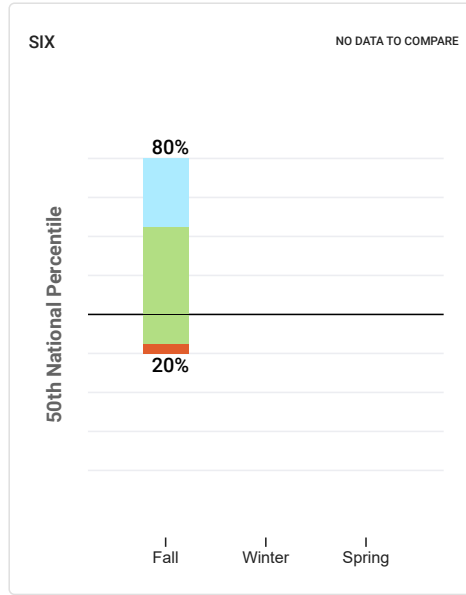
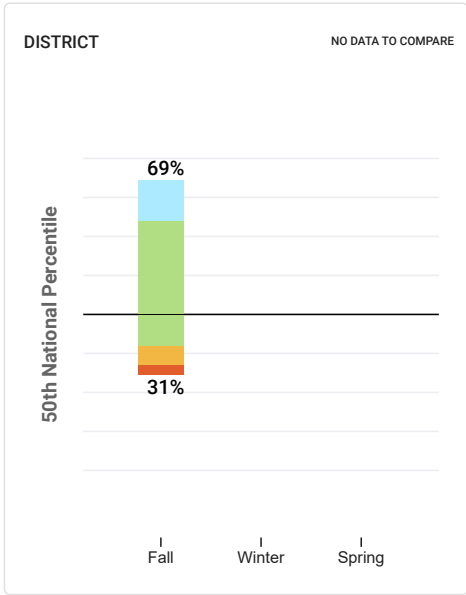
Sincerely,

Elsie Arntzen
State Superintendent
Montana Office of Public Instruction

cc: Superintendent Miller

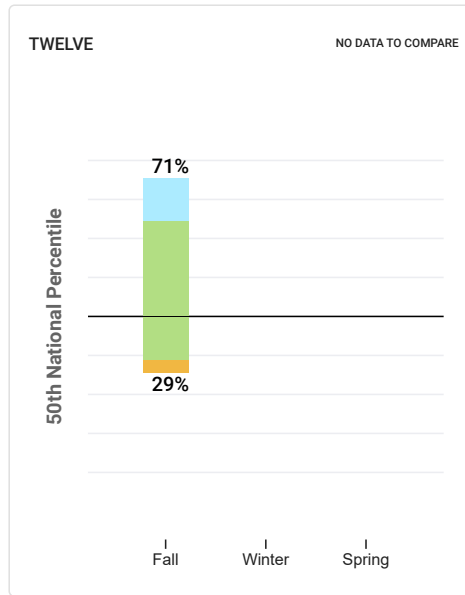
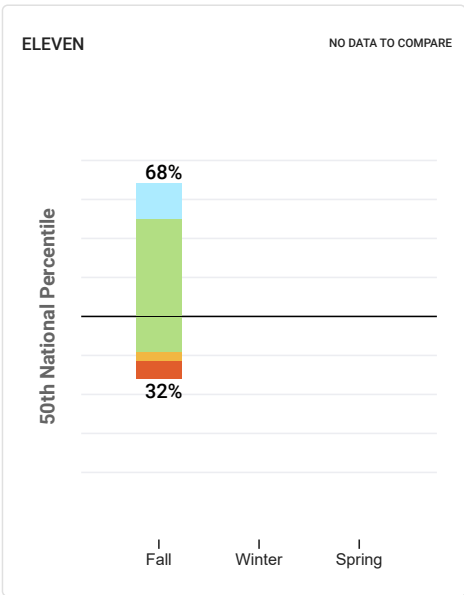
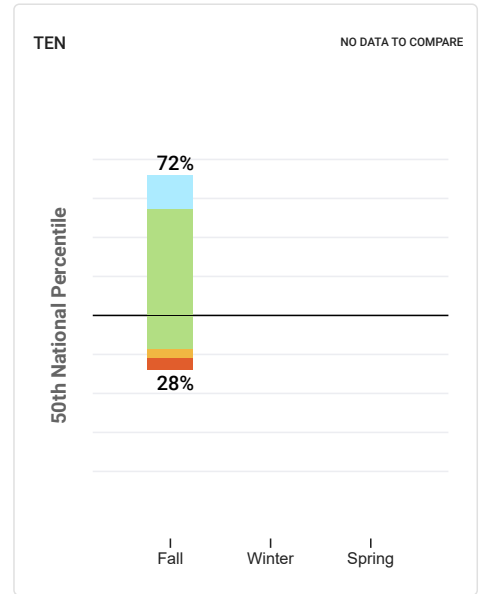
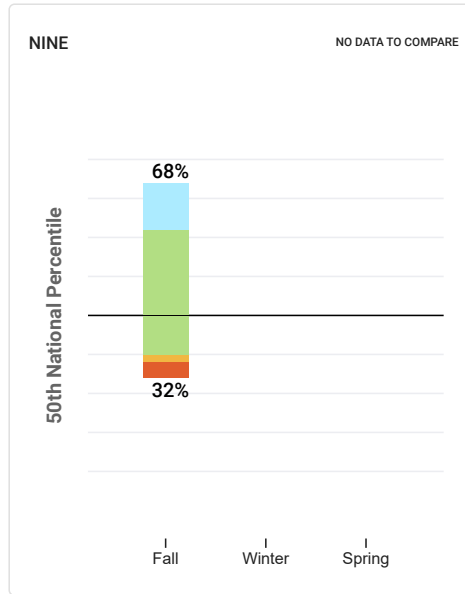
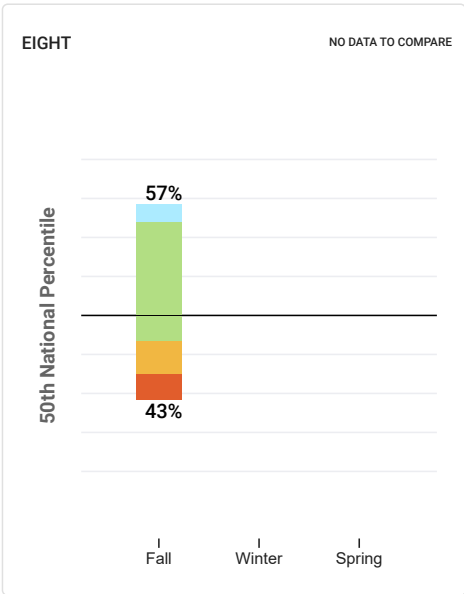
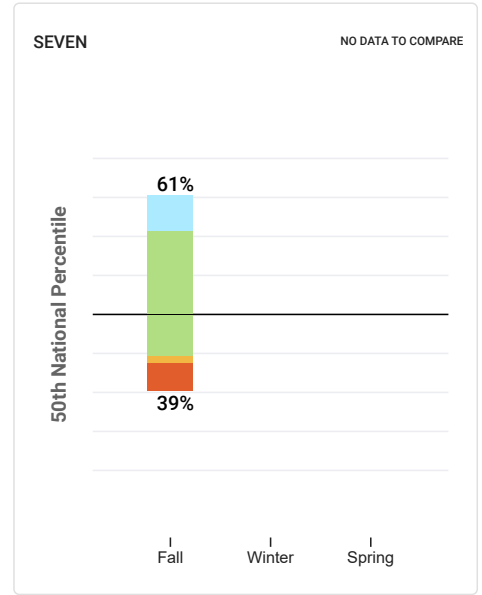
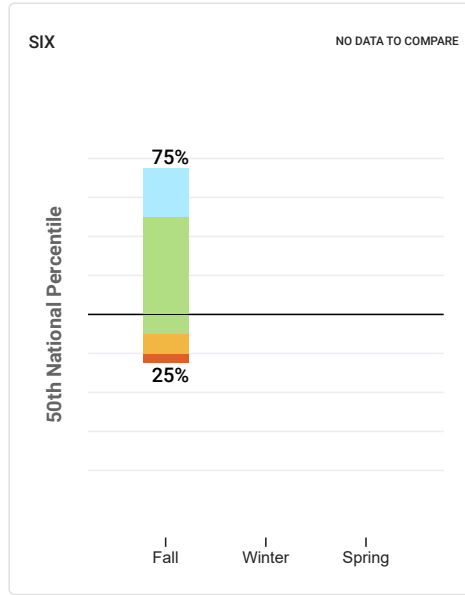
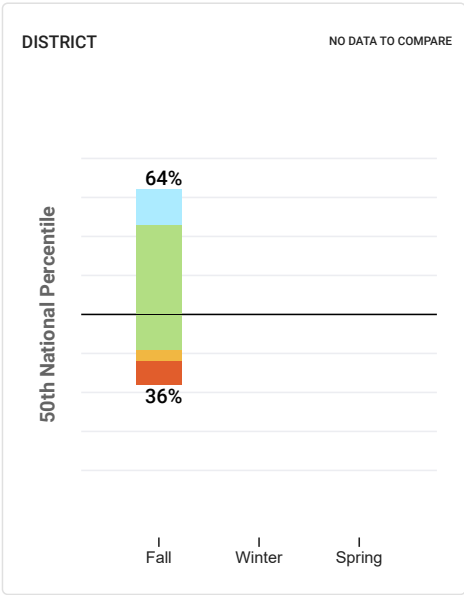
Trustees Rumney, McGregor, Mortag, Fowler, Wilson, Cummings, and Drury

SECTION II: JH/HS Principal Report



Group of Students	Percentile	Fall 2021		Winter 2021		Spring 2021		Change of Students	
		%	Students	%	Students	%	Students	%	Students
District	85-99th percentile	21	53	0	0	0	0	-21%	-53
	30-84th percentile	64	163	0	0	0	0	-64%	-163
	20-29th percentile	10	26	0	0	0	0	-10%	-26
	1-19th percentile	5	12	0	0	0	0	-5%	-12
Six	85-99th percentile	35	7	0	0	0	0	-35%	-7
	30-84th percentile	60	12	0	0	0	0	-60%	-12
	20-29th percentile	0	0	0	0	0	0	0%	0
	1-19th percentile	5	1	0	0	0	0	-5%	-1
Seven	85-99th percentile	36	10	0	0	0	0	-36%	-10
	30-84th percentile	50	14	0	0	0	0	-50%	-14
	20-29th percentile	7	2	0	0	0	0	-7%	-2
	1-19th percentile	7	2	0	0	0	0	-7%	-2
Eight	85-99th percentile	4	1	0	0	0	0	-4%	-1
	30-84th percentile	61	14	0	0	0	0	-61%	-14
	20-29th percentile	31	7	0	0	0	0	-31%	-7
	1-19th percentile	4	1	0	0	0	0	-4%	-1
Nine	85-99th percentile	20	5	0	0	0	0	-20%	-5
	30-84th percentile	64	16	0	0	0	0	-64%	-16
	20-29th percentile	12	3	0	0	0	0	-12%	-3
	1-19th percentile	4	1	0	0	0	0	-4%	-1
Ten	85-99th percentile	6	1	0	0	0	0	-6%	-1
	30-84th percentile	72	13	0	0	0	0	-72%	-13
	20-29th percentile	11	2	0	0	0	0	-11%	-2
	1-19th percentile	11	2	0	0	0	0	-11%	-2

Group of Students	Percentile	Fall 2021		Winter 2021		Spring 2021		Change of Students	
		%	Students	%	Students	%	Students	%	Students
Eleven	85-99th percentile	14	3	0	0	0	0	-14%	-3
	30-84th percentile	86	19	0	0	0	0	-86%	-19
	20-29th percentile	0	0	0	0	0	0	0%	0
	1-19th percentile	0	0	0	0	0	0	0%	0
Twelve	85-99th percentile	7	1	0	0	0	0	-7%	-1
	30-84th percentile	86	12	0	0	0	0	-86%	-12
	20-29th percentile	0	0	0	0	0	0	0%	0
	1-19th percentile	7	1	0	0	0	0	-7%	-1



Group of Students	Percentile	Fall 2021		Winter 2021		Spring 2021		Change of Students	
		%	Students	%	Students	%	Students	%	Students
District	85-99th percentile	18	46	0	0	0	0	-18%	-46
	30-84th percentile	64	161	0	0	0	0	-64%	-161
	20-29th percentile	6	16	0	0	0	0	-6%	-16
	1-19th percentile	12	29	0	0	0	0	-12%	-29
Six	85-99th percentile	25	5	0	0	0	0	-25%	-5
	30-84th percentile	60	12	0	0	0	0	-60%	-12
	20-29th percentile	10	2	0	0	0	0	-10%	-2
	1-19th percentile	5	1	0	0	0	0	-5%	-1
Seven	85-99th percentile	18	5	0	0	0	0	-18%	-5
	30-84th percentile	64	18	0	0	0	0	-64%	-18
	20-29th percentile	4	1	0	0	0	0	-4%	-1
	1-19th percentile	14	4	0	0	0	0	-14%	-4
Eight	85-99th percentile	9	2	0	0	0	0	-9%	-2
	30-84th percentile	61	14	0	0	0	0	-61%	-14
	20-29th percentile	17	4	0	0	0	0	-17%	-4
	1-19th percentile	13	3	0	0	0	0	-13%	-3
Nine	85-99th percentile	24	6	0	0	0	0	-24%	-6
	30-84th percentile	64	16	0	0	0	0	-64%	-16
	20-29th percentile	4	1	0	0	0	0	-4%	-1
	1-19th percentile	8	2	0	0	0	0	-8%	-2
Ten	85-99th percentile	17	3	0	0	0	0	-17%	-3
	30-84th percentile	72	13	0	0	0	0	-72%	-13
	20-29th percentile	5	1	0	0	0	0	-5%	-1
	1-19th percentile	6	1	0	0	0	0	-6%	-1

Group of Students	Percentile	Fall 2021		Winter 2021		Spring 2021		Change of Students	
		%	Students	%	Students	%	Students	%	Students
Eleven	85-99th percentile	18	4	0	0	0	0	-18%	-4
	30-84th percentile	68	15	0	0	0	0	-68%	-15
	20-29th percentile	5	1	0	0	0	0	-5%	-1
	1-19th percentile	9	2	0	0	0	0	-9%	-2
Twelve	85-99th percentile	22	3	0	0	0	0	-22%	-3
	30-84th percentile	71	10	0	0	0	0	-71%	-10
	20-29th percentile	7	1	0	0	0	0	-7%	-1
	1-19th percentile	0	0	0	0	0	0	0%	0

SECTION III: Athletic Director Report

Board Report
Activities
10/19/21

This past weekend we hosted our 2nd annual Badger cross-country invite. It was a great success. We had 80 runners register and about 55 actually compete in the event. There was plenty of community involvement from timers and award presenters to cheerleaders along the course. On Saturday our XC team will head to Missoula for the State Meet.

On Monday, October 18th our junior high basketball season begins. It will run through the rest of October into November and culminate with a JH tournament the first week of December.

Volleyball is finishing up their season this next week. The District 6-C tournament will be held on October 28, 29, and 30th at Simms. All-Session tickets can be purchased ahead of time in the front office

Football will be playing in Chinook at 6:00 on Saturday October 16th.

FFA will be leaving the week of October 25th to head to the National FFA Convention.

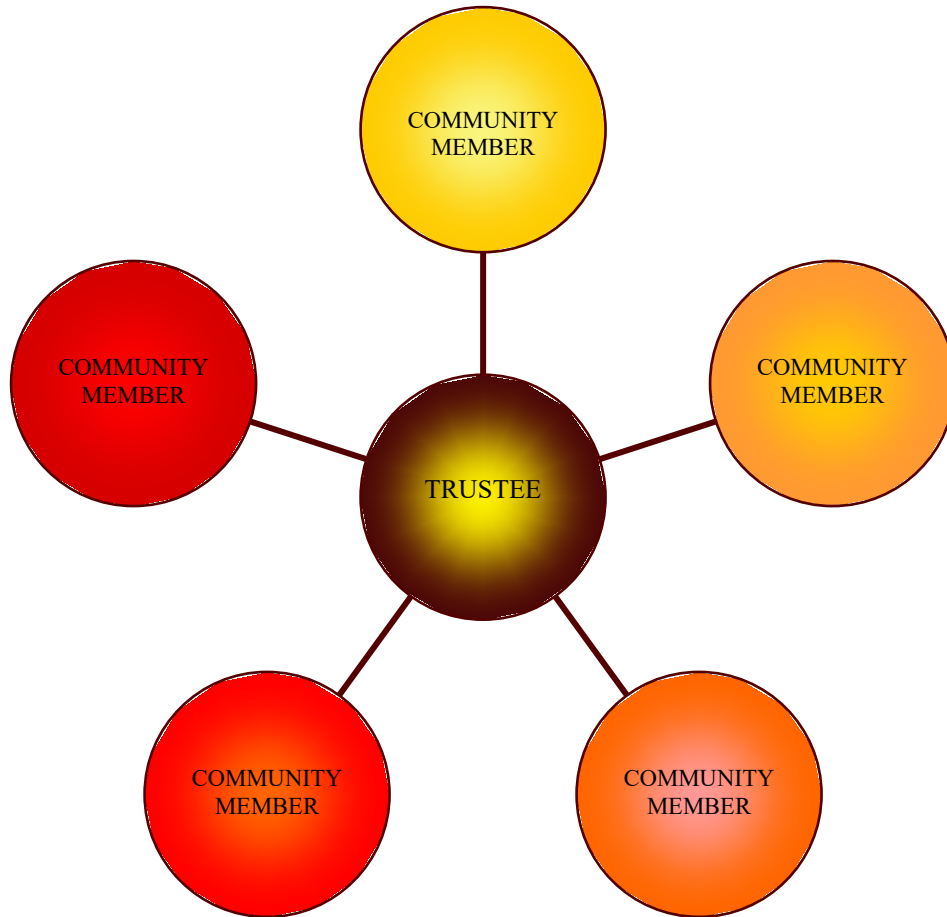
Red Ribbon week will be the week of October 25th. We have dress up days and competitions scheduled throughout the week.

Our Pep club is putting on a couple of school dances. The first one is Friday October 15 for the junior high school and the second one will be on November 19th for the high school. Both dances will start at 7:00 pm.

SECTION IV: Superintendent Report - Goal Setting

Trustee – Community Cross Over Connections to Community Needs

The connection exercise is intended to bring to the forefront thoughts, concerns, needs of the school community utilizing a cross-section of the community—parents, students, teachers, business owners, senior citizens, farmers/ranchers and others. The exercise is intended to focus community members and trustees on school related needs using a process that is straightforward and to the point.



The essence of the exercise is to have Trustees select five (5) members from the community at large from the categories assigned (these can also be determined jointly by the trustees and superintendent). These five individuals bring to the table perspectives about the school that may be the same or different from other members of the school community. All participants will be requested to take part in a structured process where they will be asked to think more expansively about needs of the school district's programs in all areas identified.

Community Cross-Over Activity Outline

Purpose:

Community Cross-Over is a process allowing school leadership to connect with identified needs of the school community. Community members will be asked to think about particular needs, concerns, issues of the school district as related to the District's programs. Identified areas of potential growth will be used to establish goals that school leadership can begin to address.

Time: 60 minutes (90 minutes max)

Roles:

- Presenter—to set up and direct the activity.
- Facilitators—Trustees will work as group leaders ensuring that each member of the group is heard. Presenters may also be active participants.
- Participants—actively engage in the activities through sharing of their thoughts, ideas and needs. Participants are also asked to listen and take note of what others are saying and compare this information with their own perspectives.
 - Is it something you agree or disagree with?
 - Is it something that is important to a group of students or all students?
 - Is it something that the Trustees need to work with?

Process:

1. Introduction/Overview (5 minutes): Presenter will provide an overview of the activity for facilitators and participants and frame questions needing a response. The presenter will also work with responses to filter, clarify, and condense responses that are held in common.
2. **Activity I** (15-20 minutes): Trustees will work with participants in Activity I to answer the following question.

Question: With respect to the District's programs, what are the things that ***** Public Schools does well (What are our strengths)?

Activity I-continued:

- a. Give each member of the group 2-3 minutes to write their own responses to the question.
 - b. Assign a recorder in your group and develop one list for your group that can be posted and shared with the entire group.
3. Activity I Wrap-Up. Presenter will explain how information will be summarized and how it will be incorporated into the School Improvement planning process.
4. **Activity II** (15-20 minutes): Trustees will work with participants to answer the following question.

Question: What are the things that ***** Public Schools can do better? What should be out focus?

- a. Give each member of the group 2-3 minutes to write their own responses to the question.
 - b. Assign a recorder and develop one list for your group that can be posted for all groups to see.
5. Groups will post Activity II responses and the presenter will help generate one list of “Potential Improvements/Needs” with input from the entire group— Consensus will be reached on PI/Needs list.
6. Each participant will be provided with 3 red dots. Each participant will be asked to identify his or her top three “Potential Improvements/Needs” from the list developed by the entire group.
7. “Potential Improvement/Needs” receiving the greatest number of votes will be utilized by the Trustees and the Superintendent to establish short and long-term goals with the development of specific action plans.

Board Assignments:

Each Trustee will be asked to identify five people who would be willing to participate in the Community Cross-Over activity. Assignments are on the following pages (Note: trustees may adjust assignments based on community demographics).

1. Board Member _____

One HS Parent:

One HS Teacher:

One Business Owner:

One Senior Citizen:

One HS Student involved in Activities:

2. Board Member _____

One Retired Person:

One MS Teacher:

One Business Owner:

One Classified Staff Person (MS or HS):

One HS Student not involved in activities:

3. Board Member _____

One Elementary Parent:

One Elementary School Teacher:

One Ag Producer:

One elementary Employee (grades K-5):

One Business Owner:

4. Board Member_____

One MS Parent:

One Ag Producer:

One Business Owner:

One Senior Citizen:

One Middle School Student:

5. Board Member_____

One HS Parent:

One HS Teacher (coach/advisor):

One Ag Producer:

One HS Student in Student Council:

One Health Professional:

6. Board Member_____

One MS Parent:

One Activity Driver:

One Business Owner:

One retired/person or Senior Citizen:

One MS Student in activities:

7. Board Member_____

One Elementary School Parent:

One Bus/Activity Driver:

One Food Service School employee:

One retired/person or Senior Citizen:


One MS Student not in activities:

The Preliminary Goal Setting meeting will be held on _____ at __:00pm
in the “location”.

SECTION IV: Superintendent Report - Food Service Inspection

Retail Food Establishment Inspection

As Governed by Title 50, Chapter 50 Montana Code Annotated (MCA) and the Administrative Rules of Montana (ARM): Title 37, Chapter 110, Subchapter 2

 CITY-COUNTY HEALTH DEPARTMENT	Cascade City-County Health Department 115 4th Street South Great Falls, MT 59401 406-454-6950	PWS ID MT0000171	Date 09/21/2021	
			Waste Water Public	Time In 11:30 am Time Out 12:00 pm
Establishment CASCADE SCHOOL DISTRICT 3 & B (CAFETERIA)	Address 321 CENTRAL AVE W	City/State CASCADE, MT	Zip Code 59421	Telephone (406) 468-9383
License/Permit # 15816	Owner CASCADE SCHOOL DISTRICT 3 & B	Purpose of Inspection ROUTINE INSPECTION		
Risk Category 4	No. of Risk Factor/Intervention Violations : 0	No. of Repeat Risk Factor/Intervention Violations : 0		
Email angela.johnson@cascade.k12.mt.us				

IN = Check this box if the item was observed to be in compliance OUT = Check this box to indicate this item was observed as out of compliance N/A = Check this box if this item was not applicable during this inspection N/O = Use this box if the item is not observed. COS = Use this box if the violation was corrected onsite. R = Check this box if the violation is a repeat violation.

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

1	PERSON IN CHARGE PRESENT, DEMONSTRATES KNOWLEDGE, AND PERFORMS DUTIES <input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
2	CERTIFIED FOOD PROTECTION MANAGER <input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/A <input type="checkbox"/> COS <input type="checkbox"/> R
Employee Health	
3	MANAGEMENT, FOOD EMPLOYEE AND CONDITIONAL EMPLOYEE, KNOWLEDGE, RESPONSIBILITIES AND REPORTING <input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
4	PROPER USE OF RESTRICTION AND EXCLUSION <input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
5	PROCEDURES FOR RESPONDING TO VOMITING AND DIARRHEAL EVENTS <input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
Good Hygienic Practices	
6	PROPER EATING, TASTING, DRINKING, OR TOBACCO USE <input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/O <input type="checkbox"/> COS <input type="checkbox"/> R
7	NO DISCHARGE FROM EYES, NOSE, AND MOUTH <input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/O <input type="checkbox"/> COS <input type="checkbox"/> R
Preventing Contamination by Hands	
8	HANDS CLEAN AND PROPERLY WASHED <input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/O <input type="checkbox"/> COS <input type="checkbox"/> R
9	NO BARE HAND CONTACT WITH RTE FOOD OR A PRE-APPROVED ALTERNATIVE PROCEDURE PROPERLY ALLOWED <input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/A <input type="checkbox"/> N/O <input type="checkbox"/> COS <input type="checkbox"/> R
10	ADEQUATE HANDWASHING SINKS PROPERLY SET UP AND ACCESSIBLE <input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
Approved Source	
11	FOOD OBTAINED FROM APPROVED SOURCE <input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
12	FOOD RECEIVED AT PROPER TEMPERATURE <input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O <input type="checkbox"/> COS <input type="checkbox"/> R
13	FOOD IN GOOD CONDITION, SAFE, AND UNADULTERATED <input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
14	REQUIRED RECORDS AVAILABLE: SHELLSTOCK TAGS, PARASITE DESTRUCTION <input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input type="checkbox"/> N/O <input type="checkbox"/> COS <input type="checkbox"/> R

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

Protection from Contamination

15	FOOD SEPARATED AND PROTECTED
	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/A <input type="checkbox"/> N/O <input type="checkbox"/> COS <input type="checkbox"/> R
16	FOOD-CONTACT SURFACES: CLEANED AND SANITIZED
	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/A <input type="checkbox"/> COS <input type="checkbox"/> R
17	PROPER DISPOSITION OF RETURNED, PREVIOUSLY SERVED, RECONDITIONED, AND UNSAFE FOOD
	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R

Time/Temperature Control for Safety

18	PROPER COOKING TIME AND TEMPERATURES
	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O <input type="checkbox"/> COS <input type="checkbox"/> R
19	PROPER REHEATING PROCEDURES FOR HOT HOLDING
	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O <input type="checkbox"/> COS <input type="checkbox"/> R
20	PROPER COOLING TIME AND TEMPERATURES
	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/A <input checked="" type="checkbox"/> N/O <input type="checkbox"/> COS <input type="checkbox"/> R
21	PROPER HOT HOLDING TEMPERATURES
	<input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/A <input type="checkbox"/> N/O <input type="checkbox"/> COS <input type="checkbox"/> R
22	PROPER COLD HOLDING TEMPERATURES
	<input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/A <input type="checkbox"/> N/O <input type="checkbox"/> COS <input type="checkbox"/> R
23	PROPER DATE MARKING AND DISPOSITION
	<input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/A <input type="checkbox"/> N/O <input type="checkbox"/> COS <input type="checkbox"/> R
24	TIME AS A PUBLIC HEALTH CONTROL: PROCEDURES AND RECORDS
	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input type="checkbox"/> N/O <input type="checkbox"/> COS <input type="checkbox"/> R

Consumer Advisory

25	CONSUMER ADVISORY PROVIDED FOR RAW OR UNDERCOOKED FOODS
	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input type="checkbox"/> COS <input type="checkbox"/> R

Highly Susceptible Populations

26	PASTEURIZED FOODS USED: PROHIBITED FOODS NOT OFFERED
	<input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/A <input type="checkbox"/> COS <input type="checkbox"/> R

Food/Color Additives and Toxic Substances

27	FOOD ADDITIVES: APPROVED AND PROPERLY USED
	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input type="checkbox"/> COS <input type="checkbox"/> R
28	TOXIC SUBSTANCES PROPERLY IDENTIFIED, STORED, AND USED
	<input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/A <input type="checkbox"/> COS <input type="checkbox"/> R

Conformance with Approved Procedures

29	COMPLIANCE WITH VARIANCE/SPECIALIZED PROCESS/HACCP
	<input type="checkbox"/> IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/> N/A <input type="checkbox"/> COS <input type="checkbox"/> R

GOOD RETAIL PRACTICES

Safe Food and Water

30	PASTEURIZED EGGS USED WHERE REQUIRED
	<input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
31	WATER AND ICE FROM APPROVED SOURCE
	<input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
32	VARIANCE OBTAINED FOR SPECIALIZED PROCESSING METHODS
	<input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R

Food Temperature Control

33	PROPER COOLING METHODS USED; ADEQUATE EQUIPMENT FOR TEMPERATURE CONTROL
	<input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
34	PLANT FOOD PROPERLY COOKED FOR HOT HOLDING
	<input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
35	APPROVED THAWING METHODS USED
	<input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
36	THERMOMETERS PROVIDED AND ACCURATE
	<input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R

GOOD RETAIL PRACTICES	
Food Identification	
37	FOOD PROPERLY LABELED; ORIGINAL CONTAINER <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
Prevention of Food Contamination	
38	INSECTS, RODENTS, AND ANIMALS NOT PRESENT <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
39	CONTAMINATION PREVENTED DURING FOOD PREPARATION, STORAGE, AND DISPLAY <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
40	PERSONAL CLEANLINESS <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
41	WIPING CLOTHS: PROPERLY USED AND STORED <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
42	WASHING FRUITS AND VEGETABLES <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
Proper Use of Utensils	
43	IN-USE UTENSILS: PROPERLY STORED <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
44	UTENSILS, EQUIPMENT, AND LINENS: PROPERLY STORED, DRIED, AND HANDLED <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
45	SINGLE-USE/SINGLE-SERVICE ARTICLES: PROPERLY STORED AND USED <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
46	GLOVES USED PROPERLY <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
Utensils, Equipment and Vending	
47	FOOD AND NON-FOOD CONTACT SURFACES CLEANABLE, PROPERLY DESIGNED, CONSTRUCTED, AND USED <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
48	WAREWASHING FACILITIES: INSTALLED, MAINTAINED, AND USED; TEST STRIPS <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
49	NON-FOOD CONTACT SURFACES CLEAN <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
Physical Facilities	
50	HOT AND COLD WATER AVAILABLE; ADEQUATE PRESSURE <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
51	PLUMBING INSTALLED; PROPER BACKFLOW DEVICES <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
52	SEWAGE AND WASTE WATER PROPERLY DISPOSED <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
53	TOILET FACILITIES: PROPERLY CONSTRUCTED, SUPPLIED, AND CLEANED <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
54	GARBAGE AND REFUSE PROPERLY DISPOSED; FACILITIES MAINTAINED <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
55	PHYSICAL FACILITIES INSTALLED, MAINTAINED AND CLEAN <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
56	ADEQUATE VENTILATION AND LIGHTING; DESIGNATED AREAS USED <input type="checkbox"/> OUT <input type="checkbox"/> COS <input type="checkbox"/> R
REQUIRED OBSERVATIONS	
57	CURRENT LICENSE POSTED <input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> N/A <input type="checkbox"/> N/O <input type="checkbox"/> COS <input type="checkbox"/> R

Measured Observations		
Item/Location	Measurement	Comments
Surface Temperature / Dishwashing Machine Rinse Cycle	158.00 FAHRENHEIT	
Mashed Potatoes / Hot Hold Cabinet	156.00 FAHRENHEIT	
Milk / Milk Cooler	39.00 FAHRENHEIT	
Lettuce / Salad Bar	52.00 FAHRENHEIT	Discarded after lunch service.
Mashed Potatoes / Steam Table	149.00 FAHRENHEIT	
Juice / Traulsen Cooler	35.00 FAHRENHEIT	
Milk / Walk-In Cooler	34.00 FAHRENHEIT	
Ambient Air / Walk-In Freezer	-2.00 FAHRENHEIT	
Quaternary Ammonium Sanitizer / Wiping Cloth Bucket	200.00 PARTS PER MILLION	

Inspection Images

Total # of Images: 0

Overall Inspection Comments: Overall Inspection Comments


CFPM: Angela Johnson EXP: 6/22/2022

Salad bar items are on ice and are discarded after lunch service.

No violations noted at the time of inspection.

Signatures

Emailed to Kitchen Manager
9/24/2021



Rhonda Knudsen
Registered Sanitarian

Follow-up: NO

Follow-up Date:

APPENDIX B

Board Report

Section I – Board Training Hours

Section I - Board Training Hours

Cascade Board Hours 2021-2022			
NAME	DATE	DESCRIPTION	CREDIT RECEIVED
Chris Wilson			
		TOTAL	0
Iain McGregor			
		TOTAL	0
John Rumney			
		TOTAL	0
Rick Cummings			
		TOTAL	
Ruth Mortag			
		Total	0
Val Fowler		MTSBA Think Tank Thursdays	8
	7/2021	2021 Summer Series	6
		TOTAL	14

APPENDIX C

New Business

Section I – SY2021-2022 Bus Routes

Section II – Memorandum of Understanding, Policy 1910F1

Section III – House Loan

Section IV – Summer Food Program Information, Policy 5410

Section V – Recommended Policy Updates & Revisions from MTSBA Review –
Second Reading

Section VI – Recommended Policy Updates & Revisions (New) – Second Reading

Section VII – Required Policy Updates & Revisions from MTSBA Review

Section VIII – Required Policy Updates & Revisions (New)

Section IX – Recommended Policy Updates & Revisions (New) – First Reading

Section X – Termination of Obsolete Policies

SECTION I: Bus Routes

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	Wylie Aker	70	30
Rt #2	Old US #91	422B	Eric Mondragon	94	54
Rt #3	Wolf Creek	767A	Linda Lodman	118	69
Rt #4	Ulm/Deep Creek	2550	Michele Correll	200	69
Rt #5	Chestnut Valley	584A	Gale Manning	66	24
Rt #6	Adel	611B	Philip Freed	96	30

All buses arrive school at 7:40 AM

All buses leave school at 4:00 PM

SECTION II: Memorandum of Understanding

Memorandum of Understanding

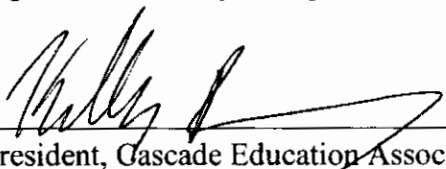
September 29th, 2021

Cascade School District grants each certified employee covered by the master agreement, school-paid leave regarding COVID-19. Each employee will be allocated ten (10) COVID-19 leave days (pro-rated by FTE) from 08/16/2021 – 05/26/2021 to use for the following COVID-19 related absences:

- Employee is COVID positive
- Employee has symptoms of COVID and is awaiting test results
- Employee is quarantined as a close contact to a COVID positive individual
- Child is COVID positive and requires employee/parent to stay home (2/3 pay – can supplement with sick time)
- Child is quarantined and requires employee/parent to stay home (2/3 pay – can supplement with sick time)
- Child's school or daycare is closed due to COVID (2/3 pay – can supplement with sick time)

Employees must complete 1910F1 – Employee Request Form – Emergency Paid Sick Leave and must comply with all requirements outlined on the form, including providing applicable government order or documentation from medical provider corresponding to reasons for using COVID-19 leave. Forms must be submitted to the District Clerk prior to the end of the pay period. 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 29th day of September, 2021.



President, Cascade Education Association

Superintendent / Board Chair

Attest,

District Clerk

SECTION III: House Loan

Note 1053515 - COUNTY OF CASCADE

	Relationship	Date of Birth	Phone Number	Tax Identification
COUNTY OF CASCADE CASCADE SCHOOL DIST #3 PO BOX 529 CASCADE MT 59421-0529	Owner/Signer		*****	EIN **-*****
	Owner/Signer		*****	

Additional Relationships
 Tax Name: COUNTY OF CASCADE

Loan To Date

Date	Description	Transaction Amount	Principal:	Interest:	Principal Balance
Sep 23, 2014	Original Rate	Interest Rate:	4.000000		
Sep 23, 2014	NEW NOTE ADVANCE	\$120,387.00	\$120,387.00		\$120,387.00
Oct 22, 2014	Regular Payment	\$10,697.28	\$10,314.69	\$382.59	\$110,072.31
Oct 21, 2015	Regular Payment	\$891.44	\$0.00	\$891.44	\$110,072.31
Oct 21, 2015	Regular Payment	\$891.44	\$0.00	\$891.44	\$110,072.31
Oct 21, 2015	Regular Payment	\$891.44	\$0.00	\$891.44	\$110,072.31
Oct 21, 2015	Regular Payment	\$891.44	\$0.00	\$891.44	\$110,072.31
Oct 21, 2015	Regular Payment	\$891.44	\$66.38	\$825.06	\$110,005.93
Oct 21, 2015	Regular Payment	\$891.44	\$891.44	\$0.00	\$109,114.49
Oct 21, 2015	Regular Payment	\$891.44	\$891.44	\$0.00	\$108,223.05
Oct 21, 2015	Regular Payment	\$891.44	\$891.44	\$0.00	\$107,331.61
Oct 21, 2015	Regular Payment	\$891.44	\$891.44	\$0.00	\$106,440.17
Oct 21, 2015	Regular Payment	\$891.44	\$891.44	\$0.00	\$105,548.73
Oct 21, 2015	Regular Payment	\$891.44	\$891.44	\$0.00	\$104,657.29
Oct 21, 2015	Regular Payment	\$891.44	\$891.44	\$0.00	\$103,765.85
Nov 10, 2016	Regular Payment	\$10,697.28	\$6,307.85	\$4,389.43	\$97,458.00
Nov 01, 2017	Regular Payment	\$10,697.28	\$6,895.09	\$3,802.19	\$90,562.91
Nov 14, 2018	Regular Payment	\$10,697.28	\$6,945.75	\$3,751.53	\$83,617.16
Nov 05, 2019	Regular Payment	\$10,697.28	\$7,435.07	\$3,262.21	\$76,182.09
Nov 05, 2019	Principal Payment	\$18,372.72	\$18,372.72		\$57,809.37
Nov 02, 2020	Regular Payment	\$16,888.14	\$14,588.44	\$2,299.70	\$43,220.93
Nov 05, 2020	Rate Change	Interest Rate:	4.000000		

SECTION IV: Food Service Information

Cascade School District

PERSONNEL

5140

Classified Employment and Assignment

Each classified employee hired will be employed under a written contract of a specified term, of a beginning and ending date, within the meaning of 39-2-912, MCA, after the employee has satisfied the requisite probationary period of six (6) months*. Should the employee satisfy the probationary period, such employees shall have no expectation of continued employment beyond the current contract term.

The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor or grade.

The Board will determine the salary and wages for classified personnel.

*By statute the probationary period is six (6) months.

Legal Reference: Whidden v. Nerison, 294 Mont. 346, 981 P.2d 271 (1999)
Bowden v. The Anaconda Co., 38 St. Rep. 1974 (D.C. Mont. 1981)
Scott v. Eagle Watch Inv., Inc., 251 Mont. 191, 828 P2d 1346 (1991)
Prout v. Sears, Roebuck & Co., 236 Mont. 152, 722 P2d 288 (1989)
Hunter v. City of Great Falls (2002), 2002 MT 331
39-2-904, MCA Elements of wrongful discharge – presumptive probationary period

Policy History:

Adopted on: May 15, 2001

Revised on: October 11, 2001

Revised on: July 17, 2007

Reviewed on: March 6, 2009



Rick Miller <rick.miller@cascade.k12.mt.us>

Fwd: Question on Staff Pay with USDA Program Dollars

1 message

Angela Johnson <angela.johnson@cascade.k12.mt.us>

Mon, Sep 13, 2021 at 2:20 PM

To: Rick Miller <rick.miller@cascade.k12.mt.us>

This is the email that I received on Friday. Not exactly what I was looking for, but maybe it can work for you? I am still waiting for a response today.

----- Forwarded message -----

From: **Olson, Caroline** <Caroline.Olson@mt.gov>

Date: Fri, Sep 10, 2021 at 3:57 PM

Subject: Question on Staff Pay with USDA Program Dollars

To: Angela Johnson <angela.johnson@cascade.k12.mt.us>

Cc: Lloyd, Kimberly <Kimberly.Lloyd@mt.gov>

Hi Angela,

Thanks for reaching out to our office for more information about Seamless Summer reimbursement and staff pay, this can be a confusing topic!

Staff wages are an allowable expense of the non-profit school food service account and USDA child nutrition programs reimbursement dollars. Anyone involved in Seamless Summer Option program administration or operation may be paid using Seamless Summer reimbursement, proportional to the amount of time they spend on the program. In other words, if 100% of a staff member's time/duties are spent on food service tasks, their wage can be paid 100% out of those USDA dollars. However, if only 25% of their role is dedicated to food service, then no more than 25% of their wages can come from program dollars.

Specific wage rates are set by the district, and should reflect the needs of your specific area and operations. A few things to consider in keeping a balanced food service budget are quality and quantity of food, method of food production, staffing needs, etc.

Thank you and please let us know if you have any further questions.

Caroline Olson
Assistant Director, School Nutrition Programs
Office of Public Instruction
406-437-4688

--
Angela Johnson
Food Service Director
Cascade Public School
406-468-9383 X120

angela.johnson@cascade.k12.mt.us

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Section V - Recommended Policy Updates & Revisions from MTSBA Review - Second Reading

1 Cascade School District

3 THE BOARD OF TRUSTEES

1113

5 Vacancies

7 A trustee position becomes vacant before the expiration of a term, when any of the following
8 occurs:

- 10 1. Death of the trustee;
- 11 2. The effective date stipulated in the written resignation of the trustee filed with the Clerk;
- 12 3. Trustee moves out of the nominating district, establishing residence elsewhere;
- 13 4. Trustee is no longer a registered elector of the District under the provisions of § 20-20-
14 301, MCA;
- 15 5. Trustee is absent from the District for sixty (60) consecutive days;
- 16 6. Trustee fails to attend three (3) consecutive meetings of the trustees without good excuse;
- 17 7. Trustee has been removed under the provisions of § 20-3-310, MCA; or
- 18 8. Trustee ceases to have the capacity to hold office under any other provision of law.
- 19 9. A trustee position also shall be vacant when an elected candidate fails to qualify.

21 When a trustee vacancy occurs, the remaining trustees shall declare such position vacant and fill
22 such vacancy by appointment. The Board will receive applications from any qualified persons
23 seeking to fill the position after suitable public notice. The Board will appoint one (1) candidate
24 to fill the position.

26 Should the Board fail to fill a vacancy within sixty (60) days from the creation of a vacancy, the
27 county superintendent shall appoint, in writing, a competent person to fill such vacancy. An
28 appointee shall qualify by completing and filing an oath of office with the county superintendent
29 within fifteen (15) days after receiving notice of the appointment and shall serve until the next
30 regularly scheduled school election and a successor has qualified.

34 Cross Reference: 1240 Duties of Individual Trustees
35 1112 Resignations

37 Legal References: § 2-16-501(3), MCA Vacancies created
38 § 20-3-308, MCA Vacancy of trustee position
39 § 20-3-309, MCA Filling vacated trustee position – appointee
40 qualification and term of office

41 Policy History:

42 Adopted on: May 15, 2001

43 Revised on: November 20, 2007, March 10, 2014, July 16, 2019

44 Reviewed on: Nov 17, 2016, September 2, 2021

4
5 Conflict of Interest

6
7 A trustee may not:

- 8
- 9 1. Engage in a substantial financial transaction for the trustee’s private business purpose,
10 with a person whom the trustee inspects or supervises in the course of official duties.
11
 - 12 2. Perform an official act directly and substantially affecting, to its economic benefit, a
13 business or other undertaking in which the trustee either has a substantial financial
14 interest or is engaged as counsel, consultant, representative, or agent.
15
 - 16 3. Act as an agent or solicitor in the sale or supply of goods or services to a district.
17
 - 18 4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when
19 the trustee has more than a ten percent (10%) interest in the corporation. A contract does
20 not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments
21 or deposits in financial institutions that are in the business of loaning or receiving money,
22 when such investments or deposits are made on a rotating or ratable basis among
23 financial institutions in the community or when there is only one (1) financial institution
24 in the community; or 3) contracts for professional services other than salaried services or
25 for maintenance or repair services or supplies when the services or supplies are not
26 reasonably available from other sources, if the interest of any Board member and a
27 determination of such lack of availability are entered in the minutes of the Board meeting
28 at which the contract is considered.
29
 - 30 5. Be employed in any capacity by the District, with the exception of officiating at athletic
31 competitions under the auspices of the Montana Officials Association.
32
 - 33 6. Perform an official act directly and substantially affecting a business or other
34 undertaking to its economic detriment when the officer or employee has a substantial
35 personal interest in a competing firm or undertaking.
36
 - 37 7. Appoint or renew to a position of trust or emolument any person related or connected by
38 consanguinity within the fourth (4th) degree or by affinity within the second (2nd) degree.
39
 - 40 a. This prohibition does not apply to the issuance of an employment contract to a
41 person as a substitute teacher who is not employed as a substitute teacher for more
42 than thirty (30) consecutive school days.
 - 43 b. This prohibition does not apply to the renewal of an employment contract of a
44 tenured teacher or classified employee employed without a written contract for a
45 specific term related to a Board member, who was initially hired before the Board
46 member assumed the trustee position.

- 1
2
3
4 c. This prohibition does not apply if trustees comply with the following
5 requirements: 1) **All trustees**, except the trustee related to the person to be
6 employed or appointed, vote to employ the related person; 2) the trustee related to
7 the person to be employed abstains from voting; and 3) the trustees give fifteen
8 (15) days written notice of the time and place of their intended action in a
9 newspaper of general circulation in the county where the school is located.
10

11 Legal Reference: Section 20-9-204, MCA – Conflicts of Interest
12 Section 20-1-201, MCA – School Officials not to Act as Agents
13 Section 2-2-302, MCA - Nepotism
14 Section 2-2-103, MCA – Public Trust
15 Section 2-2-104, MCA – Rules of Conduct
16 Section 2-2-105, MCA – Ethical Requirements
17 Section 2-2-121, MCA – Rules of Conduct
18

19 Policy History:

20 Adopted on: May 15, 2001

21 Reviewed on: November 30, 2010, November 17, 2016, September 2, 2021

22 Revised on: October 20, 2009, July 16, 2019, November 19, 2019

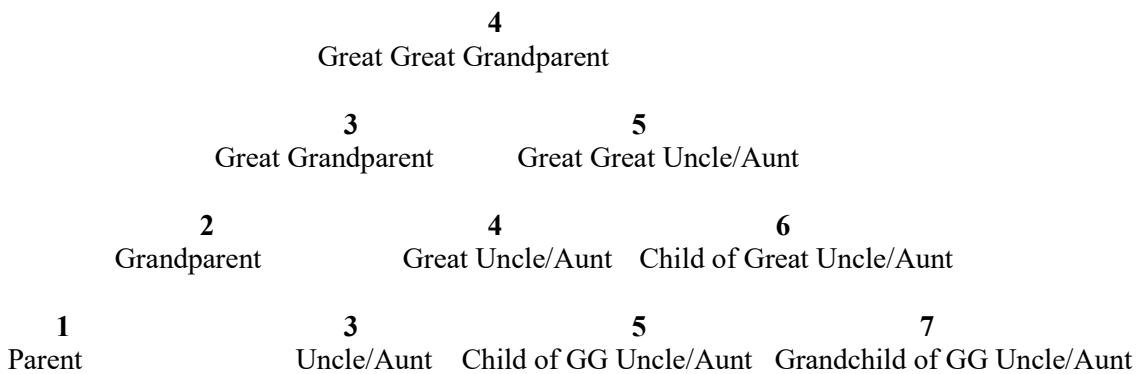
4
5 Relationships Defined and Chart

6
7 Definitions

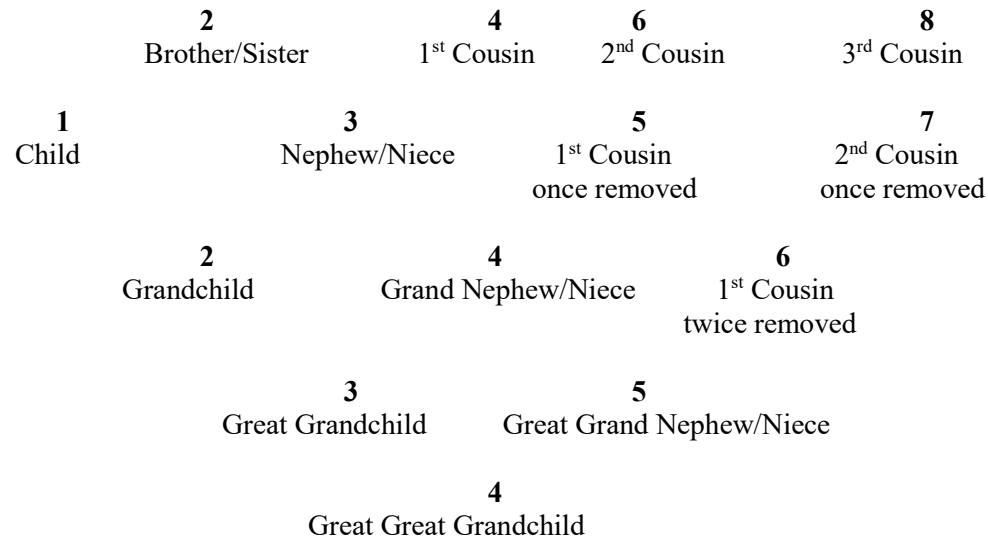
8
9 Affinity is the legal relationship arising as the result of marriage. Relationship by affinity
10 terminates upon the death of one of the spouses or other dissolution of marriage, except when the
11 marriage has resulted in issue still living.

12
13 Consanguinity is a relationship by blood relation. Relationship by consanguinity is confirmed by
14 being descended from the same ancestor. Kinship determined by consanguinity may not be
15 terminated.

16
17 Degrees of Consanguinity



32 **Trustee**



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Degrees of Affinity

			3
			Great Grandparent-in-law or Step Great Grandparent
		2	
		Grandparent-in-law or Step Grandparent	
	1		3
	Father/Mother-in-law or Step Parent		Uncle/Aunt-in-law Or Step Uncle/Aunt
Trustee	1	2	
	Spouse	Brother/Sister-in-law Or Step Sibling	
	1		3
	Step Child or Son/Daughter-in-law		Nephew/Niece-in-law or Step Nephew/Niece
		2	
		Step Grandchild or Grandchild-in-law	
			3
			Step Great Grandchild or Great Grandchild-in-law

Policy History:

Adopted on: May 15, 2001
Reviewed on: November 30, 2010, November 17, 2016, September 2, 2021
Revised on: October 20, 2009, July 16, 2019, November 19, 2019

1 **Cascade School District**

2
3 **INSTRUCTION**

2110

4
5 Objectives

6
7
8 Continuous Progress Education

9
10 The Board acknowledges its responsibility to develop and implement a curriculum designed to
11 provide for sequential intellectual and skill development necessary for students to progress on a
12 continuous basis from elementary through secondary school.

13
14 The Superintendent is directed to develop instructional programs which will enable each student
15 to learn at the student’s best rate. The instructional program will strive to provide for:

- 16
17 1. Placement of a student at the student’s functional level;
18
19 2. Learning materials and methods of instruction considered to be most appropriate to the
20 student’s learning style; and
21
22 3. Evaluation to determine if the desired student outcomes have been achieved.

23
24 Each year, the Superintendent will determine the degree to which such instructional programs are
25 being developed and implemented. Accomplishment reports submitted annually will provide the
26 Board with the necessary information to make future program improvement decisions.

27
28
29
30 Policy History:

31 Adopted on: May 15, 2001

32 Reviewed on: December 5, 2016, September 2, 2021

33 Revised on: October 3, 2007, March 10, 2014

1 **Cascade School District**

2
3 **INSTRUCTION**

2151

4
5 Interscholastic Activities

6
7 The District recognizes the value of a program of interscholastic activities as an integral part of
8 the total school experience. The program of interscholastic activities will include all activities
9 relating to competitive sport or intellectual contests, games or events, or exhibitions involving
10 individual students or teams of students of this District, when such events occur between schools
11 outside this District.

12
13 All facilities and equipment utilized in the interscholastic activity program, whether or not the
14 property of the District, will be inspected on a regular basis. Participants will be issued
15 equipment which has been properly maintained and fitted.

16
17 An activity coach must be properly trained and qualified for an assignment as described in the
18 coach's job description. A syllabus which outlines the skills, techniques, and safety measures
19 associated with a coaching assignment will be distributed to each coach. All personnel coaching
20 intramural or interscholastic activities will hold a current valid first aid certificate.

21
22 The Board recognizes that certain risks are associated with participation in interscholastic
23 activities. While the District will strive to prevent injuries and accidents to students, each parent
24 or guardian will be required to sign an "assumption of risk" statement indicating that the parents
25 assume all risks for injuries resulting from such participation. Each participant will be required
26 to furnish evidence of physical fitness (physical form) prior to becoming a member of an athletic
27 team. A participant will be free of injury and will have fully recovered from illness before
28 participating in any event.

29
30 Coaches and/or trainers may not issue medicine of any type to students. This provision does not
31 preclude the coach and/or trainer from using approved first aid items.

32
33
34
35 Cross Reference: 3416 Administering Medicines to Students
36 2151F Assumption of Risk Form

37
38 Legal Reference: 10.55.707, ARM Teacher and Specialist Licensure
39 37.111.825, ARM Health Supervision and Maintenance

40
41 Policy History:

42 Adopted on: May 15, 2001

43 Reviewed on: December 5, 2016, September 2, 2021

44 Revised on: September 19, 2006

1 **Cascade School District**

2
3 **INSTRUCTION**

2320

4
5 Field Trips, Excursions, and Outdoor Education

6
7 The Board recognizes that field trips, when used as a device for teaching and learning integral to
8 the curriculum, are an educationally sound and important ingredient in the instructional program
9 of the schools. Such trips can supplement and enrich classroom procedures by providing
10 learning experiences in an environment beyond the classroom. The Board also recognizes that
11 field trips may result in lost learning opportunities in missed classes. Therefore, the Board
12 endorses the use of field trips, when educational objectives achieved by the trip outweigh any
13 lost in-class learning opportunities.

14
15 Field trips that will take students out of state must be approved in advance by the Board; building
16 principals may approve all other field trips.

17
18 Building principals will develop procedures with respect to field trips, excursions, and outdoor
19 education.

20
21 Staff members may not solicit students during instructional time for any privately arranged field
22 trip or excursion without Board permission.

23
24 The presence of a person with a currently valid first aid card is required during school-sponsored
25 activities, including field trips, athletic, and other off-campus events.

26
27
28
29 Legal Reference: ARM 37.111.825 Health Supervision and Maintenance

30
31 Policy History:

32 Adopted on: May 15, 2001

33 Reviewed on: December 16, 2016, September 2, 2021

34 Revised on: March 20, 2007

1 **Cascade School District**

2
3 **INSTRUCTION**

2334

4
5 Release Time for Religious Instruction

6
7 The District may provide for a religious instruction released time program, under which a student
8 may be released, on written request of a parent(s) or guardian(s), except that no such program
9 will take place in public school property. Such release will not adversely affect a student's
10 attendance.

11
12 **OR:**

13
14 No student will be released during the school day for religious instruction.
15

16
17
18 Legal Reference: Art. II, Sec. 5, Montana Constitution - Freedom of religion
19 Art. X, Sec. 7, Montana Constitution - Nondiscrimination in education
20 § 20-1-308, MCA Religious instruction released time program
21

22 Policy History:

23 Adopted on:

24 Reviewed on:

25 Revised on:

1 **Cascade School District**

2
3 **INSTRUCTION**

2410

4
5 High School Graduation Requirements

6
7 The Board will award a regular high school diploma to every student enrolled in the District who
8 meets graduation requirements established by the District. The official transcript will indicate
9 the specific courses taken and level of achievement.

10
11 The Board will establish graduation requirements which, at a minimum, satisfy those established
12 by the Board of Public Education (A.R.M. 10.55.904 and 905). Generally, any change in
13 graduation requirements promulgated by the Board will become effective for the next class to
14 enter ninth (9th) grade. Exceptions to this general rule may be made, when it is determined by
15 the Board that proposed changes in graduation requirements will not have a negative effect on
16 students already in grades nine (9) through twelve (12). The Board will approve graduation
17 requirements as recommended by the Superintendent.

18
19 To graduate from Cascade High School, a student must have satisfactorily completed the last
20 quarter prior to graduation as a Cascade High School student. Highly unusual exceptions may be
21 considered by the principal, such as a student exchange program in a recognized school.

22
23 A student with a disabling condition will satisfy those competency requirements incorporated
24 into the individualized education program (IEP). Satisfactory completion of the objectives
25 incorporated in the IEP will serve as the basis for determining completion of a course.

26
27 A student may be denied participation in graduation ceremonies in accordance with 20-5-201(3),
28 MCA. In such instances the diploma will be awarded after the official ceremony has been held.

29	30	31	
32	Legal Reference:	§ 20-5-201, MCA	Duties and sanctions
33		<u>§ 20-3-322 (3), MCA</u>	<u>Meetings and Quorum</u>
34		10.55.904, ARM	Basic Education Program Offerings: High School
35		10.55.905, ARM	Graduation Requirements
36		10.55.906, ARM	High School Credit
37			

38 Policy History:

39 Adopted on: May 15, 2001
40 Reviewed on: December 16, 2016, September 2, 2021
41 Revised on: January 20, 2009

1 **Cascade School District**

2
3 **INSTRUCTION**

2500
page 1 of 2

4
5 English Language Learner Program

6
7 In accordance with the Board’s philosophy to provide a quality educational program to all
8 students, the District shall provide an appropriate planned instructional program for identified
9 students whose dominant language is not English. The purpose of the program is to increase the
10 English proficiency of eligible students, so they can attain academic success. Students who are
11 English Language Learners (ELL) will be identified, assessed, and provided appropriate services.

12
13 The Board shall adopt a program of educational services for each student whose dominant
14 language is not English. The program shall include bilingual/bicultural or English as a second
15 language instruction.

16
17 The Superintendent or his/her designee shall implement and supervise an ELL program which
18 ensures appropriate ELL instruction and complies with applicable laws and regulations.

19
20 The Superintendent or his/her designee, in conjunction with appropriate stakeholders, shall
21 develop and disseminate written procedures regarding the ELL program, including:

- 22
- 23 1. Program goals.
 - 24 2. Student enrollment procedures.
 - 25 3. Assessment procedures for program entrance, measurement of progress, and program
26 exit.
 - 27 4. Classroom accommodations.
 - 28 5. Grading policies.
 - 29 6. List of resources, including support agencies and interpreters.
- 30
31
32
33
34
35

36 The District shall establish procedures for identifying students whose language is not English.
37 For students whose dominant language is not English, assessment of the student’s English
38 proficiency level must be completed to determine the need for English as a Second Language
39 instruction.

40
41 Students whose dominant language is not English should be enrolled in the District, upon proof
42 of residency and other legal requirements. Students shall have access to and be encouraged to
43 participate in all academic and extracurricular activities of the District.

44
45 Students participating in ELL programs shall be required, with accommodations, to meet
46 established academic standards and graduation requirements adopted by the Board.

1
2
3
4 The ELL program shall be designed to provide instruction which meets each student’s individual
5 needs based on the assessment of English proficiency in listening, speaking, reading, and
6 writing. Adequate content-area support shall be provided while the student is learning English,
7 to assure achievement of academic standards.
8

9 The ELL program shall be evaluated for effectiveness as required, based on the attainment of
10 English proficiency, and shall be revised when necessary.
11

12 At the beginning of each school year, the District shall notify parents of students qualifying for
13 ELL programs about the instructional program and parental options, as required by law. Parents
14 will be regularly apprised of their student’s progress. Whenever possible, communications with
15 parents shall be in the language understood by the parents.
16

17 The District shall maintain an effective means of outreach to encourage parental involvement in
18 the education of their children.
19
20
21

22 Legal Reference: Title VI, Civil Rights Act of 1964
23 Equal Education Opportunities Act as an amendment to the Education
24 Amendments of 1974 Bilingual Education Act
25 20 U.S.C. §§ 7401, et seq., as amended by the English Language
26 Acquisition, Language Enhancement, and Academic Achievement Act
27

28 Policy History:

29 Adopted on: January 15, 2008

30 Reviewed on: December 16, 2016, September 2, 2021

31 Revised on:

1 **Cascade School District**

2
3 **THE BOARD OF TRUSTEES**

1113P

4
5 Vacancies

6
7 When a vacancy occurs on the Board, it is in the best interest of the District to encourage as
8 many able citizens as possible to consider becoming a trustee. To that end, the following
9 procedures shall be used to identify and appoint citizens to fill Board vacancies:

- 10
11 1. Announcement of the vacancy and the procedure for filling it shall be made in the general
12 news media as well as District publications to patrons.
13
14 2. All citizens shall be invited to nominate candidates for the position, provided that the
15 nominees shall be residents of the District. A letter of application will be required of
16 interested candidates.
17
18 3. The Board shall individually interview the finalists in a regular or special meeting and
19 appoint the candidate who, in the judgment of the Board, is most likely to contribute to
20 the growth and development of the District's education programs and operations. All
21 trustees shall vote on the candidate of their choice.
22
23 4. If no one (1) candidate receives a majority of the votes, the Board may:
24
25 a. Discuss all candidates and vote again;
26
27 b. Discuss all candidates and vote only on those candidates with the most votes; or
28
29 c. Continue voting until one (1) candidate receives a majority vote.
30
31 5. The Board Clerk shall prepare, for the signatures of all trustees, a letter thanking all
32 candidates for the position and commending them for their interest in the District.
33
34

35 Policy History:

36 Adopted on:

37 Reviewed on:

38 Revised on:

1 **Cascade School District**

2
3 **THE BOARD OF TRUSTEES**

1135

4
5 School Board Advocacy

6
7 The Board of Trustees of Cascade School District believes it has a responsibility to the
8 students, parents, and community to advocate for student achievement and quality education. In
9 order to meet these responsibilities, the District will work vigorously for the passage of new laws
10 designed to advance the cause of good schools and for the repeal or modification of existing laws
11 that impede this cause.

12
13 Trustees must keep themselves and community members informed of pending legislation and
14 actively communicate board positions and concerns to elected representatives at both the state
15 and national level. The Board must work with legislative representatives (both state and federal),
16 with the Montana School Boards Association, the National School Boards Association, and other
17 concerned groups in developing an annual as well as long-range legislative program.

18
19 Each Trustee is encouraged to participate in the MTSBA Delegate Assembly, the MTSBA Board
20 Legislative Contact Program and the caucuses. We also encourage each board and trustee to be
21 aware of the importance of building a relationship with the community, to be used to increase
22 student success.

23
24 In doing so, the Board will:

- 25
- 26 1. At its annual organizational meeting appoint a member as its Board Legislative Contact
- 27 (BLC) to the Montana School Boards Association (MTSBA). This person will:
- 28 a. Serve as the Board’s liaison to MTSBA;
- 29 b. Attend the Day of Advocacy during each legislative session;
- 30 c. Attend other state and regional association meetings as approved by the Board;
- 31 and
- 32 d. Advise MTSBA of the Board’s views regarding MTSBA’s legislative positions
- 33 and activities.
- 34
- 35 2. At least once each month, the Board meeting agenda will include an opportunity for the
- 36 BLC to report on educational issues pending on the state and federal levels.
- 37
- 38 3. Work with the BLC, MTSBA, the National School Boards Association (NSBA), and
- 39 other concerned groups and organizations on matters of mutual interest.
- 40

41
42
43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on:

1 **Cascade School District**

2
3 **THE BOARD OF TRUSTEES**

1135P

4
5 School Board Advocacy

6
7 Once the Board of Trustees has determined that it is in its best interest to actively become an
8 advocate for the education of the students in its District, the following guidelines are established
9 to help facilitate the process.

- 10
11 1. An additional item on the agenda of the Annual Organizational Meeting, usually held in
12 May of each year, will include the appointment of one (1) of its trustees as the Board
13 Legislative Contact (BLC) to the Montana School Boards Association (MTSBA).
14
 - 15 a. The District Clerk will submit the name to the Administrative Service Specialist
16 of the MTSBA no later than one (1) month after the appointment.
17
- 18 2. The Board will identify this appointee and/or additional trustees as registered lobbyists
19 for the District.
20
 - 21 a. The District Clerk will make sure that the appointed trustee(s) are sufficiently
22 registered as lobbyists for the District.
23
- 24 3. The threshold for reimbursement of expenses before the lobbying license requirement
25 becomes effective will be determined by the Commissioner of Political Practices.
26
- 27 4. The BLC, or designee, will attend the Day of Advocacy during each legislative session.
28
- 29 5. The BLC, or designee, will attend the annual Delegate Assembly.
30
- 31 6. The Board may set additional parameters, including the number of trips to the
32 Legislature, the number of regional and state meetings approved, etc.
33
- 34 7. The Board will include an item on its monthly agenda, giving the BLC an opportunity to
35 discuss advocacy information.
36

39 Legal Reference:	§ 5-7-112, MCA	Payment threshold – inflation adjustment
40	ARM 44.12.204	Payment threshold – inflation adjustment

41
42 Policy History:

43 Adopted on:
44 Reviewed on:
45 Revised on:

1 **Cascade School District**

2

3 **THE BOARD OF TRUSTEES**

1620

4

5 Evaluation of Board

6

7 At the conclusion of each year, the Board may evaluate its own performance in terms of
8 generally accepted principles of successful Board operations.

9

10 The Board may choose to evaluate the effectiveness of the processes it employs in carrying out
11 the responsibilities of the District. Those processes include but are not limited to: team building,
12 decision making, functions planning, communications, motivation, influence, and policy.

13

14

15

16 Policy History:

17 Adopted on:

18 Reviewed on:

19 Revised on:

1 **Cascade School District**

2
3 **THE BOARD OF TRUSTEES**

1630

4
5 Utilization of Montana School Boards Association

6
7 The Board is a dues-paying member of the Montana School Boards Association (MTSBA).
8 Since the Association provides a variety of dues-based benefits and services in response to
9 members’ needs and develops and implements a legislative program at the direction of its
10 members, Board members are encouraged to participate in the governance and dues-based
11 services of the Association.

12
13 Given the complex nature of both state and federal laws applicable to school districts and the
14 vast resources available through MTSBA to assist our school district as a member, it is essential
15 to the governance and operations of our District that the Board of Trustees and administration
16 take advantage of the dues-based services available through MTSBA on legal, policy, human
17 resource, collective bargaining, training, advocacy and other issues that impact and affect our
18 District.

19 Therefore the Board of Trustees directs trustees and the administration to maximize the value of
20 our membership dues through use of the dues-based services available through MTSBA on
21 routine legal matters, policy issues, collective bargaining matters, human resource, training and
22 advocacy matters. Prior approval from the Board is required prior to expending District funds on
23 services that are otherwise available through MTSBA without a charge beyond dues.

24
25 Legal Reference: § 20-1-211, MCA Expenses of officers or employees attending
26 conventions – education associations

27 Policy History:

28 Adopted on:

29 Reviewed on:

30 Revised on:

Section VI - Recommended Policy Updates & Revisions (New) - Second Reading

ACKNOWLEDGEMENT OF RECEIPT POLICY 5228F

I, _____, an employee serving as a commercially licensed driver for Cascade School District complete this form to document that I have received School District Policies 5228 and 5228P and been given the opportunity to ask questions about the policies to fully understand how the policies govern my employment with the School District.

Employee Signature:

Signature: _____ Date: _____

Supervisor Receipt:

Signature: _____ Date: _____

Form History:

Adopted on:

Revised on:

Reviewed on:

**REQUEST FOR RECORDS
POLICY 5228F2**

I, _____, an employee serving as a commercially licensed driver for Cascade School District complete this form to request any records pertaining to my use of drugs or alcohol, including any records pertaining to my drug or alcohol tests in accordance with School District Policies 5228 and 5228P. If I chose to have these records forwarded to a third party, I am noting the contact information in the space provided on this form.

Employee Signature:

Signature: _____ Date: _____

Supervisor Receipt:

Signature: _____ Date: _____

I authorize the School District to send the requested records to the following individual or entity in accordance with the authorization outlined on this form.

Form History:

Adopted on:

Revised on:

Reviewed on:

SECTION VII: Required Policy Updates & Revisions from MTSBA Review

Cascade School District Board of Trustees Policy Review and Revision Summary of Policy Series 3000 – Students

R = Required REC = Recommended OP = Optional

EXISTING POLICY	PROPOSED POLICY	STATUS	TITLE	NOTES
X	3100	OP	Student Enrollment, Exceptional Circumstances Meriting Waiver of Age Requirements for Pupils	ok
x	3110	<u>REC</u>	Entrance, Placement, and Transfer	ok
x	3110F	<u>REC</u>	Education Authorization Affidavit	ok
x	3120	<u>R</u>	Compulsory Attendance	Updated language for provisions that do not apply for #2/Legal References
x	3121	<u>REC</u>	Enrollment and Attendance Records	Recently updated 7/21
x	3121P	<u>REC</u>	Enrollment and Attendance Records	Additional Legal Reference 20-9-311
x	3122	<u>REC</u>	Attendance Policy	Updated language 3 rd paragraph for student handbooks
x	3123	<u>R</u>	Attendance Policy - Truancy	Updated Language/ Removed Legal References
x	3124	<u>REC</u>	Military Compact Waiver	ok
x	3125	<u>R</u>	Education of Homeless Children	Additional Cross Reference to 3125F
x	3125F	<u>OP</u>	McKinney-Vento Homeless Education Assistance Dispute Resolution Form	ok
x	3130	<u>REC</u>	Students of Legal Age	Updated language for homeless, emancipated, etc. 1 st paragraph
x	3141	<u>REC</u>	Discretionary Nonresident Student Attendance Policy	ok
x	3145	<u>REC</u>	Foreign Exchange Students	ok
	3145P	<u>REC</u>	Foreign Exchange Students	
x	3150	<u>REC</u>	Part-Time Attendance	Recently updated 7/21
x	3200	<u>REC</u>	Student Rights and Responsibilities	ok
x	3210	<u>R</u>	Equal Education, Nondiscrimination and Sex Equity	ok
x	3221	<u>OP</u>	Student Publications	ok
x	3222	<u>OP</u>	Distribution and Posting of Materials	ok

x	3224	<u>REC</u>	Student Dress	ok
x	3225	<u>R</u>	Sexual Harassment of Students	ok
x	3225F	<u>REC</u>	Harassment Reporting Form for Students	ok
x	3225P	<u>REC</u>	Sexual Harassment Grievance Procedure -Students	ok
x	3226	<u>R</u>	Hazing/Harassment/Intimidation/Bullying/Menacing	ok
x	3231	<u>REC</u>	Searches and Seizure	ok
x	3231P	<u>REC</u>	Searches and Seizure	ok
x	3233	<u>REC</u>	Student Use of Buildings: Equal Access	Recently updated 7/21
x	3235	<u>OP</u>	Video Surveillance	Updated language regarding posting for video surveillance.
x	3300	<u>R</u>	Suspension and Expulsion – Corrective Actions and Punishments	ok
x	3310	<u>R</u>	Student Discipline	Recently updated 7/21
x	3310P	<u>REC</u>	Discipline of Students with Disabilities	ok
x	3311	<u>R</u>	Firearms and Weapons	Recently updated 7/21
	3330	<u>OP</u>	Use of Alcohol-Sensor Device	
x	3340	<u>REC</u>	Extra- and Co-Curricular Alcohol, Drug, and Tobacco Use	ok
XXX	3345	<u>OP</u>	Gambling	No longer a model policy
x	3410	<u>REC</u>	Student Health/Physical Screenings/Examinations	ok
x	3413	<u>REC</u>	Student Immunization	Recently updated 7/21
x	3413F1	<u>OP</u>	Medical Exemption Form for Immunization	ok
x	3413F2	<u>OP</u>	Religious Exemption Form for Immunization	ok
x	3415	<u>R</u>	Management of Sports Related Concussions	Updated Legal References
x	3415F	<u>R</u>	Student Athlete and Parent/Legal Custodian Concussion Statement	ok
x	3415P	<u>R</u>	Management of Sports Related Concussions Procedure	Updated language in E for Dylan Steigers Act
x	3416	<u>R</u>	Administering Medicines to Students	Recently updated 7/21
x	3416F	<u>REC</u>	Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication	This is 3416F. It is listed as F1 for Cascade
	3416F1	<u>REC</u>	Designation and Acceptance to Administer Glucagon	
x	3417	<u>REC</u>	Communicable Diseases	Updated language

	3420	<u>OP</u>	Head Lice	
x	3431	<u>REC</u>	Emergency Treatment	Immediately has a strikeover—Should it be removed?
x	3431F	<u>REC</u>	Accident Report Form	ok
x	3440	<u>REC</u>	Removal of Student During School Day	ok
x	3440P	<u>REC</u>	Removal of Student During School Day Procedures	ok
x	3510	<u>OP</u>	School-Sponsored Student Activities	Recently updated 7/21
x	3520	<u>R</u>	Student Fees, Fines, and Charges	ok
x	3530	<u>OP</u>	Student Fund-Raising Activities	ok
x	3535	<u>REC</u>	Distribution of Fund Drive Literature Through Students	Remove—Policy 4321
x	3550	<u>REC</u>	Student Clubs	Recently adopted 7/21
x	3550F	<u>REC</u>	Student Club or Group Form	Recently adopted 7/21
x	3600	<u>REC</u>	Student Records	Updated Legal Reference—Removal of NCLB
x	3600P	<u>REC</u>	Student Records	Updated Language/Updated Legal Reference—20-7-104
x	3600F1	<u>REC</u>	Student Records Notification Form	Updated language for students who are 18--#5
x	3600F2	<u>REC</u>	Student Directory Information Notification Form	Updated list of directory information
x	3606	<u>R</u>	Transfer of Student Records	ok
x	3608	<u>R</u>	Receipt of Confidential Records	ok
x	3610	<u>OP</u>	Programs for At-Risk/Disadvantaged Students	ok
	3611	<u>OP</u>	Gangs and Gang Activity	
x	3612	<u>R</u>	District-Provided Access to Electronic Information, Services, and Networks	ok
x	3612P	<u>R</u>	Acceptable Use of Electronic Networks	Updated language Removal of electronic mail--unnecessary
x	3612F	<u>R</u>	Internet Access Conduct Agreement	ok
x	3630	<u>REC</u>	Cell Phones and Other Electronic Equipment	ok
x	3650	<u>R</u>	Pupil Online Personal Information Protection	ok
	3650F		Montana Data Privacy Agreement	

Specific to Cascade:

3005 Student Goals

3122P. Cascade Attendance Policy

3150P. Part-time Attendance Procedure

3312 Detention

3345 Gambling

3530F. Student Fund Raising Request Form

3530P. Student Fund Raising Activities

3606F. Records Certification

3615. Student Members of Board

2
3 **STUDENTS**

4 Compulsory Attendance

5
6 To reach the goal of maximum educational benefits for every child requires a regular continuity of
7 instruction, classroom participation, learning experiences, and study. Regular interaction of students with
8 one another in classrooms and their participation in instructional activities under the tutelage of competent
9 teachers are vital to the entire process of education. This established principle of education underlies and
10 gives purpose to the requirement of compulsory schooling in every state in the nation. A student’s regular
11 attendance also reflects dependability and is a significant component of a student’s permanent record.
12

13 Parents or legal guardians or legal custodians are responsible for seeing that their children who are age
14 seven (7) or older before the first (1st) day of school attend school until the later of the following dates:
15

- 16 1. Child’s sixteenth (16th) birthday; or
- 17 2. Completion date of the work of eighth (8th) grade.

18
19 The provisions above do not apply in the following cases:

- 20
- 21 (a) The child has been excused under one of the conditions specified in 20-5-102.
- 22 (b) The child is absent because of illness, bereavement, or other reason prescribed by the
23 policies of the trustees.
- 24 (c) The child has been suspended or expelled under the provisions of 20-5-202.
- 25 (d) The child is excused pursuant to Section 2 of 20-5-103.

26
27 Compulsory attendance stated above will not apply when children:

- 28
- 29 1. Are provided with supervised correspondence or home study; or
- 30 2. Are excused because of a determination by a district judge that attendance is not in the best
31 interests of the child; or
- 32 3. Are enrolled in a non-public or home school; or
- 33 4. Are enrolled in a school in another district or state; or
- 34 5. Are excused by the Board on a determination that attendance after age of sixteen (16) is not in the
35 best interests of the child and the school.

36

37 Legal Reference:	§ 20-1-308, MCA	Religious instruction released time program
	§ 20-5-101, MCA	Admittance of child to school
	<u>§ 20-5-102, MCA</u>	<u>Compulsory enrollment and excuses</u>
	§ 20-5-103, MCA	Compulsory attendance and excuses
	§ 20-5-104, MCA	Attendance officer
	§ 20-5-106, MCA	Truancy
	§ 20-5-107, MCA	Incapacitated and indigent child attendance
	§ 20-5-108, MCA	Tribal agreement with district for Indian child compulsory attendance and other agreements
	<u>§ 20-5-202, MCA</u>	<u>Suspension and Expulsion</u>

46
47 Policy History:

48 Adopted on: May 21, 2001
49 Reviewed on: September 10, 2021
50 Revised on: January 15, 2008

1 **Cascade School District**

2
3 **STUDENTS**

3121P
page 1 of 2

4
5 Enrollment and Attendance Records

6
7 Average Number Belonging

8
9 Average Number Belonging (ANB) is the enrollment measure used for the State Foundation
10 Program calculations as defined in § 20-9-311, MCA. The ANB of one year is based on the
11 attendance records of the preceding year. Funding for districts is based on ANB, which is based
12 on “aggregate hours” per year and must be accurate. “Aggregate hours” means the hours of
13 pupil instruction for which a school course or program is offered or for which a pupil is enrolled.
14

15 For a child to be counted for ANB purposes:

- 16
17 a) The child must meet the definition of pupil as found in § 20-1-101(11), MCA;
18
19 b) Attending 180 to 359 aggregate hours = One-quarter time enrollment
20
21 c) Attending 360 to 539 aggregate hours = One-half time enrollment
22
23 d) Attending 540 to 719 aggregate hours = Three-quarter time enrollment
24
25 e) Attending 720 aggregate hours or more = Full-time enrollment
26

27 A school district may include in its calculation of ANB a pupil who is enrolled in a program
28 providing fewer than the required aggregate hours of pupil instruction required under subsection
29 20-9-311(4)(a) or (4)(b) if the pupil had demonstrated proficiency in the content ordinarily
30 covered by the instruction as determined by the school board using district assessments. The
31 ANB must be converted to an hourly equivalent based on the hours of instruction ordinarily
32 provided for the content over which the student has demonstrated proficiency. 20-9-311(4)(d).
33

34 Homebound Students

35
36 Students who are receiving instructional services, who were in the education program and, due to
37 medical reasons certified by a medical doctor, are unable to be present for pupil instruction, may
38 be counted as enrolled for ANB purposes, if the student:

- 39
40 a) Is enrolled and is currently receiving organized and supervised pupil instruction;
41
42 b) Is in a home or facility which does not offer a regular educational program; and
43
44 c) Has instructional costs during the absence, which are financed by the District’s general
45 fund.
46

1 **Cascade School District**

2
3 **STUDENTS**

3122

4
5 Attendance Policy

6
7 To reach the goal of maximum educational benefits for each child requires a regular continuity
8 of instruction, classroom participation, learning experiences, and study. Regular interaction of
9 students with one another in the classroom and their participation in instructional activities under
10 the tutelage of competent teachers are vital to the entire process of education. This established
11 principle of education underlies and gives purpose to the requirement of compulsory schooling in
12 every state in the nation. The good things schools have to offer can only be presented to students
13 in attendance.

14
15 A student's regular school attendance also reflects dependability and is a significant component
16 on a student's permanent record. Future employers are as much concerned about punctuality and
17 dependability as they are about academic record. School success, scholarship, and job
18 opportunity are greatly affected by a good attendance record.

19
20 Specific rules and regulations regarding attendance and tardies can be found in the respective
21 student handbook.

22
23
24 Policy History:

25 Adopted on: May 15, 2001

26 Reviewed on: September 10, 2021

27 Revised on: July 19, 2005, November 18, 2008

4
5 Attendance Policy - Truancy

6
7 Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and
8 tardiness. Before the end of the school day, each school shall attempt to contact every parent, guardian,
9 or custodian whose child is absent from school but who has not reported the child as absent for the school
10 day, to determine whether the parent, guardian, or custodian is aware of the child’s absence from school.

11
12 For the purpose of this policy “truant” or “truancy” means the persistent non-attendance without excuse,
13 as defined by this policy, for all or any part of a school day equivalent to the length of one class period of
14 a child required to attend a school under 20-5-103. “Habitual truancy” means recorded unexcused
15 absences of 9 or more days or 54 or more parts of a day, whichever is less, in 1 school year.

16
17 For the purpose of this policy “truant” or “truancy” means the persistent non-attendance without
18 excuse, as defined by this policy, for all or any part of a school day equivalent to the length of
19 one class period of a child required to attend a school under 20-5-103. “Habitual truancy” means
20 recorded unexcused absences of 8 or more days or 45 or more parts of a day, whichever is less,
21 in 1 school year.

22
23 The Cascade school district’s definition of non-attendance without excuse is stated in the
24 respective student handbooks.

25
26 The Cascade School district has appointed the 7-12 Principal as the attendance officer.

27
28 Upon the board designating one or more of its staff as the attendance officer(s), the attendance officer(s)
29 shall have the powers and duties as stated in 20-5-105, MCA.

30		
31		
32	Legal Reference:	§ 20-5-103, MCA Compulsory attendance and excuses
33		§ 20-5-104, MCA Attendance officer
34		§ 20-5-105, MCA Attendance officer – powers and duties
35		§ 20-5-106, MCA Truancy
36		§ 20-5-107, MCA Incapacitated and indigent child attendance
37		§ 41-5-103(22), MCA Definitions

38 Policy History:

39 Adopted on: September 17, 2013
40 Reviewed on: September 10, 2021
41 Revised on: July 16, 2019

2
3 **STUDENTS**

3125

4
5 Education of Homeless Children

6 Every child of a homeless individual and every homeless child are entitled to equal access to the same
7 free, appropriate public education as provided to children with permanent housing. The District must
8 assign and admit a child who is homeless to a District school regardless of residence and irrespective of
9 whether the homeless child is able to produce records normally required for enrollment. The District may
10 not require an out-of-District attendance agreement and tuition for a homeless child.

11
12 Should a child become homeless over the course of the school year, the child must be able to remain at
13 the school of origin, or be eligible to attend another school in the district.

14
15 The Superintendent will review and revise as necessary rules or procedures that may be barriers to
16 enrollment of homeless children and youths. In reviewing and revising such procedures, the
17 Superintendent will consider issues of transportation, immunization, residence, birth certificates, school
18 records, and other documentation.

19
20 Homeless students will have access to services comparable those offered to other students, including but
21 not limited to:

- 22
23 1. Transportation services;
24 2. Educational services for which a student meets eligibility criteria (e.g., Title I);
25 3. Educational programs for children with disabilities and limited English proficiency;
26 4. Programs in vocational and technical education;
27 5. Programs for gifted and talented students; and
28 6. School nutrition program.

29
30 The Superintendent will give special attention to ensuring the enrollment and attendance of homeless
31 children and youths not currently attending school. The Superintendent will appoint a liaison for
32 homeless children. A “homeless individual” is defined as provided in the McKinney Homeless
33 Assistance Act.

34
35 Anyone having a concern or complaint regarding placement or education of a homeless child will first
36 present it orally and informally to the District homeless liaison. To further ensure that the District is
37 removing barriers to the educational access and success of children and youths who are homeless, and to
38 ensure that Title 1 funding is expended in an appropriate manner, the District has adopted the dispute
39 resolution form at 3125F.

40
41 Cross Reference: 1700 Uniform Complaint Procedure
42 3125F McKinney-Vento Homeless Educational Assistance Dispute Resolution
43 Legal Reference: 42 U.S.C. §§42 U.S.C. § 11301 *et seq* 11431, *et seq.*
44 McKinney Homeless Assistance Act
45 § 20-5-101, MCA Admittance of child to school

46
47 Policy History:

48 Adopted on: March 30, 2007
49 Reviewed on: July 25, 2017, September 10, 2021
50 Revised on: July 16, 2019

2
3 **STUDENTS**

3415

4
5 Management of Sports Related Concussions

6
7 The CascadeSchool District recognizes that concussions and head injuries are commonly
8 reported injuries in children and adolescents who participate in sports and other recreational
9 activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a
10 concussion or head injury is not properly evaluated and managed. Therefore, all K-12
11 competitive sport athletic activities in the District will be identified by the administration.

12 Consistent with guidelines provided by the U.S. Department of Health and Human Services,
13 Centers for Disease Control and Prevention, the National Federation of High School (NFHS) and
14 the Montana High School Association (MHSA), the District will utilize procedures developed by
15 the MHSA and other pertinent information to inform and educate coaches, athletic trainers,
16 officials, youth athletes, and their parents and/or guardians of the nature and risk of concussions
17 or head injuries, including the dangers associated with continuing to play after a concussion or
18 head injury. Resources are available on the Montana High School Association Sports Medicine
19 page at www.mhsa.org; U.S. Department of Health and Human Services page at: www.hhs.gov;
20 and; the Centers for Disease and Prevention page at www.cdc.gov/concussion/sports.index.html.

21
22 Annually, the district will distribute a head injury and concussion information and sign-off sheet
23 to all parents and guardians of student-athletes in competitive sport activities prior to the student-
24 athlete's initial practice or competition.

25 All coaches, athletic trainers, officials, including volunteers participating in organized youth
26 athletic activities, shall complete the training program at least once each school year as required
27 in the District procedure. Additionally, all coaches, athletic trainers, officials, including
28 volunteers participating in organized youth athletic activities will comply with all procedures for
29 the management of head injuries and concussions.

30 Reference: Montana High School Association, Rules and Regulations
31 Section 4, Return to Play

32	Legal Reference:	<u>Dylan Steigers Protection of Youth Athletes Act</u>
33		<u>20-7-1301, MCA Purpose</u>
34		<u>20-7-1302, MCA Definitions</u>
35		<u>20-7-1303, MCA Youth athletes – concussion education requirements</u>
36		<u>20-7-1304, MCA Youth athletes – removal from participation</u>
37		<u>following concussion – medical clearance required</u>
38		<u>before return to participation</u>
39		

40
41 Cross Reference: 3415F Student-Athlete & Parent/Legal Custodian Concussion Statement

42
43 Policy History:

44 Adopted on: January 18, 2011
45 Reviewed on: September 10, 2021
46 Revised on: September 17, 2013

2
3 STUDENTS

4
5 Management of Sports Related Concussions

6
7 A. Athletic Director or Administrator in Charge of Athletic Duties:

- 8
- 9 1. *Updating:* Each spring, the athletic director, or the administrator in charge of athletics if
- 10 there is no athletic director, shall review any changes that have been made in procedures
- 11 required for concussion and head injury management or other serious injury by
- 12 consulting with the MHSA or the MHSA Web site, U.S. DPHHS, and CDCP web site. If
- 13 there are any updated procedures, they will be adopted and used for the upcoming school
- 14 year.
- 15 2. *Identified Sports:* Identified sports include all organized youth athletic activity sponsored
- 16 by the school or school district.
- 17

18 B. *Training:* All coaches, athletic trainers, and officials, including volunteers shall undergo

19 training in head injury and concussion management at least once each school year by one of

20 the following means: (1) through viewing the MHSA sport-specific rules clinic; (2) through

21 viewing the MHSA concussion clinic found on the MHSA Sports Medicine page at

22 www.mhsa.org; or by the district inviting the participation of appropriate advocacy groups

23 and appropriate sports governing bodies to facilitate the training requirements.

24

25 C. *Parent Information Sheet:* On a yearly basis, a concussion and head injury information sheet

26 shall be distributed to the student-athlete and the athlete's parent and/or guardian prior to the

27 student-athlete's initial practice or competition. This information sheet may be incorporated

28 into the parent permission sheet which allows students to participate in extracurricular

29 athletics and should include resources found on the MHSA Sports Medicine page at

30 www.mhsa.org, U.S. DPHHS, and CDCP websites.

31

32 D. *Responsibility:* An athletic trainer, coach, or official shall immediately remove from play,

33 practice, tryouts, training exercises, preparation for an athletic game, or sport camp a student-

34 athlete who is suspected of sustaining a concussion or head injury or other serious injury.

35

36 E. *Return to Play After Concussion or Head Injury:* In accordance with MHSA Return to Play

37 Rules and Regulations and The Dylan Steigers Protection of Youth Athletes Act a student

38 athlete who has been removed from play, practice, tryouts, training exercises, preparation for

39 an athletic game, or sport camp may not return until the athlete is cleared by a licensed health

40 care professional (registered, licensed, certified, or otherwise statutorily recognized health

41 care professional). The health care provider may be a volunteer.

42

43 Policy History:

- 44 Adopted on: January 18, 2011
- 45 Reviewed on: September 10, 2021
- 46 Revised on: September 17, 2013

1 **Cascade School District**

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3 **STUDENTS**

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4
5 Communicable Diseases

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

8
9 In all proceedings related to this policy, the District shall respect a student’s right to privacy. All
10 applicable district policies and handbook provision governing confidentiality of student medical
11 information remain in full effect.

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

20
21 The District shall provide soap and disposable towels or other hand-drying devices shall be
22 available at all handwashing sinks. Common-use cloth towels are prohibited. Sanitary napkin
23 disposal shall be provided for girls of age ten or older and in teachers' toilet rooms and nurses'
24 toilet rooms. The District shall provide either sanitary napkin dispensers in the girls', nurses', and
25 teachers' toilet rooms or some other readily available on-site access to sanitary napkins.

26
27 The Board recognizes that communicable diseases that may afflict students range from common
28 childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as
29 human immunodeficiency virus (HIV) infection. The District shall rely on advice of the public
30 health and medical communities in assessing the risk of transmission of various communicable
31 diseases to determine how best to protect the health of both students and staff.

32
33 The District shall manage common communicable diseases in accordance with DPHHS
34 guidelines and communicable diseases control rules. If a student develops symptoms of any
35 reportable communicable or infectious illness as defined while at school, the responsible school
36 officials shall do the following:

- 37
38 (a) isolate the student immediately from other students or staff; and
39 (b) inform the parent or guardian as soon as possible about the illness and request him or
40 her to pick up the student.; and
41 (c) consult with a physician, other qualified medical professional, or the local county
42 health authority to determine if report the case should be reported to the local health
43 officer.

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

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

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

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

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

26 27 Healthy Hand Hygiene Behavior

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

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

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

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

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

Policy History:

Adopted on: May 15, 2001
Reviewed on: September 10, 2021
Revised on: October 14, 2008

1 **Cascade School District**

2
3 **STUDENTS**

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4
5 Student Records

6
7 School student records are confidential, and information from them will not be released other
8 than as provided by law. State and federal laws grant students and parents certain rights,
9 including the right to inspect, copy, and challenge school records.

10
11 The District will ensure information contained in student records is current, accurate, clear, and
12 relevant. All information maintained concerning a student receiving special education services
13 will be directly related to the provision of services to that child. The District may release
14 directory information as permitted by law, but parents will have the right to object to release of
15 information regarding their child. Military recruiters and institutions of higher education may
16 request and receive the names, addresses, and telephone numbers of all high school students,
17 unless the parent(s) notifies the school not to release this information.

18
19 The Superintendent will implement this policy and state and federal law with administrative
20 procedures. The Superintendent or designee will inform staff members of this policy and inform
21 students and their parents of it, as well as of their rights regarding student school records.

22
23 Each student’s permanent file, as defined by the board of public education, must be permanently
24 kept in a secure location. Other student records must be maintained and destroyed as provided in
25 20-1-212, MCA.

26	27 Legal Reference:	Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R.
28		99
29		§ 20-1-212, MCA Destruction of records by school officer.
30		§ 20-5-201, MCA Duties and sanctions
31		§ 40-4-225, MCA Access to records by parent
32		10.55.909, ARM Student Records

33
34 Policy History:

35 Adopted on: May 15, 2001

36 Reviewed on: September 10, 2021

37 Revised on: May 15, 2007, September 17, 2013

1 **Cascade School District**

2
3 **STUDENTS**

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4
5 Student Records

6
7 Maintenance of School Student Records

8
9 The District maintains two (2) sets of school records for each student – a permanent record and a
10 cumulative record.

11
12 The permanent record will include:

- 13
- 14 Basic identifying information
- 15 Academic work completed (transcripts)
- 16 Level of achievement (grades, standardized achievement tests)
- 17 Immunization records (per § 20-5-406, MCA)
- 18 Attendance record
- 19 Statewide student identifier assigned by the Office of Public Instruction
- 20 Record of any disciplinary action taken against the student, which is educationally related
- 21

22 Each student’s permanent file, as defined by the board of public education, must be permanently kept in a
23 secure location.

24
25 The cumulative record may include:

- 26
- 27 Intelligence and aptitude scores
- 28 Psychological reports
- 29 Participation in extracurricular activities
- 30 Honors and awards
- 31 Teacher anecdotal records
- 32 Verified reports or information from non-educational persons
- 33 Verified information of clear relevance to the student’s education
- 34 Information pertaining to release of this record
- 35 Disciplinary information
- 36 Camera footage only for those students directly involved in the incident
- 37

38 Information in the permanent record will indicate authorship and date and will be maintained in
39 perpetuity for every student who has been enrolled in the District. Cumulative records will be maintained
40 for eight (8) years after the student graduates or permanently leaves the District. Cumulative records
41 which may be of continued assistance to a student with disabilities, who graduates or permanently
42 withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the
43 student has succeeded to the rights of the parents.

44
45 The building principal will be responsible for maintenance, retention, or destruction of a student’s
46 permanent or cumulative records, in accordance with District procedure established by the
47 Superintendent.

48
49 Access to Student Records

50
51 The District will grant access to student records as follows:

1. The District or any District employee will not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the records custodian. Access to the records will be granted within fifteen (15) days of the District's receipt of such request. Parents are not entitled to records of other students. If a record contains information about two students, information related to the student of the non-requesting parent will be redacted from the record.

In situations involving a record containing video footage, a parent of a student whose record contains the footage is allowed to view the footage contained in the record but is not permitted to receive a copy unless the parents of the other involved students provide consent. The footage is not a record of students in the background of the image or not otherwise involved in the underlying matter.

Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. The District will send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including student-parent interaction.

A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible student has the right to access and inspect their student records. An eligible student may not prevent their parents from accessing and inspecting their student records if they are a dependent of their parents in accordance with Internal Revenue Service regulations.

Access will not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to or release information from student records without prior written consent to school officials with a legitimate educational interest in the information. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including, but not limited to administrators, teachers, counselors, paraprofessionals, coaches, and bus drivers), and the board of trustees. A school official may also include a volunteer or contractor not employed by the District but who performs an educational service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of personally identifying information from education records, or such other third parties under contract with the District to provide professional services related to the District's educational

mission, including, but not limited to, attorneys and auditors. A school official has a legitimate educational interest in student education information when the official needs the information in order to fulfill his or her professional responsibilities for the District. Access by school officials to student education information will be restricted to that portion of a student's records necessary for the school official to perform or accomplish their official or professional duties.

4. The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The District may grant release of a child's education records to child welfare agencies without the prior written consent of the parents.
6. The District will grant access to or release information from a student's records pursuant to a court order.
7. The District will grant access to or release information from any student record, as specifically required by federal or state statute.
8. The District will grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student, with particularity as to whom the records may be released, the information or record to be released, and reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy will be mailed to the parent or eligible student by the Superintendent. Whenever the District requests consent to release certain records, the records custodian will inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.
9. The District may release student records to the superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official. School officials may also include those listed in #3 above.
10. Prior to release of any records or information under items 5, 6, 7, 8, and 9, above, the District will provide prompt written notice to the parents or eligible student of this intended action. This notification will include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District will notify the parents or eligible student, as soon as possible, of the information released, date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.

12. The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
13. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
14. The District charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship.
15. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person. The record of release will include:
 - a. Information released or made accessible.
 - b. Name and signature of the records custodian.
 - c. Name and position of the person obtaining the release or access.
 - d. Date of release or grant of access.
 - e. Copy of any consent to such release.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information will be limited to:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph (including electronic version)
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors and awards received
- Most recent educational agency or institution attended

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information. The School District will specifically include information about the missing children electronic directory photograph repository permitting parents or guardians to choose to have the student's photograph included in the repository for that school year; information about the use of the directory photographs if a student is identified as a missing child; and

1
2
3
4 information about how to request the student's directory photograph be removed from the repository.

5
6 Military Recruiters/Institutions of Higher Education/Government Agencies

7
8 Pursuant to federal law, the District is required to release the names, addresses, and telephone
9 numbers of all high school students to military recruiters and institutions of higher education upon
10 request.

11
12 The Montana Superintendent of Public Instruction may release student information to the Montana
13 Commissioner of Higher Education and Montana Department of Labor and Industry for research purposes
14 after entering into agreement with Commissioner and Department. If the Superintendent of Public
15 Instruction offers a statewide assessment that serves as a college entrance exam, the student's personally
16 identifiable information may be released to colleges, state-contracted testing agencies, and scholarship
17 organizations with student consent.

18
19 The notification to parents and students concerning school records will inform them of their right to
20 object to the release of this information.

21
22 Student Record Challenges

23
24 The District shall give a parent or eligible student, on request, an opportunity for a hearing to challenge
25 content of the student's education records on the grounds that the information contained in the education
26 records is inaccurate, misleading, or in violation of the privacy rights of the student.

27
28 The hearing required by 34 C.F.R. 99.21 must meet, at a minimum, the following requirements:

- 29
- 30 • The District shall hold the hearing within a reasonable time after it has received the request for
the hearing from the parent or eligible student.
 - 31 • The District shall give the parent or eligible student notice of the date, time, and place, reasonably
32 in advance of the hearing.
 - 33 • The hearing may be conducted by any individual including an official of the District who does
34 not have direct interest in the outcome of the hearing.
 - 35 • The District shall make its decision in writing within a reasonable amount of time after the
36 hearing.
 - 37 • The decision must be based solely on the evidence presented at the hearing, and must include a
38 summary of the evidence and the reasons for the decision.
- 39

40 The parent or eligible student has:

- 41
- 42 • The right to present evidence and to call witnesses;
 - 43 • The right to cross-examine witnesses;
 - 44 • The right to counsel;
 - 45 • The right to a written statement of any decision and the reasons therefore;
- 46

47 The parents may insert a written statement of reasonable length describing their position on disputed
48 information. The school will maintain the statement with the contested part of the record for as long as
49 the record is maintained and will disclose the statement whenever it discloses the portion of the record to
50 which the statement relates.

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Legal Reference: Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2011); 34 C.F.R. 99 (2011), 34 C.F.R. 99.20-22
§ 20-5-201, MCA Duties and sanctions
§ 40-4-225, MCA Access to records by parent
§ 41-3-201, MCA Reports
§ 41-5-215, MCA Youth court and department records – notification of school
§ 20-7-104 Transparency and public availability of public school performance data -- reporting-- availability for timely use to improve instruction.
10.55.909, ARM Student records
10.55.910, ARM Student Discipline Records
Chapter 250 (2019) Electronic Director Photograph Repository

Policy History:

Adopted on: May 15, 2001
Reviewed on: September 10, 2021
Revised on: October 18, 2012, September 17, 2013, February 17, 2015, November 19, 2019

1 **Cascade School District**

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3 **STUDENTS**

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4
5 Student Records

6
7 Notification to Parents and Students of Rights Concerning a Student’s School Records

8
9 *This notification may be distributed by any means likely to reach the parent(s)/guardian(s).*

10
11 The District will maintain two (2) sets of school records for each student: a permanent record
12 and a cumulative record. The permanent record will include:

- 13
- 14 Basic identifying information
- 15 Academic work completed (transcripts)
- 16 Level of achievement (grades, standardized achievement tests)
- 17 Immunization records (per § 20-5-506, MCA)
- 18 Attendance record
- 19 Statewide student identifier assigned by the Office of Public Instruction
- 20 Record of any disciplinary action taken against the student, which is educationally related
- 21

22 The cumulative record may include:

- 23
- 24 Intelligence and aptitude scores
- 25 Psychological reports
- 26 Participation in extracurricular activities
- 27 Honors and awards
- 28 Teacher anecdotal records
- 29 Verified reports or information from non-educational persons
- 30 Verified information of clear relevance to the student’s education
- 31 Information pertaining to release of this record
- 32 Disciplinary information
- 33

34 The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students
35 over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s
36 education records. They are:

- 37
- 38 1. **The right to inspect and copy the student’s education records, within a reasonable**
- 39 **time from the day the District receives a request for access.**
- 40

41 “Eligible” students, who are eighteen (18) years of age or older, have the right to inspect
42 and copy their permanent record. Parents/guardians or “eligible” students should submit
43 to the school principal (or appropriate school official) a written request identifying the
44 record(s) they wish to inspect. The principal will make, within forty-five (45) days,
45 arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the
46 time and place the records may be inspected. The District charges a nominal fee for

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3
4 copying, but no one will be denied their right to copies of their records for inability to pay
5 this cost.

6
7 The rights contained in this section are denied to any person against whom an order of
8 protection has been entered concerning a student.

9
10 **2. The right to request amendment of the student's education records which the**
11 **parent(s)/guardian(s) or eligible student believes are inaccurate, misleading,**
12 **irrelevant, or improper.**

13
14 Parents/guardians or eligible students may ask the District to amend a record they believe
15 is inaccurate, misleading, irrelevant, or improper. They should write the school principal
16 or records custodian, clearly identifying the part of the record they want changed, and
17 specify the reason.

18
19 If the District decides not to amend the record as requested by the parent(s)/guardian(s) or
20 eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the
21 decision and advise him or her of their right to a hearing regarding the request for
22 amendment. Additional information regarding the hearing procedures will be provided to
23 the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

24
25 **3. The right to permit disclosure of personally identifiable information contained in**
26 **the student's education records, except to the extent that FERPA or state law**
27 **authorizes disclosure without consent.**

28
29 Disclosure is permitted without consent to school officials with legitimate educational or
30 administrative interests. A school official is a person employed by the District as an
31 administrator, supervisor, instructor, or support staff member (including health or
32 medical staff and law enforcement unit personnel); a person serving on the Board; a
33 person or company with whom the District has contracted to perform a special task (such
34 as contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside
35 parties to whom an educational agency or institution has outsourced institutional services
36 or functions that it would otherwise use employees to perform; or a parent(s)/guardian(s)
37 or student serving on an official committee, such as a disciplinary or grievance
38 committee, or assisting another school official in performing his or her tasks.

39
40 A school official has a legitimate educational interest, if the official needs to review an
41 education record in order to fulfill his or her professional responsibility.

42
43 Upon request, the District discloses education records, without consent, to officials of
44 another school district in which a student has enrolled or intends to enroll, as well as to
45 any person as specifically required by state or federal law. Before information is
46 released to individuals described in this paragraph, the parent(s)/guardian(s) will receive

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4 written notice of the nature and substance of the information and an opportunity to
5 inspect, copy, and challenge such records. The right to challenge school student records
6 does not apply to: (1) academic grades of their child, and (2) references to expulsions or
7 out-of-school suspensions, if the challenge is made at the time the student's school
8 student records are forwarded to another school to which the student is transferring.
9

10 Disclosure is also permitted without consent to: any person for research, statistical
11 reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified;
12 any person named in a court order; and appropriate persons if the knowledge of such
13 information is necessary to protect the health or safety of the student or other persons.
14

15 **4. The right to a copy of any school student record proposed to be destroyed or**
16 **deleted.**

17
18 **5. The right to prohibit the release of directory information concerning the parent's/**
19 **guardian's child.**
20

21 Throughout the school year, the District may release directory information regarding
22 students, limited to:

23
24 Student's name
25 Address
26 Telephone listing
27 Electronic mail address
28 Photograph (including electronic version)
29 Date and place of birth
30 Major field of study
31 Dates of attendance
32 Grade level
33 Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
34 Participation in officially recognized activities and sports
35 Weight and height of members of athletic teams
36 Degrees
37 Honors and awards received
38 Most recent educational agency or institution attended
39

40 *Any parent(s)/guardian(s) or eligible student may prohibit the release of all of the above*
41 *information by delivering written objection to the building principal within ten (10) days*
42 *of the date of this notice. No directory information will be released within this time*
43 *period, unless the parent(s)/guardian(s) or eligible student are specifically informed*
44 *otherwise. When a student transfers, leaves the District, or graduates, the school must*
45 *continue to honor a decision to opt-out, unless the parent or student rescinds the*
46 *decision.*

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4 A parent or student 18 years of age or an emancipated student, may not opt out of
5 directory information to prevent the district from disclosing or requiring a student to
6 disclose their name [identifier, institutional email address in a class in which the student
7 is enrolled] or from requiring a student to disclose a student ID card or badge that
8 exhibits information that has been properly designated directory information by the
9 district in this policy.

10
11 **6. The right to request that information not be released to military recruiters and/or**
12 **institutions of higher education.**

13
14 Pursuant to federal law, the District is required to release the names, addresses, and
15 telephone numbers of all high school students to military recruiters and institutions of
16 higher education upon request.

17
18 Parent(s)/guardian(s) or eligible students may request that the District not release this
19 information, and the District will comply with the request.

20
21 **7. The right to file a complaint with the U.S. Department of Education, concerning**
22 **alleged failures by the District to comply with the requirements of FERPA.**

23
24 The name and address of the office that administers FERPA is:

25
26 Family Policy Compliance Office
27 U.S. Department of Education
28 400 Maryland Avenue, SW
29 Washington, DC 20202-4605
30

31
32 Policy History:

33 Adopted on: May 15, 2001

34 Reviewed on: September 10, 2021

35 Revised on: October 16, 2021

Student Directory Information Notification

*Please sign and return this form to the school within ten (10) days of the receipt of this form **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.*

_____ *Date*

Dear Parent/Eligible Student:

This document informs you of your right to direct the District to withhold the release of student directory information for _____.

Student's Name

Following is a list of items this District considers student directory information.
Please review School District Policy 3600P for complete information.

<ul style="list-style-type: none"> -Student's name -Address -Telephone listing -Electronic mail address -Photograph (including electronic version) -Date and place of birth -Major field of study -Dates of attendance -Grade level 	<ul style="list-style-type: none"> -Enrollment status (e.g., undergraduate or graduate; full-time or part-time) -Participation in officially recognized activities and sports -Weight and height of members of athletic teams -Degrees -Honors and awards received -Most recent educational agency or institution attended
--	--

If you do NOT want directory information provided to the following, please check the appropriate box.

Institutions of Higher Education,
 Potential Employers,
 Armed Forces Recruiters,
 Government Agencies
 Other

NOTE: If information such as a student's name, grade level, or photograph, and other listed information is to be withheld, the student will not be included in the school's yearbook, program events, and similar School District publications or other statewide programs related to student safety, research, and scholarship. Please review School District Policy 3600P for complete information.

_____ *Parent/Eligible Student's Signature*

_____ *Date*

Cascade School District Board of Trustees
Policy Review and Revision
Summary of Policy Series 4000 – Community Relations

R = Required REC = Recommended OP = Optional

EXISTING POLICY	PROPOSED POLICY	STATUS	TITLE	NOTES
x	4000	<u>REC</u>	Goals	ok
x	4120	<u>R</u>	Public Relations	ok
x	4210	<u>REC</u>	School-Support Organizations, Boosters and Fundraising	Updated to include Legal References
	4210P	<u>REC</u>	School-Support Organizations, Boosters and Fundraising	
x	4211	<u>OP</u>	District and School Name, Logo, Imagery and Colors	Recently adopted 7/21
x	4301	<u>REC</u>	Visitors to Schools	ok
x	4310	<u>R</u>	Public Complaints and Suggestions	ok
x	4315	<u>REC</u>	Visitor and Spectator Conduct	Recently updated 7/21
x	4316	<u>R</u>	Accommodating Individuals with Disabilities	ok
x	4320	<u>OP</u>	Contact with Students	ok
x	4321	<u>OP</u>	Distribution of Fund Drive Literature Through Students	Ok—Keep and remove Policy 3535
x	4330	<u>R</u>	Community Use of School Facilities	Updated to include cross reference to 4330F
x	4330P	<u>REC</u>	Rules and Regulations for Building Use	ok
x	4330F	<u>REC</u>	School Facilities and Grounds use and Liability Release Agreement	ok
x	4331	<u>REC</u>	Use of School Property for Posting Notices	Recently updated 7/21
x	4332	<u>REC</u>	Conduct on School Property	Recently updated 7/21
x	4340	<u>REC</u>	Public Access to District Records	Updated Legal References
x	4350	<u>REC</u>	Website Accessibility and Non-discrimination	ok
x	4410	<u>OP</u>	Relations with Law Enforcement and Child Protective Agencies	ok

x	4411	<u>REC</u>	Interrogations and Investigations Conducted by School Officials	ok
x	4520	<u>REC</u>	Cooperative Programs with Other Districts and Public Agencies	ok
x	4550	<u>REC</u>	Registered Sex Offenders	ok

4600 Notice to Parents for NCLB—It is now ESSA. No longer required

1 **Cascade School District**

2
3 **COMMUNITY RELATIONS**

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page 1 of 3

4
5 School-Support Organizations, Boosters and Fundraising

6
7 The Board recognizes that parent, teacher, and student organizations are a helpful resource for
8 schools and supports their formation and vitality. While parent, teacher, and student
9 organizations have no administrative authority and cannot determine District policy, their
10 suggestions and assistance are always welcome.

11
12 School-Support Organizations

13
14 Parent or booster organizations are recognized by the Board and permitted to use the District’s
15 name, a District school’s name, or a District school’s team name or any logo attributable to the
16 District, provided they first receive the Board’s approval during a duly constituted Board
17 meeting. Unauthorized use of the District school’s team name, logo, or imagery is strictly
18 prohibited. The District reserves the right to seek all available legal remedies for unauthorized
19 use of the District school’s name, logo, or imagery.

20
21 In order for the School District to comply with the federal law, state law and MHSA By-Laws,
22 Rules and Regulations, Board recognition as a parent or booster organization along with consent
23 to use one of the above-mentioned names or logos will be granted if the organization has
24 approved and submitted bylaws containing the following:

- 25
- 26 1. The organization’s name and purpose. Acceptable purposes may include enhancement of
27 students’ educational experiences, assistance to meet educational needs of students,
28 support of academic clubs, or enrichment of extracurricular activities.
 - 29 2. The rules and procedures under which it operates.
 - 30 3. A statement that the membership will adhere to applicable Board policies and
31 administrative procedures when working on District premises or with District officials or
32 programs.
 - 33 4. A statement that membership is open and unrestricted and the organization will not
34 engage in discrimination based on someone’s innate characteristics or membership in a
35 protected classification.
 - 36 5. A statement that the District is not, and will not be, responsible for the organization’s
37 business or the conduct of its members.
 - 38 6. A designation of the organization’s treasurer. A statement that the organization will
39 maintain finances consistent with General Finance Principles in a manner open to review
40 by any member of the organization or the school district.
 - 41
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4 7. A recognition that money given to a school cannot be earmarked for any particular
5 expense. Booster organizations may make recommendations, but cash or other valuable
6 consideration must be given to the District to use at its discretion. The Board's legal
7 obligation to comply with Title IX by providing equal athletic opportunity for members
8 of both genders will supersede an organizations recommendation.¹
9

10 8. A recognition that the School District reserves the right to reject any and all donations.
11

12 Permission to use one of the above-mentioned names, logos or imagery may be suspended by the
13 administration and rescinded by the Board for failure to comply with this policy. Authorization
14 to use one of the above-mentioned names, logos, or imagery does not constitute permission to act
15 as the District's representative. At no time does the District accept responsibility for the actions
16 of any parent or booster organization, regardless of whether it was recognized and/or permitted
17 to use any of the above-mentioned names or logos.² The Superintendent shall designate an
18 administrative staff member to serve as the liaison to parent or booster organization. The liaison
19 will serve as a resource person and provide information about school programs, resources,
20 policies, problems, concerns, and emerging issues. Building staff may be encouraged to
21 participate in the organizations.
22

23 Individual Boosters or Donors 24

25 Individual boosters or donors not covered by the bylaws of an organization governed by this
26 policy may still assist in school operations. The Board encourages the involvement of local
27 communities in school activities and operations. In order for the School District to comply with
28 the federal law, state law and MHSAs By-Laws, Rules and Regulations, individual boosters or
29 donors must honor the following provisions:
30

- 31 1. The individual must have prior approval must be granted by the Board for use of the
32 District's name, logo, or imagery.
33
- 34 2. The individual must comply with Board policies and administrative procedures when
35 submitting donations.
36

¹ The School District may not accept booster organization assistance that creates vast gender differences or a school board may face claims that it has violated Title IX. Title IX's focus is on equal funding opportunities, equal facility availability, similar travel and transportation treatment, comparable coaching, and comparable publicity (34 C.F.R. Part 106).

² Booster organizations present potential liabilities to a school district beyond loss of funds, because they seldom are properly organized (they generally are not incorporated or otherwise legally recognized), carry no insurance, raise and handle large sums of money, and organization members hold themselves out as agents of the school (after all, no funds could be raised but for the school connection). A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its attorney, to minimize liability, such as adding a requirement to item 6 above that the organization: (1) operate under the school's authority (activity accounts); or (2) be properly organized and demonstrate fiscal responsibility by being a 501(c)(3) organization, obtaining a bond, and/or arranging regular audits. Ultimately, the best way to minimize liability is to be sure that the district's errors-and-omissions insurance covers parent organizations and booster organizations.

3. The individual may not violate federal law, state law, District policy or MHSA By-Laws, Rules and Regulations.
4. The individual acknowledges the District is not, and will not be, responsible for the individual booster or donor’s business or their conduct.
5. The individual acknowledges that donations cannot be earmarked for any particular expense. Individual boosters or donors may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion in accordance with applicable laws. The Board’s legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede any individual’s recommendation.
6. The District reserves the right to reject any and all donations.

Fundraising

All donations completed by recognized organizations are subject to applicable School District policies regarding financial management. Funding endeavors are generally viewed as beneficial when coordinated with district goals, initiatives, and existing plans. The District reserves the right to reject any and all donations.

All funds raised by recognized organizations that are donated to the School District become public funds when placed in a School District account. All public funds must be monitored in accordance with state law. Donations must be reviewed to ensure compliance with equity rules, amateur rules and appropriateness under district policy. Donations may be conditional under state law if conditions are in compliance.

Funds spent by the School District will be done in accordance with District purchase order policy and spending limits regardless of the source of the donation. All expenditures should be preapproved to ensure equity and auditing standards are met.

<u>Legal Reference:</u>	<u>§ 20-6-601, MCA</u>	<u>Power to accept gifts</u>
	<u>§ 2-2-102 (2)(3), MCA</u>	<u>Definitions</u>
	<u>§ 2-2-104, MCA</u>	<u>Rules of conduct for public officers, legislators, and public employees</u>

Policy History:

Adopted on: May 15, 2001
 Reviewed on: September 10, 2021
 Revised on: April 21, 2009, October 17, 2017

2
3 **COMMUNITY RELATIONS**

4330

4
5 Community Use of School Facilities

6
7 School facilities are available to the community for educational, civic, cultural, and other
8 noncommercial uses consistent with the public interest, when such use will not interfere with the
9 school program or school-sponsored activities. Use of school facilities for school purposes has
10 precedence over all other uses. Persons on school premises must abide by District conduct rules
11 at all times.

12
13 Student and school-related organizations shall be granted the use of school facilities at no cost.
14 Other organizations granted the use of school facilities shall pay fees and costs. The
15 Superintendent will develop procedures to manage community use of school facilities, which
16 will be reviewed and approved by the Board. Use of school facilities requires the
17 Superintendent’s approval and is subject to the procedures.

18
19 Administration will approve and schedule various uses of school facilities. A master calendar
20 will be kept in the office for scheduling dates to avoid conflicts during the school year. Should a
21 conflict arise, the District reserves the right to cancel an approved request when it is determined
22 that the facilities are needed for school purposes. Requests for use of school facilities must be
23 submitted to the Superintendent’s office in advance of the event.

24
25 The School Facilities and Grounds Use and Liability Release Agreement can be obtained by
26 contacting the District Office. The School Facilities and Grounds Use and Liability Release
27 Agreement must be completed, signed, and returned to the District office prior to the use of the
28 facilities or grounds.

29 .
30
31 Cross Reference: 4330F School Facilities and Grounds Use and Liability Release
32 Agreement

33
34
35 Legal Reference: § 20-7-805, MCA Recreational use of school facilities secondary
36 *Lamb’s Chapel v. Center Moriches Union Free School Dist.*, 113 S.Ct.
37 2141

38
39 Policy History:

40 Adopted on:
41 Reviewed on: September 10, 2021
42 Revised on: January 22, 2019

1 **Cascade School District**

2
3 **COMMUNITY RELATIONS**

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4
5 Public Access to District Records

6
7 Within limits of an individual’s right of privacy, the public will be afforded full access to
8 information concerning administration and operations of the District. Public access to District
9 records shall be afforded according to appropriate administrative procedures.

10
11 “District records” include any writing, printing, Photostatting, photographing, etc. (including
12 electronic mail), which has been made or received by the District in connection with the
13 transaction of official business and presented for informative value or as evidence of a
14 transaction, and all other records required by law to be filed with the District. “District records”
15 do not include personal notes and memoranda of staff which remain in the sole possession of the
16 maker and which are not generally accessible or revealed to other persons.

17
18 The Superintendent will serve as the public records coordinator, with responsibility and authority
19 for ensuring compliance with the display, indexing, availability, inspection, and copying
20 requirements of state law and this policy. As coordinator, the Superintendent will authorize the
21 inspection and copying of District records only in accordance with the criteria set forth in this
22 policy.

23
24 In accordance with Title 2, Chapter 6, MCA, the District will make available for public
25 inspection and copying all District records or portions of records, except those containing the
26 following information:

- 27
- 28 1. Personal information in any file maintained for students. Information in student records
29 will be disclosed only in accordance with requirements of the Family Educational Rights
30 and Privacy Act of 1974 and adopted District policy.
 - 31
32 2. Personal information in files maintained for staff, to the extent that disclosure will violate
33 their right to privacy.
 - 34
35 3. Test questions, scoring keys, or other examination data used to administer academic tests.
 - 36
37 4. The contents of real estate appraisals made for or by the District relative to the
38 acquisition of property, until the project is abandoned or until such time as all of the
39 property has been acquired, but in no event will disclosure be denied for more than three
40 (3) years after appraisal.
 - 41
42 5. Preliminary drafts, notes, recommendations, and intra-District memoranda in which
43 opinions are expressed or policies formulated or recommended, except a specific record
44 shall not be exempt when publicly cited by the District in connection with any District
45 action.
- 46
47

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- 3
- 4 6. Records relevant to a controversy to which the District is a party, but which would not be
- 5 available to another party under the rules of pretrial discovery, for cases pending
- 6 resolution.
- 7
- 8 7. Records or portions of records, the disclosure of which would violate personal rights of
- 9 privacy.
- 10
- 11 8. Records or portions of records, the disclosure of which would violate governmental
- 12 interests.
- 13
- 14 9. Records or information relating to individual or public safety or the security of public
- 15 schools if release of the information jeopardizes the safety of facility personnel, the
- 16 public, students in a public school.
- 17

18 If the District denies any request, in whole or in part, for inspection and copying of records, the
19 District will provide the requesting party with reasons for denial.

20

21 If the record requested for inspection and/or copying contains both information exempted from
22 disclosure and non-exempt information, the District shall, to the extent practicable, produce the
23 record with the exempt portion deleted and shall provide written explanation for the deletion.

24

25 The District will not provide access to lists of individuals, which the requesting party intends to
26 use for commercial purposes or which the District reasonably believes will be used for
27 commercial purposes if such access is provided. However, the District may provide mailing lists
28 of graduating students to representatives of the U.S. armed forces and the National Guard for
29 purpose of recruitment.

30

31 The coordinator is authorized to seek an injunction to prevent disclosure of records otherwise
32 suitable for disclosure, when it is determined reasonable cause exists to believe disclosure would
33 not be in the public interest and would substantially or irreparably damage any person or would
34 substantially or irreparably damage vital governmental functions.

35

36

37

38 Legal Reference: Title 20, Ch. 6, MCA School districts
39 § 2-6-1001, MCA, et seq. Public Records

40

41 Policy History:

42 Adopted on: May 15, 2001

43 Reviewed on: September 10, 2021

44 Revised on: October 11, 2001, August 20, 2019

SECTION VIII: Required Policy updates & Revisions (New)

1 _____ School District

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2
3 **THE BOARD OF TRUSTEES**

1420

4
5 School Board Meeting Procedure

page 1 of 3

6
7 Agenda

8
9 The authority to set the board agenda lies with the Board Chair in consultation with board members
10 and the administration. The act of preparing the board meeting agendas can be delegated to the
11 Superintendent.

12
13 ~~The Board Chairperson must approve any items submitted by Board members or members of the~~
14 ~~public, to be placed on the agenda. Any topics requested by Board members or members of the~~
15 ~~public must first be approved by the Board Chair before being placed on the agenda.~~

16 Citizens wishing to make brief comments about school programs or procedures will follow the public
17 comment procedures in district policy.

18
19 The agenda also must include a “public comment” portion to allow members of the general public to
20 comment on any public matter under the jurisdiction of the District which is not specifically listed on
21 the agenda, except that no member of the public will be allowed to comment on contested cases,
22 other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable
23 time limits on any “public comment” period to maintain and ensure effective and efficient operations
24 of the Board. The Board shall not take any action on any matter discussed, unless the matter is
25 specifically noticed on the agenda, and the public has been allowed opportunity to comment.

26
27 ~~With consent of a majority of members present, the order of business at any meeting may be~~
28 ~~changed.~~ Copies of the agenda for the current Board meeting, minutes of the previous Board
29 meeting, and relevant supplementary information will be prepared and distributed to each trustee at
30 least ~~twenty-four (24)~~ forty-eight (48) hours in advance of a Board meeting and will be available to
31 any interested citizen at the Superintendent’s office ~~twenty-four (24)~~ forty-eight (48) hours before a
32 Board meeting. An agenda for other types of Board meetings will be prepared if circumstances
33 require an agenda.

34
35 Consent Agenda

36
37 To expedite business at its meetings, the Board approves the use of a consent agenda, which includes
38 those items considered to be routine in nature. Any item that appears on the consent agenda may be
39 removed by a member of the Board. Any Board member who wishes to remove an item from the
40 consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items
41 will be voted on by a single motion. The approved motion will be recorded in the minutes, including
42 a listing of all items appearing on the consent agenda.

43
44 Minutes

45
46 Appropriate minutes of all meetings required to be open must be kept and must be available for
47 inspection by the public. [(Optional) If an audio recording of a meeting is made and designated as
48 official, the

1
2
3
4 recording constitutes the office record of the meeting. If an official recording is made, a written
5 record of the meeting must also be made and must also include:
6

- 7 • Date, time, and place of the meeting;
 - 8 • Presiding officer;
 - 9 • Board members recorded as absent or present;
 - 10 • Summary of discussion on all matters discussed (including those matters discussed during the
11 “public comment” section), proposed, deliberated, or decided, and a record of any votes
12 taken;
 - 13 • Detailed statement of all expenditures;
 - 14 • Purpose of recessing to closed session; and
 - 15 • Time of adjournment.
- 16

17 If the minutes are recorded and designated as the official record, a log or time stamp for each main
18 agenda item is required for the purpose of providing assistance to the public in accessing that portion
19 of the meeting.
20

21 Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled
22 meeting of the Board. Minutes need not be read publicly, provided that Board members have had an
23 opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be
24 maintained in the office of the Clerk, to be made available for inspection upon request. A written
25 copy shall be made available within five (5) working days following approval by the Board.
26

27 Quorum

28

29 No business shall be transacted at any meeting of the Board unless a quorum of its members is
30 present. A majority of the full membership of the Board shall constitute a quorum, whether the
31 individuals are present physically or electronically. A majority of the quorum may pass a resolution,
32 except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.
33

34 Electronic Participation

35

36 The Board may allow members to participate in meetings by telephone or other electronic means.
37 Board members may not simply vote electronically but must be connected with the meeting
38 throughout the discussion of business. If a Board member electronically joins the meeting after an
39 item of business has been opened, the remotely located member shall not participate until the next
40 item of business is opened.
41

42 If the Board allows a member to participate electronically, the member will be considered present
43 and will have his or her actual physical presence excused. The member shall be counted present for
44 purposes of convening a quorum. The Clerk will document it in the minutes, when members
45 participate in the meeting electronically.
46

47 Any Board member wishing to participate in a meeting electronically will notify the Chairperson and
48 Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in

1
2
3
4 a location with the appropriate equipment so that Board members participating in the meeting
5 electronically may interact, and the public may observe or hear the comments made. The
6 Superintendent will take measures to verify the identity of any remotely located participants.

7
8 Meeting Conduct and Order of Business
9

10 General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order*
11 may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The
12 use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance.
13 Voting shall be by acclamation or show of hands.

14
15 Rescind a Motion
16

17 A motion to rescind (cancel previous action) may be made anytime by any trustee. A motion to
18 rescind must be properly noticed on the Board's agenda for the meeting. It is in order any time prior
19 to accomplishment of the underlying action addressed by the motion.
20

21 Cross Reference: 1441 Audience Participation
22

23 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines
24 adopted
25 § 2-3-202, MCA Meeting defined
26 § 2-3-212, MCA Minutes of meetings – public inspection
27 § 20-1-212, MCA Destruction of records by school officer
28 § 20-3-322, MCA Meetings and quorum
29 § 20-3-323, MCA District policy and record of acts
30 *Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005*
31

32 Policy History:

33 Adopted on:

34 Reviewed on:

35 Revised on:

1 _____ **School District**

2
3 **THE BOARD OF TRUSTEES**

1135

4
5 School Board Advocacy

6
7 The Board of Trustees believes it has a responsibility to the students, parents, and community to
8 advocate for student achievement and quality education. In order to meet these responsibilities,
9 the District will work vigorously for the passage of new laws designed to advance the cause of
10 good schools and for the repeal or modification of existing laws that impede this cause.

11
12 Trustees must keep themselves and community members informed of pending legislation and
13 actively communicate board positions and concerns to elected representatives at both the state
14 and national level. The Board must work with legislative representatives (both state and federal),
15 with the Montana School Boards Association, the National School Boards Association, and other
16 concerned groups in developing an annual as well as long-range legislative program.

17
18 Each Trustee is encouraged to participate in the MTSBA Delegate Assembly, the MTSBA Board
19 Legislative Contact Program and the caucuses. We also encourage each board and trustee to be
20 aware of the importance of building a relationship with the community and local legislators, to
21 be used to increase student success.

22
23 In doing so, the ~~Board~~ Trustees will:

- 24
25 1. ~~At its annual organizational meeting appoint a member as its Board Legislative Contact~~
26 ~~(BLC) to the Montana School Boards Association (MTSBA). This person will:~~
27 a. ~~Serve as the Board's liaison to MTSBA;~~
28 b. Review MTSBA legislative correspondence;
29 c. Respond to MTSBA legislative calls to action;
30 d. ~~Attend the~~ Participate in Day of Advocacy during each legislative session;
31 e. Attend other state and regional association meetings as approved by the Board;
32 and
33 f. Advise MTSBA of the Board's views regarding MTSBA's legislative positions
34 and activities.
- 35
36 2. At least once each month in accordance with Policy 1420, the Board meeting agenda will
37 include an opportunity for the trustees to discuss BLC to report on educational issues
38 pending on the state and federal levels.
- 39
40 3. Work with the ~~BLC~~, MTSBA, the National School Boards Association (NSBA), and
41 other concerned groups and organizations on matters of mutual interest.

42
43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on:

1 _____ **School District**

2
3 **INSTRUCTION** 2050

4
5 Student Instruction

6
7 The School District has adopted the protocols outlined in this policy to ensure the delivery of
8 education services to students onsite at the school, offsite at other locations using available
9 resources. The District administration or designated personnel are authorized to implement this
10 policy.

11
12 As outlined in District Policy 2100, and except for students determined by the School District to
13 be proficient using School District assessments, the adopted calendar has a minimum number of
14 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours
15 for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.

16
17 The School District may satisfy the aggregate number of hours through any combination of
18 onsite, offsite, and online instruction. The District administration is directed to ensure that all
19 students are offered access to the complete range of educational programs and services for the
20 education program required by the accreditation standards adopted by the Montana Board of
21 Public Education.

22
23 For the purposes of this policy and the School District’s calculation of ANB and “aggregate
24 hours of instruction” within the meaning of that term in Montana law, the term “instruction”
25 shall be construed as being synonymous with and in support of the broader goals of “learning”
26 and full development of educational potential as set forth in Article X, section 1 of the Montana
27 Constitution. Instruction includes innovative teaching strategies that focus on student
28 engagement for the purposes of developing a students’ interests, passions, and strengths. The
29 term instruction shall include any directed, distributive, collaborative and/or experiential learning
30 activity provided, supervised, guided, facilitated, work based, or coordinated by the teacher of
31 record in a given course that is done purposely to achieve content proficiency and facilitate the
32 learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full
33 educational potential of each child.

34
35 Staff shall calculate the number of hours students have received instruction as defined in this
36 policy through a combined calculation of services received onsite at the school or services
37 provided or accessed at offsite or online instructional settings including, but not limited to, any
38 combination of physical instructional packets, virtual or electronic based course meetings and
39 assignments, self-directed or parent-assisted learning opportunities, and other educational efforts
40 undertaken by the staff and students that can be given for grade or credit. Staff shall report
41 completed hours of instruction as defined in this policy to the supervising teacher, building
42 principal, or district administrator for final calculation.

43
44 In order to comply with the requirements of the calendar, District Policy and Section 20-1-301,
45 MCA, the District shall implement the instructional schedules and methods identified in this
46 policy.

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3
4 Offsite Instruction
5

6 The Board of Trustees authorizes offsite instruction of students in a manner that satisfies the
7 aggregate number of instructional hours outlined in the School District's adopted or revised
8 calendar for a school year ~~affected by a public health emergency~~. Offsite delivery methods shall
9 include a complete range of educational services offered by the School District and shall comply
10 with the requirements of applicable statutes. Students completing course work through an offsite
11 instructional setting shall be treated in and have their hours of instruction calculated in the same
12 manner as students attending an onsite institutional setting.
13

14 Offsite instruction is available to students:
15

- 16 1. meeting the residency requirements for that district as provided in 1-1-215;
- 17 2. living in the district and eligible for educational services under the Individuals With
18 Disabilities Education Act or under 29 U.S.C. 794; or
- 19 3. attending school in the district under a mandatory attendance agreement as provided in
20 20-5-321;
- 21 4. attending school in the nearest district offering offsite instruction that agrees to enroll the
22 student when the student's district of residence does not provide offsite instruction in an
23 equivalent course in which the student is enrolled. A course is not equivalent if the course
24 does not provide the same level of advantage on successful completion, including but not
25 limited to dual credit, advanced placement, and career certification. Attendance under this
26 provision is subject to approval of the Trustees.
27

28 The Board of Trustees authorizes the supervising teacher or district administrator to permit
29 students to utilize an offsite or online instructional setting at when circumstances require.
30

31 Proficiency-Based Learning
32

33 The Board of Trustees authorizes proficiency-based learning and ANB calculation in situations
34 when a student demonstrates proficiency in a course area as determined by the Board of Trustees
35 using District assessments consistent with District Policy 1005FE, or other measures approved
36 by the Board of Trustees.
37

38 The Board of Trustees waives the minimum number of instructional hours for students who
39 demonstrate proficiency in a course area using district assessments that include, but are not
40 limited to, the course or class teacher's determination of proficiency as defined by the Board of
41 Trustees. This determination shall be based on a review of the student's completed coursework,
42 participation in course delivery, and other methods applicable to the specific course or class. The
43 Board of Trustees authorizes the use of the proficiency determination process for students who
44 have selected this method of delivery, students for whom the School District is unable to
45 document satisfaction of the required minimum aggregate number of hours through the offsite or
46

1
2
3
4 onsite methods outlined in this policy, or other students whom School District personnel
5 determine satisfy the definition of proficient or meeting proficiency.
6

7 This provision is based in the declaration by the Montana Legislature that any regulation
8 discriminating against a student who has participated in proficiency-based learning is
9 inconsistent with the Montana Constitution.
10

11
12 Legal Reference: Article X, Section 1, Montana Constitution
13 Section 20-1-101, MCA – Definitions
14 Section 20-1-301, MCA – School Fiscal Year
15 Section 20-9-311, MCA – Calculation of Average Number Belonging
16 Section 20-7-118, MCA - Offsite Provision of Educational Services
17 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
18 ARM 10.55.906(4)) – High School Credit
19

20 Cross Reference: Policy 1005FE – Proficiency-Based Learning
21 Policy 2100 – School Calendar
22 Policy 2140 – Guidance and Counseling
23 Policy 2168 – Distance Learning
24 Policy 2410 – Graduation
25 Policy 2420 – Grading and Progress Reports
26

27 Policy History:

28 Adopted on:

29 Reviewed on:

30 Revised on:

31 Terminated on:

1 _____ **School District**

2
3 **INSTRUCTION**

2140

4
5 Guidance and Counseling

6
7 The District recognizes that guidance and counseling are an important part of the total program of
8 instruction and should be provided in accordance with state laws and regulations, District policies and
9 procedures, and available staff and program support.

10
11 The general goal of this program is to help students achieve the greatest personal value from their
12 educational opportunities. Such a program should:

- 13
- 14 1. Provide staff with meaningful information which can be utilized to improve educational services
15 offered to individual students.
- 16
- 17 2. Provide students with planned opportunities to develop future career and educational plans.
- 18
- 19 3. Refer students with special needs to appropriate specialists and agencies.
- 20
- 21 4. Aid students in identifying options and making choices about their educational program.
- 22
- 23 5. Assist teachers and administrators in meeting academic, social, and emotional needs of students.
- 24
- 25 6. Provide for a follow-up of students who further their education and/or move into the workforce
26 world of work.
- 27
- 28 7. Solicit feedback from students, staff, and parents, for purposes of program improvement.
- 29
- 30 8. Assist students in developing a sense of belonging and self-respect.
- 31
- 32 9. Have information available about nicotine addiction services and referrals to tobacco cessation
33 programs to students and staff.
- 34
- 35 10. Serve as a reference for alternative discipline or restorative justice programs.

36
37 All staff will encourage students to explore and develop their individual interests in all areas including but
38 not limited to career and technical programs, academic curricula, post-secondary opportunities,
39 community or military service, and employment options without regard race, color, national origin,
40 ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability,
41 economic or social condition, actual or potential marital or parental status.

42
43 ~~All staff will encourage students to explore and develop their individual interests in career and vocational-~~
44 ~~technical programs and employment opportunities, without regard to gender, race, marital status, national~~
45 ~~origin, or handicapping conditions, including reasonable efforts in encouraging students to consider and~~
46 ~~explore “nontraditional” occupations.~~

47
48
49 Legal Reference § 49-3-203, MCA Educational, counseling, and training programs
50 10.55.710, ARM Assignment of School Counseling Staff

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10.55.802, ARM

Opportunity and Educational Equity

Policy History:

Adopted on:

Reviewed on:

Revised on:

1 _____ **School District**

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3 **INSTRUCTION**

2167

4
5 Correspondence Courses

6
7 The District will permit a student to enroll in an approved correspondence course from a school
8 approved by the National University Extension Association or the Distance Education
9 Accrediting Commission, in order that such student may include a greater variety of learning
10 experiences within the student’s educational program.

11
12 Credit for correspondence courses may be granted, provided the following requirements are met:

- 13
- 14 1. Prior permission has been granted by the principal;
- 15
- 16 2. The program fits the education plan submitted by the regularly enrolled student;
- 17
- 18 3. Credit is granted for the following approved schools:
- 19
- 20 a. Schools approved by the National University Extension Association or through
- 21 one of the schools approved by the Distance Education Accrediting Commission;
- 22
- 23 b. Community colleges, vocational-technical institutes, four-(4)-year colleges and
- 24 universities and state-approved private schools in the state of Montana; and
- 25
- 26 c. Other schools or institutions which are approved by the District after evaluation
- 27 for a particular course offering.
- 28

29 The District shall not be obligated to pay for a student’s correspondence courses unless otherwise
30 specified in Policy 2170.

31
32 ~~The District will accept up to two (2) credits of correspondence coursework.~~ **OPTIONAL: No**
33 **correspondence courses are allowed that serve to supplant required coursework in grades 9-12.**
34 ~~Correspondence coursework cannot be used to allow a student to graduate early from high~~
35 ~~school.~~

36
37
38 Cross Reference: 2410 and 2410P High School Graduation Requirements

39
40 Legal Reference: § 20-7-116, MCA Supervised correspondence study
41 ARM 10.55.906 High School Credit

42
43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on:

2
3 **INSTRUCTION**

4
5 Distance, Online, and Technology-Delivered Learning

6
7 For purposes of this policy, “distance learning” is defined as: instruction in which students and
8 teachers are separated by time and/or location with synchronous or asynchronous content,
9 instruction, and communication between student and teacher (e.g., correspondence courses,
10 online learning, videoconferencing, streaming video).

11
12 The District may receive and/or provide distance, online, and technology-delivered learning
13 programs, provided the following requirements are met:

- 14
15 1. The distance, online, and technology-delivered learning programs and/or courses shall
16 meet the learner expectations adopted by the District and be aligned with state content
17 and performance standards;
- 18
19 2. The District shall provide a report to the Superintendent of Public Instruction,
20 documenting how it is meeting the needs of students under the accreditation standards,
21 who are taking a majority of courses during each grading period via distance, online, and/
22 or technology-delivered programs;
- 23
24 3. The District will provide qualified instructors and/or facilitators as described in ARM
25 10.55.907(3)(a)(b)(c);
- 26
27 4. The District will ensure that the distance, online, and technology-delivered learning
28 facilitators receive in-service training on technology-delivered instruction as described in
29 ARM 10.55.907(3)(d); and
- 30
31 5. The District will comply with all other standards as described in ARM 10.55.907(4)(5)(a-
32 e).

33
34 The District will permit a student to enroll in an approved distance learning course, in order that
35 such student may include a greater variety of learning experiences within the student’s
36 educational program.

37
38 Credit for distance learning courses may be granted, provided the following requirements are
39 met:

- 40
41 1. Prior permission has been granted by the principal;
 - 42
43 2. The program fits the education plan submitted by the regularly enrolled student;
 - 44
45 3. The course does not replace a required course offered by the District;
- 46

- 1
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3
4 4. The course is needed as credit retrieval and cannot fit into the student’s schedule; and
5
6 5. Credit is granted for schools and institutions approved by the District after evaluation for
7 a particular course offering.
8

9 The District will not be obligated to pay for a student’s distance learning courses unless
10 otherwise specified in Policy 2170.
11

12 The minimum aggregate hours are not required for any pupil demonstrating proficiency pursuant
13 to 20-9-311(4)(d), MCA.
14

15
16 Cross Reference: 2170 Montana Digital Academy
17 2410 and 2410P High School Graduation Requirements
18 2100 School Calendar and Year
19

20 Legal Reference: § 20-9-311(4)(d), MCA Calculation of Average Number Belonging
21 ARM 10.55.705 Administrative Personnel; Assignment of School
22 Administrators/Principals
23 ARM 10.55.906 High School Credit
24 ARM 10.55.907 Distance, Online, and Technology Delivered
25 Learning
26

27 Policy History:

28 Adopted on:

29 Reviewed on:

30 Revised on:

1 _____ **School District**

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INSTRUCTION

2240

Summer School

The Board of Trustees authorizes a summer program of instructional offerings for the purpose of remediation of credit, maintenance of skills, and enrichment. All classes offered for credit must meet minimum state requirements for accreditation and may be delivered at the school or at another offsite location. Remediation credit courses shall be offered for grades 9-12, in accordance with District advancement requirements. Credit course offerings must be approved by the Board of Trustees.

~~The District summer program of instructional offerings will be for the purpose of remediation of credit, maintenance of skills, and enrichment. All classes offered for credit must meet minimum state requirements for accreditation. Remediation credit courses will be offered, grades 9-12, in accordance with District advancement requirements. Credit course offerings must be approved by the principal. The summer maintenance and enrichment program must be self-supporting.~~

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

1 _____ **School District**

2
3 **STUDENTS**

3121
page 1 of 2

4
5 Enrollment and Attendance Records

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

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

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

- A student of the district completing work on a proficiency basis in accordance with Sections 20-9-311(4)(d) and 20-9-324(18)(b), MCA;
- A student gaining credit for participating in a work-based learning program pursuant to [New Section 8] of Chapter 247, Laws of 2021 and Policy 2600;
- A student participating in an “innovative educational program” as defined in Section 15-30-3102, MCA;
- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under Section 20-9-707, MCA; or
- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the district under Section 20-9-707, MCA.
- A student with a disability who is over 19 years old but under 21 years of age, has been enrolled by the Board of Trustees in accordance with Policy 3110, and qualifies in accordance with Section 20-9-311(7), MCA, to remain enrolled and be served by schools, if the following criteria are satisfied:
 - the student has not graduated;
 - the student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the student's disability; and
 - the student's individualized education program has identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet one or more of the conditions for participating in offsite instruction pursuant to Section 20-7-118, MCA.

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

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

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

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

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

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

Homeless Youth and Foster Children

Assignment to schools shall be subject to modification when federal law applicable to students placed in foster care or students who are homeless requires that such students be educated in a "school of origin" that differs from the assigned school.

Cross References:	Policy 3510	School Sponsored Activities
	Policy 2600	Work Based Learning
Legal Reference:	§ 1-1-215, MCA	Residence – rules for determining
	§ 20-9-311, MCA	Calculation of average number belonging (ANB)
	§ 20-9-706, MCA	-- three-year averaging.
	§ 20-9-707, MCA	Running start program – authorizing class credits at postsecondary institution – eligibility – payment for credits
	29 U.S.C. 794	Agreement with Montana youth challenge program or accredited Montana job corps program
	34 CFR 300.1, et seq.	Nondiscrimination under Federal grants and programs
	Chapter 297	Assistance to states for the education of children with disabilities
	Chapter 269	2021 General Legislative Session
	Chapter 247	2021 General Legislative Session
	<u>Chapter 406</u>	<u>2021 General Legislative Session</u>

Policy History:

Adopted on:

- 1 Reviewed on:
- 2 Revised on:

1 _____ **School District**

2
3 **STUDENTS**

3222

4
5 Distribution and Posting of Student Materials

6
7 District policy allows distribution of materials for student curricular clubs and non-curricular
8 groups.

9
10 The Superintendent, building principal, or designee must approve all materials before they may
11 be distributed or posted. Materials distributed or posted will include an notation to inform the
12 recipient if the material is from a curricular student club or non-curricular student group.

13
14 To facilitate the distribution of materials with information about student activities, each school
15 may maintain a centrally located bulletin board for the posting of materials, and/or maintain a
16 table available to students for placing approved materials. Materials may also be posted on
17 designated walls in the school buildings.

18
19 Materials from a curricular student club or non-curricular student group, which provide
20 information valued or needed by the students of the school district may be distributed, except
21 those that would:

22
23 A. Disrupt the educational process;

24 B. Violate the rights of others;

25 C. Invade the privacy of others;

26 D. Infringe on a copyright;

27 E. Violate District policy, procedure, or administrative directive;

28 F. Be obscene, vulgar or indecent; or

29 G. Promote violence, discriminatory conduct, the use of drugs, alcohol, tobacco, nicotine
30 and any other tobacco innovation, firearms, or certain products that create community
31 concerns.

32
33 All non-student community materials must be reviewed and approved by the Superintendent,
34 building principal, or designee in accordance with Policy 4331.

35
36 ~~District policy allows distribution of materials of parent and student organizations sponsored by~~
37 ~~the District or other governmental agencies. The District also may allow distribution of materials~~
38 ~~that provide information valued or needed by the District.~~

39
40 ~~The Superintendent must approve all materials before they may be distributed by any~~
41 ~~organization.~~

42
43 ~~To facilitate the distribution of materials with information about student activities, each school~~
44 ~~may maintain a centrally located bulletin board for the posting of materials, and/or maintain a~~
45 ~~table available to students for placing approved materials.~~

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

1 _____ **School District**

2
3 **STUDENTS**

3231
page 1 of 2

4
5 Searches and Seizure

6
7 The goal of search and seizure with respect to students is meeting the educational needs of
8 children and ensuring their security. The objective of any search and/or seizure is not the
9 eradication of crime in the community. Searches may be carried out to recover stolen property,
10 to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a
11 threat to the maintenance of an orderly educational environment. The Board authorizes school
12 authorities to conduct reasonable searches of school property and equipment, as well as of
13 students and their personal effects, to maintain order and security in the schools.

14
15 The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified
16 at its inception, and (2) reasonably related in scope to the circumstances which justified the
17 interference in the first place.

18
19 School authorities are authorized to utilize any reasonable means of conducting searches,
20 including but not limited to the following:

- 21
22 1. A “pat down” of the exterior of the student’s clothing;
23 2. A search of the student’s clothing, including pockets;
24 3. A search of any container or object used by, belonging to, or otherwise in the possession
25 or control of a student; and/or
26 4. Devices or tools identified in school district policy or the student handbook or deemed
27 necessary by the Superintendent or designee.

28
29 The “pat down” or “search” of a student, if conducted, will be conducted by a school official or
30 employee of the same gender as the student being searched.

31
32 School Property and Equipment and Personal Effects of Students

33
34 School authorities may inspect and search school property and equipment owned or controlled
35 by the District (such as lockers, desks, and parking lots).

36
37 The Superintendent may request the assistance of law enforcement officials, including their use
38 of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and
39 other school property and equipment for illegal drugs, weapons, or other illegal or dangerous
40 substances or material.

41
42 Students

43
44 School officials may search any individual student, his/her property, or District property under
45 his/her control, when there is a reasonable suspicion that the search will uncover evidence that
46 he/she is violating the law, Board policy, administrative regulation, or other rules of the District

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4 or the school. Reasonable suspicion shall be based on specific and objective facts that the search
5 will produce evidence related to the alleged violation. The types of student property that may be
6 searched by school officials include but are not limited to lockers, desks, purses, backpacks,
7 student vehicles parked on District property, cellular phones, or other electronic communication
8 devices.

9
10 Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles
11 on school property. While on school property, vehicles may be inspected at any time by staff, or
12 by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs,
13 drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug
14 paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will
15 be searched, and the student expressly consents to such a search.

16
17 Also, by parking in the school parking lots, the student consents to having his/her vehicle
18 searched if the school authorities have any other reasonable suspicion to believe that a violation
19 of school rules or policy has occurred.

20
21 Seizure of Property

22
23 When a search produces evidence that a student has violated or is violating either a law or
24 District policies or rules, such evidence may be seized and impounded by school authorities and
25 disciplinary action may be taken. As appropriate, such evidence may be transferred to law
26 enforcement authorities.

27
28
29
30 Legal Reference: *Safford Unified School Dist. No. 1 v. Redding*, 557 U.S. 364, 129 S.Ct.
31 2633 (2009)
32 *Terry v. Ohio*, 392 U.S. 1, 20 (1968)
33 *B.C. v. Plumas*, (9th Cir. 1999) 192 F.3d 1260
34

35 Policy History:

36 Adopted on:
37 Reviewed on:
38 Revised on:

1 _____ **School District**

2
3 **STUDENTS**

3235

4
5 Video Surveillance

6
7 The Board authorizes the use of video cameras on District property to ensure the health, welfare,
8 and safety of all staff, students, and visitors to District property and to safeguard District
9 buildings, grounds, buses, and equipment. The Superintendent will approve appropriate
10 locations for video cameras.

11
12 The Superintendent will notify staff and students, through staff and student handbooks or by
13 other means, that video surveillance may occur on District property. A notice will also be posted
14 at the main entrance of all District buildings, and on all buses, indicating the use of video
15 surveillance.

16
17 The District may choose to make video recordings a part of a student’s educational record or of a
18 staff member’s personnel record. The District will comply with all applicable state and federal
19 laws related to record maintenance and retention. The following employees will have access to
20 the system for monitoring, maintenance, and necessary retention: Superintendent, Principals, IT, Maintenance
21 Responsibilities governing access to the system will be outlined in the employee’s respective job
22 description.

23
24 **OPTION 1:** Video recordings will be totally without sound.

25
26 **OPTION 2:** It is the decision of the District that video recordings will include audio. The
27 Superintendent will notify staff and students through staff and student handbooks or by other
28 means that video surveillance, with audio, may occur on District property. A notice will also be
29 posted at the main entrance of all District buildings, and on all buses, in which video/audio
30 surveillance may occur.

31
32
33
34 Cross Reference: 3600 Student Records

35
36 Policy History:

37 Adopted on:

38 Reviewed on:

39 Revised on:

SCHOOL FACILITIES/GROUNDS USE AND LIABILITY RELEASE AGREEMENT
_____ **School District**

Organization or Individual Requesting Facility Use: _____

Facility Requested: _____

Date and Hours of Requested Use: _____

Purpose of Use: _____

Will there be an admission fee? If so, how much?

Premises and Conditions

Conditions of Facilities Use - Use of District facilities is conditioned upon the following covenants:

1. All District policies are in effect and shall be honored during the rental period and while the requesting organization is using the facility.
2. That no alcoholic beverages, tobacco, nicotine products, or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
2. That no illegal games of chance or lotteries will be permitted.
3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities. The District uses audio and video surveillance to monitor activity in the facility.
5. The presence of weapons, including firearms, is prohibited unless previously reviewed and approved by the Board of Trustees in accordance with Montana law.
6. All District-owned equipment, facilities, and other property will remain unchanged and undamaged and the requesting organization or individual will pay for any damages to District property. All fobs, or other access items will be returned to the District. Access to the facility will be restricted to the identified points of ingress and egress.
7. All attendees and participants shall honor and enforce County Health Department directives and safety standards and School District policies regarding the health and safety at gatherings and events held at the school. The requesting organization is expected to specifically comply with all cleaning and disinfecting protocols outlined in District policy as attached.

Failure to honor these covenants will result in cancellation of the event and/or all available remedies under the law.

Rent and Deposit

The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services (if any) provided by the District, the sum of \$ _____, and this shall be due _____ days in advance. The requesting organization or individual shall be responsible for the actual cost of repair or replacement, including costs, disbursements, and expenses, resulting while it has use of the premises.

Indemnification

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend, and hold harmless the District and any of its employees or agents, from any liability, expenses, costs (including attorney’s fees), damages, and/or losses arising out of injury or death to any person or persons or damage to any property of any kind in connection with the organization or individual’s use of the District facility, which are not the result of fraud, willful injury to a person or property, or willful or negligent violation of a law on the part of the School District. The undersigned organization or individual accepts and assumes all such risks and hazards ~~and does hereby release the School District from any and all liability including, but not limited to bodily injury, personal injury, and/or property damage which are not the result of fraud committed, willful injury to a person or property, or willful or negligent violation of a law on the part of the School District.~~

Insurance

The user of the facility shall provide the District with a certificate of insurance and endorsement to their property and liability policy. Said certificate and policy endorsement shall name the District as an additional insured. The certificate and policy shall show coverage for comprehensive general liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility. The insurance shall provide for amounts not less than \$1,000,000 for bodily injury or death to any one person or resulting from any one accident, and \$1,000,000 for property damage in any one accident or the policy may provide a combined single limit for bodily injury and property damage for \$1,000,000. The certificate shall contain a provision that the insurer not cancel or refuse to renew without giving the District written notice at least 10 days before the effective date of the cancellation or non-renewal.

Special Events Coverage

~~The district requires the event holder to purchase a special event liability policy for the event, and to name the district as an additional insured on the policy. The event holder should provide the district with a certificate insurance outlining the coverage limits and that the district has been named as an additional insured on the policy. Minimum coverage limits of \$1,000,000 per occurrence and \$2,000,000 aggregate should be purchased.~~

Assumption of Risk

~~The requesting organization agrees to indemnify, release and hold harmless the District, inclusive of its employees, administration, board of trustees, and insurers from any and all civil liability involving any and all forms of injury except those that may arise as a result of willful, wanton or reckless conduct by the District or its agents adding unwarranted danger to participation in such event.~~

The requesting organization understands that the District will take all reasonable precautions to insure the risk of injury to individuals accessing the facilities or grounds is minimized. However, even though these precautions are taken there is still a chance of injury, and in rare instances even severe injury and death. The requesting organization understands the risks involved. Any negligence arising out of use of the facilities or grounds under this agreement shall be attributed to requesting entity as comparative negligence within the meaning of Section 27-1-702, MCA.

The School District DOES NOT provide medical insurance for any individuals who choose to access and use the facilities.

Non-Discrimination

The District will consider requests for use of district facilities for political purposes and activity in accordance with Montanan law. The requesting organization or individual agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

District's Rights

The District reserves the right to cancel this Agreement, when it is determined by the District that the facilities are needed for school purposes, the event will violate District policy, or if the conditions outlined in this agreement are not satisfied. The District reserves all rights under the law to seek remedy in the event School District property is damaged.

DATED this ____ day of _____, 20__.

_____ **School District:**

_____ **Requesting Organization or Individual:**

By _____

By _____

Address _____
Phone _____

Additional Obligations _____

2
3 **COMMUNITY RELATIONS**

5
6 Rules and Regulations for Building/Facility/Equipment Use

- 7
- 8 1. Applications requesting use of the school facility must be presented to the building
9 administrator at least ten (10) days in advance of the time desired and must be signed by
10 a qualified representative of the organization desiring to use the building.
11
 - 12 2. The school premises shall not be available before 5:00 p.m. on school days, except under
13 special conditions.
14
 - 15 3. Rental fees are as follows: (Example) Gym \$100 + custodian
16
17 Fees (will) (may) be waived for private nonprofit groups that do not charge admission
18 fees. Religious groups or organizations will be charged rental fees as listed above.
19
 - 20 4. The use of the school premises will be denied when, in the opinion of the Superintendent
21 or the Board, such use may be construed to be solely for commercial purposes, there is a
22 probability of damage or injury to school property, or the activity is deemed to be
23 improper to hold in school buildings.
24
 - 25 5. In case of loss or damage to school property, the organization and/or individual signing
26 the request shall be fully responsible and liable.
27
 - 28 6. The District reserves the right to require a certificate of insurance from the renting
29 agency.
30
 - 31 7. No furniture or apparatus shall be moved or displaced without permission.
32
 - 33 8. No access to other rooms in the building shall be permitted unless designated by
34 agreement.
35
 - 36 9. There shall be no narcotics, drugs (including tobacco or nicotine products), stimulants, or
37 alcohol used or sold in or about school buildings and premises, nor shall profane
38 language, quarreling, fighting, or illegal gambling be permitted. Violations of this rule
39 by any organization during occupancy shall be sufficient cause for denying further use of
40 school premises to the organization.
41
 - 42 10. Wax, or other preparations ordinarily used on dance floors, is not to be used on
43 gymnasium floors.
44
 - 45 11. The Superintendent may require a school employee to be present during use of the
46 building by the non-school organization. In such case, the requesting organization will

1
2
3
4 pay for the employee expense (i.e., custodians, overtime).
5

6 12. When the school official finds it necessary that police or other security personnel be
7 retained for crowd control, such requirement may be added as a condition of the Facilities
8 Use Agreement.
9

10 13. OPTIONAL: General Community Use of Gym/Weight Room/Equipment

11
12 The following guidelines will be strictly adhered to for community members accessing
13 school property for use of the gymnasium, weight room, and other facilities:
14

- 15 a. Absolutely no students are allowed in the facility during periods
16 designated for general community use.
17 b. All community members accessing the facility during periods for general
18 community use will have completed the forms and training required by the
19 school district which may include but are not limited to:
20 i. Signed Assumption of Risk Form on file in the office
21 ii. Proof of medical insurance. The School District DOES NOT
22 provide medical insurance for any individuals who choose to
23 access and use the facilities.
24 c. Unacceptable behavior including but not limited to: undisciplined
25 behavior, harassment, discrimination, misuse of equipment, or other
26 violations of district policy will result in termination of access.
27 d. Always make sure the facility is left as it was found and locked upon
28 completion of use.
29

30 Policy History

31 Adopted on:

32 Reviewed on:

33 Revised on:

1 _____ **School District**

2
3 **PERSONNEL**

5140

4
5 Classified Employment and Assignment

6
7 Employees designated as “classified” employees include all non-teaching positions or duties in
8 the District.

9
10 Each newly hired classified employee will either be hired: (1) as a probationary employee, or (2)
11 immediately be placed on a written contract for a specific term with a beginning and ending date,
12 within the meaning of Section 39-2-912(2), MCA. Employees initially hired on a written
13 contract for a specific term will have no expectation of continued employment beyond the
14 current contract term, and in the absence of Board action to offer a subsequent contract, the
15 employment will automatically conclude at the conclusion of the contract term.

16
17 For those employees hired as probationary employees, such employees will be required to
18 complete a probationary period of 6 working months. The Board authorizes the Superintendent to
19 extend the probationary period in a manner permitted by law. Any extension of the probationary
20 period by the Superintendent, together with the original probationary period, may not exceed a
21 total of 18 months. Leaves of absence by an employee for a period of more than 5 consecutive
22 working days other than holidays or vacations during the probationary period (select one:
23 will/will not) be counted as part of the probationary period.

24
25 During the probationary period of employment, the employment may be terminated at the will of
26 either the School District or the employee on notice to the other for any reason or no
27 reason. Prior to the conclusion of the original or extended probationary period, the
28 Superintendent will determine whether to retain the employee or make a recommendation to the
29 Board for termination of probationary employment. If the employee is retained, the employee
30 will be designated as one of the following types of employees depending on the factors noted.

31
32 Designation 1: If, before the probationary period concludes, the employee is placed on a written
33 employment contract, the employment contract shall be a written contract of employment for a
34 specific term with a beginning and ending date, within the meaning of Section 39-2-912(2),
35 MCA. The employee will have no expectation of continued employment beyond the current
36 contract term, and in the absence of Board action to offer a subsequent contract, the employment
37 will automatically conclude at the conclusion of the contract term.

38
39 If the employee is issued subsequent contracts for a specific term following the initial contract, a
40 probationary period will not apply. The employee will be subject to terms of the contract
41 including the beginning and ending date, within the meaning of Section 39-2-912(2), MCA. The
42 employee will have no expectation of continued employment beyond the current contract term,
43 and in the absence of Board action to offer a subsequent contract, the employment will
44 automatically conclude at the conclusion of the contract term.

1 _____ **School District**

2
3 **PERSONNEL**

5223

Page 1 of 2

4
5
6 Personal Conduct

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

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

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

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

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

39
40 Firearms and Weapons

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

44
45 For the purposes of this policy, the term "firearm" means (A) any weapon which will or is designed to or
46 may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of
47 any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to
48 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

49
50 For purposes of this policy, "non-firearm weapon" means any object, device, or instrument designed as a

1 weapon or through its use is capable of intimidating threatening or producing bodily harm or which may

2
3
4
5 be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake or facsimile
6 weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks;
7 mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been
8 modified to serve as a weapon.

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

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

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

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

29
30 Cross Reference: Professional Educators of Montana Code of Ethics
31 5121 Applicability of Personnel Policies
32 3311 Firearms and Weapons
33 5232 Abused and Neglected Children
34 4332 Conduct on School Property

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

44
45
46 Policy History:

47 Adopted on:
48 Reviewed on:
49 Revised on:

1 _____ **School District**

2
3 **PERSONNEL**

5314

4
5 Substitutes

6
7 The Board will regularly approve a list of acceptable substitutes that meet the guidelines as
8 prescribed in this policy. Appearance on the substitute list does not guarantee employment.

9
10 The Board authorizes the use of substitute teachers that appear on the list to replace teachers who
11 are temporarily absent. The principal shall arrange for the substitute to work for the absent
12 teacher. Under no condition is a teacher to select or arrange for their own substitute. A
13 substitute teacher may be employed to carry on a teacher's duties not to exceed 35 consecutive
14 teaching days.

15
16 If the absence of the regular, licensed or authorized teacher continues for more than 35
17 consecutive teaching days, the board of trustees shall place a licensed teacher under contract or
18 seek an emergency authorization of employment in accordance with Administrative Rules of
19 Montana 10.57.107.

20
21 The Board annually establishes a daily rate of pay for substitute teachers. No fringe benefits are
22 given to substitute teachers.

23
24 Substitutes for classified positions will be paid by the hour. When a classified employee is called
25 upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of pay is
26 higher.

27
28 All substitute teachers will be required to undergo fingerprint and background checks. All
29 substitutes are subject to District Policies during their term of service to the District. All
30 substitutes shall abide by student and staff confidentiality standards during their term of service
31 to the District.

32
33 Legal Reference: 10.55.716, ARM Substitute teachers

34
35
36 Policy History:

37 Adopted on:

38 Reviewed on:

39 Revised on:

1 Revised on:

SECTION IX: Recommended Policy updates & Revisions (New) - First Reading

1 _____ School District

2
3 **THE BOARD OF TRUSTEES** 1210

4
5 Qualifications, Terms, and Duties of Board Officers

6
7 The Board officers are the Chairperson and Vice Chairperson. These officers are elected at the annual
8 organizational meeting.

9
10 Chairperson

11
12 The Chairperson may be any trustee of the board, including an additional trustee as provided for in 20-3-
13 352(2). If an additional trustee is chosen to serve as the Chairperson of an elementary district described
14 in 20-3-351(1)(a), the additional trustee may not vote on issues pertaining only to the elementary district.
15 The duties of the Chairperson include the following:

- 16
17 • Preside at all meetings and conduct meetings in the manner prescribed by the Board’s policies;
18 • Make all Board committee appointments;
19 • Sign all papers and documents as required by law and as authorized by action of the Board;
20 • Close Board meetings as authorized by Montana law; and
21 • Act as spokesperson for the Board.

22
23 The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board
24 members, including the right to participate in debate and to vote. The Chairperson **SELECT OPTION:**
25 [may / may not] not make a motion but may second motions.

26
27 Vice Chairperson

28
29 The Vice Chairperson shall preside at all Board meetings in the absence of the Chairperson and shall
30 perform all the duties of the Chairperson during the Chairperson’s absence or unavailability. The Vice
31 Chairperson shall work closely with the Chairperson and shall assume whatever duties the Chairperson
32 may delegate.

33
34

35 Cross Reference:	1120	Annual Organizational Meeting
37 Legal References:	§ 2-3-203, MCA	Meetings of public agencies and certain 38 associations of public agencies to be open to 39 public – exceptions
	§ 20-3-321(2), MCA	Organization and officers
	§ 20-3-351(1)(a), MCA	Number of trustee positions in high school 42 districts
	§ 20-3-352(2), MCA	Request and determination of number of high 43 school district additional trustee positions – 44 nonvoting trustee

45

46 Policy History:

47 Adopted on:

48 Reviewed on:

49 Revised on:

1 _____ **School District**

2
3 **INSTRUCTION**

2221P
page 1 of 2

4
5 School Closure Procedure

6
7 *Note: this is an optional procedure that should be customized to meet a districts' specific needs,*
8 *structure, and operations. These changes reflect updates to the MTBSA model document.*
9

10 All students, parents, and school employees should assume that school will be in session and
11 buses running as scheduled, unless there is official notification from the Superintendent to the
12 contrary. Such notice will be given via public media.
13

14 In the event extremely cold temperatures, wind chill factors, snow, wind, community disaster,
15 public health emergency, or other circumstances require a modification of the normal routine, the
16 Superintendent will make the modification decision prior to 6:00 a.m. and contact the public
17 radio stations for broadcast to the community and will initiate the emergency fan-out
18 communication procedure to all administrators.
19

20 The provisions of this procedure may be terminated, amended, or adjusted, by the Board of
21 Trustees in the event of circumstances requiring extended school closure due to a declaration of
22 emergency.
23

24 Work Schedules and Responsibilities for School Closures

25
26 **Superintendent**

27
28 ~~Only~~ The Superintendent or Board of Trustees has authority to close schools. The
29 Superintendent will be on duty throughout any existing or potential emergency situation, day or
30 night. All orders of doubtful origin should be confirmed with the Superintendent.
31

32 **Central Administrative Personnel**

33
34 Central administrative personnel will be expected to report for duty on their assigned shifts in the
35 event of any school closure, insofar as is safely possible, unless otherwise directed by the
36 Superintendent or designee. Additional hours may be required, especially of the maintenance
37 supervisor, business manager, and personnel director, depending on the nature of the emergency.
38 ~~If it is absolutely impossible for a central administrator to report for duty, the administrator may~~
39 ~~take the day as a personal leave day or vacation day, with the permission of the Superintendent.~~
40

41 **Building-Level Administrators, Non-Teaching “Exempt” Personnel, and Identified**
42 **Support Staff**

43
44 All building-level administrators and non-teaching “exempt” personnel will report for duty per
45 their normal shifts or as otherwise directed each day during the school closure, together with the
46 head custodian and at least one (1) secretary, insofar as is safely possible. The building

1
2
3
4 administrator will ascertain that the building has been adequately secured and that any child who
5 mistakenly reports to school [~~in the event school has been closed~~] is properly and safely cared for
6 and returned home per District policy. The administrator and this minimal support staff shall
7 notify other staff and/or other support employees of the situation and will respond to telephone
8 questions. Staff will be advised of schedule for the day by immediate supervisor. ~~When the~~
9 ~~situation has been stabilized, the personnel who reported to work may choose to return home.~~
10 ~~An administrator or exempt employee who does not work a normal day will then adjust his/her~~
11 ~~work year, by memorandum to the Superintendent, by the number of hours not worked on the~~
12 ~~day or days of school closure.~~

13 14 **12-Month Classified Employees**

15
16 In the event of school closure, 12-month classified personnel may report for duty or not report
17 for duty, as directed by their immediate supervisor. Building secretaries and secretaries to ~~key~~
18 central administrative personnel who are required to be on duty are expected to report for duty.
19 If a 12-month classified employee is unable to or does not report for duty, the employee will
20 complete a leave request form to declare the day as personal leave, vacation, or leave without
21 pay.

22 23 **10- and 11-Month Classified Employees**

24
25 Ten- and 11-month employees may report for duty or not report for duty as directed by their
26 immediate supervisor. If such employees do not report for duty, they will complete a District
27 leave request form to declare the day as personal leave, vacation, or leave without pay.

28 29 **Aides, Food Service Workers, and Other 9¼-Month Classified Employees**

30
31 These employees work only those days school is in session and are not expected to work when
32 school is not in session. If school has been closed, 9¼-month employees should not report for
33 duty unless otherwise directed by their immediate supervisor. 9¼-month employees will
34 complete a leave request form to declare the day as personal leave, vacation, or leave without
35 pay.

36 37 **Teachers (Teachers, Librarians, Psychologists, Counselors)**

38
39 If schools are closed for weather or other emergency conditions, teachers are not expected to
40 report for duty unless directed otherwise. Teachers do not need to submit an absence form. In
41 cases of school closures, it is customary for the days to be made up at another time; thus teachers
42 will typically still fulfill their contract days.

43 44 45 Policy History:

46 Adopted on:

- 1 Reviewed on:
- 2 Revised on:

SECTION X: Termination of Obsolete Policies

1 _____ School District

2
3 **THE BOARD OF TRUSTEES**

1135P

4
5 School Board Advocacy

6
7 ~~Once the Board of Trustees has determined that it is in its best interest to actively become an~~
8 ~~advocate for the education of the students in its District, the following guidelines are established~~
9 ~~to help facilitate the process.~~

10
11 1. ~~An additional item on the agenda of the Annual Organizational Meeting, usually held in~~
12 ~~May of each year, will include the appointment of one (1) of its trustees as the Board~~
13 ~~Legislative Contact (BLC) to the Montana School Boards Association (MTSBA).~~

14
15 a. ~~The District Clerk will submit the name to the Administrative Service Specialist~~
16 ~~of the MTSBA no later than one (1) month after the appointment.~~

17
18 2. ~~The Board will identify this appointee and/or additional trustees as registered lobbyists~~
19 ~~for the District.~~

20
21 a. ~~The District Clerk will make sure that the appointed trustee(s) are sufficiently~~
22 ~~registered as lobbyists for the District.~~

23
24 3. ~~The threshold for reimbursement of expenses before the lobbying license requirement~~
25 ~~becomes effective will be determined by the Commissioner of Political Practices.~~

26
27 4. ~~The BLC, or designee, will attend the Day of Advocacy during each legislative session.~~

28
29 5. ~~The BLC, or designee, will attend the annual Delegate Assembly.~~

30
31 6. ~~The Board may set additional parameters, including the number of trips to the~~
32 ~~Legislature, the number of regional and state meetings approved, etc.~~

33
34 7. ~~The Board will include an item on its monthly agenda, giving the BLC an opportunity to~~
35 ~~discuss advocacy information.~~

36
37
38
39 ~~Legal Reference: § 5-7-112, MCA Payment threshold inflation adjustment~~
40 ~~ARM 44.12.204 Payment threshold inflation adjustment~~

41
42 Policy History:

43 Adopted on:

44 Reviewed on:

45 Revised on:

Copyright Compliance

Authorized Reproduction and Use of Copyrighted Material in Print

- ~~Materials on the Internet should be used with caution since they may, and likely are, copyrighted.~~
- ~~Proper attribution (author, title, publisher, place and date of publication) should always be given.~~
- ~~Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.~~
- ~~Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.~~

In preparing for instruction, a teacher may make or have made a single copy of a chapter from a book; an article from a newspaper or periodical; a short story, short essay, or short poem; or a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper. A teacher may make multiple copies, not exceeding more than one (1) per pupil, for classroom use if the copying meets the tests of “brevity, spontaneity and cumulative effect” set by the following guidelines. Each copy must include a notice of copyright.

1. Brevity

- a. ~~A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words.~~
- b. ~~Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less, may be copied; in any event, the minimum is 500 words. (Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph.)~~
- c. ~~One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue may be copied. “Special” works cannot be reproduced in full; this includes children’s books combining poetry, prose, or poetic prose.~~

2. Spontaneity. Should be at the “instance and inspiration” of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.

3. Cumulative Effect. Teachers are limited to using copied material for only one (1) course in the school in which copies are made. No more than one (1) short poem, article, story or two (2) excerpts from the same author may be copied, and no more than three (3) works can be copied from a collective work or periodical issue during one (1) class term.

Teachers are limited to nine (9) instances of multiple copying for one (1) course during one (1) class term. Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations, or collective works. "Consumable" works include: workbooks, exercises, standardized tests, test booklets, and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers' reprints or periodicals, nor can they repeatedly copy the same item from term to term. Copying cannot be directed by a "higher authority," and students cannot be charged more than actual cost of photocopying. Teachers may use copyrighted materials in overhead or opaque projectors for instructional purposes.

Authorized Reproduction and Use of Copyrighted Materials in the Library

- A library may make a single copy or three digital copies of an unpublished work which is in its collection; a published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided the unused replacement cannot be obtained at a fair price; and a work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one (1) article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship, or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in "Authorized Reproduction and Use of Copyrighted Material in Print".

Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;

- ~~Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,~~
- ~~Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.~~

~~Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.~~

~~Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:~~

- ~~The performance is not for a commercial purpose;~~
- ~~None of the performers, promoters or organizers are compensated; and,~~
- ~~Admission fees are used for educational or charitable purposes only.~~

~~All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.~~

Recording of Copyrighted Programs

~~Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the *[principal, teacher or teacher librarian—choose all that apply or add others]* or the subscription database, e.g. unitedstreaming.~~

USE OF INFORMATION RESOURCES REGULATION

~~Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45-calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.~~

~~After the first ten consecutive school days, off-air recordings may be used up to the end of the 45-calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10-day period.~~

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
 - Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
 - A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
-
- A copy of the software license agreement shall be retained by the, *[board secretary, technology director or teacher librarian—choose all that apply or add others]*; and,
 - A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

USE OF INFORMATION RESOURCES REGULATION

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more than five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

Procedure History:

Promulgated on:

Reviewed on:

Revised on: —

Cascade School District

STUDENTS

3345

Gambling

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.

Legal Reference: § 23-5-112, MCA Definitions
 § 23-5-158, MCA Minors not to participate – penalty – exception

Policy History:

Adopted on: April 15, 2008

Revised on:

Cascade School District

STUDENTS

3535

Distribution of Fund Drive Literature Through Students

Although many community drives are organized for raising funds for worthy nonprofit causes, it is the policy of the District to refrain from having the students, as student body members, used for such collection or dissemination purposes.

Exceptions to this policy will be considered, when recognized student or school-affiliated organizations of the District request permission to participate in such activity.

Cross Reference: 4320 Contact with students

Policy History:

Adopted on: May 15, 2001

Revised on:

Reviewed on: December 16, 2008

Notice to Parents Required by No Child Left Behind Act of 2001 (“NCLB”) *

Improving Basic Programs Operated by Local Educational Agencies

1. As required by NCLB § 1111(h)(6)(A): At the beginning of each school year, a district that receives Title I funds shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the district will provide the parents on request, information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:
 - a. Whether the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - b. Whether the teacher is teaching under emergency or other provisional status.
 - c. The teacher’s baccalaureate degree major and any other graduate certifications or degrees.
 - d. Whether paraprofessionals provide services to the student and, if so, their qualifications.
2. As required by NCLB § 1111(h)(6)(B)(i): Districts must provide parents information on the level of achievement of the parent’s child in each of the state academic assessments.
3. As required by NCLB § 1111(h)(6)(B)(ii): Districts must provide parents timely notice that the parent’s child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not highly qualified.

Limited English Proficient Students

1. As required by NCLB § 1112(g)(1)(A) and (g)(2) and § 3302(a): Districts must inform a parent of a limited English proficient child identified for participation or participating in such a program, of the reasons for their child being identified, their child’s level of English proficiency, instructional method, how their child’s program will meet the child’s needs, how the program will help the child learn English, exit requirements for the program to meet the objectives of any limited English proficiency, and information regarding parental rights.
2. As required by NCLB § 1112(g)(1)(B) and § 3302(b): Each district using Title I funds to provide a language instruction educational program, that has failed to make progress on the annual measurable achievement objectives described in § 3122 for any fiscal year for which part A is in effect, shall separately inform the parents of a child identified for participation or participating in such a program, of such failure not later than thirty (30) days after such failure occurs.
3. As required by NCLB § 1112(g)(4) and § 3302(e): Each district shall implement an

effective means of outreach to parents of limited English proficient students to inform the parents regarding how they can be involved in their child's education and be active participants in assisting their child to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging state academic achievement standards and state academic content standards expected of all students. In addition, the outreach shall include holding and sending notice of opportunities for regular meetings for formulating and responding to parent recommendations.

Academic Assessment and Local Education Agency and School Improvement

1. As required by NCLB § 1116(b)(6): Districts shall promptly provide to parents of each student enrolled in an elementary school or a secondary school identified for school improvement under § 1116(b)(1)(E)(I), for corrective action under § 1116(b)(7)(C)(I), or for restructuring under § 1116(b)(8)(A)(I):
 - a. An explanation of what the identification means and how the school compares in terms of academic achievement to other district schools and the state educational agency;
 - b. The reasons for the identification;
 - c. An explanation of what the school identified for school improvement is doing to address the problem;
 - d. An explanation of what the district or state educational agency is doing to help the school address the achievement problem;
 - e. An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
 - f. An explanation of the parents' option to transfer their child to another public school under paragraphs (1)(E), (5)(A), (7)(C)(i), (8)(A)(i), and subsection (c)(10)(C)(vii) (with transportation provided by the agency when required by paragraph (9)) or to obtain supplemental educational services for the child in accordance with subsection (e).
2. As required by NCLB § 1116(b)(8)(c): Whenever the school fails to make adequate yearly progress and/or is restructured, the district shall provide the teachers and parents with an adequate opportunity to comment and participate in developing any plan.
3. As required by NCLB § 1116(e)(2)(A): The district shall provide annual notice to parents of:
 - a. The availability of supplemental education services;
 - b. The identity of approved providers of those services within the district or whose services are reasonably available in neighboring districts; and
 - c. A brief description of those services, qualifications, and the demonstrated effectiveness of each such provider.

Parental Involvement

1. As required by NCLB § 1118(b): Parents shall be notified of the parental involvement policy, in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.
2. As required by NCLB § 1118(c): Each school shall:
 - a. Convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation and to explain the requirements of the NCLB and the right of the parents to be involved;
 - b. Offer a flexible number of meetings;
 - c. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under § 1114(b)(2);
 - d. Provide parents of participating children:
 - Timely information about programs under this part;
 - A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

Education of Homeless Children and Youths

1. As required by NCLB § 722(e)(3)(C): The district shall provide written notice, at the time any homeless child or youth seeks enrollment in the school and at least twice annually while the child or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that:
 - a. Shall be signed by the parent or guardian;
 - b. Sets forth the general rights provided under this subtitle;
 - c. Specifically states:
 - The choice of schools homeless children and youths are eligible to attend;
 - That no homeless child or youth is required to attend a separate school for homeless children or youths;
 - That homeless children and youths shall be provided comparable services, including transportation services, educational services, and meals through school meals programs;

- That homeless children and youths should not be stigmatized by school personnel;
 - d. Includes contact information for the local liaison for homeless children and youths.
2. As required by NCLB § 722(g)(2)(B)(iii): In the case of an unaccompanied homeless youth, the district shall ensure that the homeless liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.
 3. As required by NCLB § 722(g)(6)(A)(iv): Each district shall ensure that public notice of the educational rights of homeless children is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.

Persistently Dangerous Schools

If the district is identified as a persistently dangerous school,¹ the district must, in a timely manner:

1. Notify parents of each student attending the school that the state has identified the school as persistently dangerous.
2. Offer all students the opportunity to transfer to a safe public school within the district. If there is not another school in the district, the district is encouraged, but not required, to explore other options such as an agreement with a neighboring district to accept transfer students.
3. For those students who accept the offer, complete the transfer.

In addition a district must also:

¹ **“Persistently dangerous public elementary school or secondary school,”** in the context of the No Child Left Behind Act of 2001 (ESEA), a Montana public elementary or secondary school is considered to be persistently dangerous if each of the following two conditions exist:

- (1) In each of three consecutive years, the school has a federal or state gun-free schools violation or a violent criminal offense has been committed on school property, and
- (2) In any two years within a three-year period, the school has experienced expulsions for drug, alcohol, weapons or violence that exceed one of the following rates –
 - (a) more than five expulsions for a school of less than 250 students,
 - (b) more than 10 expulsions for a school of more than 250 students but less than 1000 students, or
 - (c) more than 15 expulsions for a school of more than 1,000 students.

1. Develop a corrective action plan; and
2. Implement the plan in a timely manner.

Parental notification regarding the status of the school and the offer to transfer students may be made simultaneously.

Student Privacy

1. As required by NCLB § 1061(c)(2)(A): The student privacy policies developed by the district shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by the district. At a minimum, the district shall:
 - a. Provide such notice at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in such policies; and
 - b. Offer an opportunity for the parent to opt the student out of the activity.
2. As required by NCLB § 1061(c)(2): All districts shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., *“The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request.”*

Policy History:

Adopted on: May 15, 2007

Revised on:

APPENDIX D

Consent Agenda

Section I – September 14, 2021 Minutes

Section II – Business Claims

Section III – Student Activity Account

Section IV – Student Attendance Agreements

Section V – Sub List

SECTION I: Minutes

Regular Meeting

DRAFT

Cascade School District 3B
Board of Trustees
September 14, 2021 - 6:00 pm

Board Members Present

High School Board

John Rumney - Chair
Iain McGregor - Vice Chair
Ruth Mortag
Rick Cummings
Chris Wilson
Val Fowler

Elementary Board

John Rumney - Chair
Iain McGregor - Vice Chair
Ruth Mortag
Rick Cummings
Chris Wilson

Others Present: Karsen Drury - District Clerk, Rick Miller - Superintendent, Michelle Price, Nichole Pieper, Sonja Mazaira, Jeremy Butcher, Ray Castellanos

John Rumney - Board Chair, called the Board of Trustees meeting to order at 6:07 pm. The Board said the Pledge of Allegiance. Mr. Rumney asked for public comment on non-agenda items.

Public Comment on Non-Agenda Items

There was no public comment on non-agenda items.

Informational

- A. Letter of Resignation - Andrea Ethridge, XCELL Director

Staff Reports

- A. Michelle Price, EL Principal
 - a. Math night going on.
- B. Nichole Pieper, JH/HS Principal
 - a. Math Night
 - b. Presenting on Fastbridge data in October.
 - c. PIR from 10th - EL worked on preparing for math night and interventions; JH/HS worked on fastbridge data and determined which students needed interventions set up.
 - d. Sept 24th - elementary starting fastbridge data
 - e. Homecoming: Student Council working on events - schedule posted on school website and Facebook.
 - f. Student Council & National Honor Society advisors - principal cannot be NHS advisor. Add to advisors/coaches handbook pay matrix.
- C. Sonja Mazaira, AD
 - a. Hosted 2 day vb tournament

- b. Homecoming on Saturday
- c. XC meet - hosting on the 9th of October
- d. FFA - leadership training, ruby valley, art/ag working on concession building on fb field
- e. BPA had 1st meeting of the year - preparing for competitions
- D. Rick Miller, Superintendent
 - a. Strategic plan - trying to schedule with MTSBA
 - b. COVID - 14 known positive cases in the school 6 recovered, 8 active as of now
 - c. PIR - implementing elementary model to the jh/hs.
- E. Karsen Drury, Business Manager
 - a. General Fund Budgets

Board Report

- A. Policy Committee Meeting
 - a. *Ruth Mortag presented the Policy Committee Minutes (available in the Board Packet).*
- B. Technology Committee Meeting
 - a. *Chris Wilson presented the Technology Committee Minutes (available in the Board Packet).*
- C. Board Training Hours
- D. Board Evaluation
 - a. August Board Evaluation
- E. MTSBA Connect: The Demonstration of Support, Unity, Courage, and Focus During Polarized Times - Lance Melton

New Business

- A. Designation of NCLRC Board Representative
Iain McGregor moved, seconded by Rick Cummings to approve the recommendation to appoint Rick Miller as the NCLRC Advisory Board representative.
Passed unanimously.
- B. Required Policy Updates & Revisions from MTSBA Review
Ruth Mortag moved, seconded by Chris Wilson to approve and adopt the updates and revisions as proposed by MTSBA to the required policies, as listed.
Policies updated include: 1240, 1310, 1400, 1441, 1700, 2150, 2160P, 2161P, 2162, 2168, 2311, 2314, 2510. Policies adopted include: 1610.
Passed unanimously.
- C. Recommended Policy Updates & Revisions from MTSBA Review - First Reading
Rick Cummings moved, seconded by Iain McGregor to approve the first reading of the updates and revisions as proposed by MTSBA to the recommended policies, as listed.
Policies for update include: 1113, 1512, 1512F, 2110, 2151, 2320, 2334, 2410, 2500. Policies for adoption include: 1113P, 1135, 1135P, 1620, 1630.
Passed unanimously.

D. Termination of Obsolete Policies

Iain McGregor moved, seconded by Ruth Mortag to terminate the obsolete policies, as listed.

Policies for termination include: 1114, 1312.

Passed unanimously.

E. Required Policy Updates & Revisions (New)

Chris Wilson moved, seconded by Ruth Mortag to approve and adopt the updates, revisions and additions to the policies, as listed.

Policies updated include: 3130, 3225P, 5012P, 5120P, 5120F, 5122, 5122F, 5228P, 5232, 5328P.

Policies adopted include: 7220, 7220P.

Passed unanimously.

F. Recommended Policy Updates & Revisions (New) - First Reading

Chris Wilson moved, seconded by Iain McGregor to approve the first reading of the new recommended policies, as listed.

Policies for adoption include: 5228F, 5228F2.

Passed unanimously.

G. Recommendation for Advisor Pay Addition - Student Council, National Honor Society

Iain McGregor moved, seconded by Rick Cummings to approve the recommendation to add Student Council and National Honor Society advisors to the Extra- and Co-Curricular Compensation Matrix at \$1,065 starting stipend.

Mrs. Pieper stepped in to act as the NHS advisor when there was no other interest in the position. The District learned that an administrator could not act as the advisor; only a teacher can hold that position. With still no interest, Mrs. Pieper proposed that the position, along with Student Council, be added to the activity handbook as a paid position, as neither currently are. With the position being paid, there may be interest from the staff to be advisors for National Honor Society and Student Council.

Val Fowler, Rick Cummings, Ruth Mortag, Iain McGregor voted in favor; Chris Wilson opposed.

Motion passed.

H. Recommendation for COVID-19 Leave, Classified Personnel

Rick Cummings moved, seconded by Ruth Mortag to approve the recommendation for COVID-19 Leave for Classified Personnel.

Passed unanimously.

I. Consent Agenda

a. Minutes of Regular & Annual Budget Board Meeting, August 17, 2021

b. Business Claims

c. Student Activity Account

d. Student Attendance Agreements

e. Sub List

Iain McGregor moved, seconded by Rick Cummings 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, October 19, 2021.
- B. MCEL - virtual

Adjournment (A)

At 7:21 pm Iain McGregor moved, seconded by Ruth Mortag to adjourn. Passed unanimously.

John Rumney, Board Chair

ATTEST: Karsen Drury, District Clerk

Date Signed _____

*For additional details on items presented in the minutes of the meeting, please see coinciding board agenda found on Cascade Public Schools' webpage:
www.cascade.k12.mt.us/District/1141-Board-Agendas-and-Packet.html*

SECTION II: Business Claims

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
7457	11871S	3994 AWARE	5,707.41						
1		059822 08/23/21 AWARE Services - Aug 2021	158.86*		115 157	100-2100	330	555	
2		059822 08/23/21 AWARE Services - Aug 2021	266.46*		115 158	100-2100	330	555	
3		059822 08/23/21 AWARE Services - Aug 2021	87.11*		115 661	100-2100	330	555	
4		064200 08/30/21 AWARE Services - Aug 2021	679.24*		115 157	100-2100	330	555	
5		064200 08/30/21 AWARE Services - Aug 2021	1,139.36*		115 158	100-2100	330	555	
6		064200 08/30/21 AWARE Services - Aug 2021	372.48*		115 661	100-2100	330	555	
7		068865 09/06/21 AWARE Services - Sept 2021	931.21*		115 157	100-2100	330	555	
8		068865 09/06/21 AWARE Services - Sept 2021	1,562.03*		115 158	100-2100	330	555	
9		068865 09/06/21 AWARE Services - Sept 2021	510.66*		115 661	100-2100	330	555	
7458	11873S	92 CASCADE COURIER	26.00						
1		1525 08/30/21 PCI Resolution 2000 MCI	8.84		101	100-2500	540		
2		1525 08/30/21 PCI Resolution 2000 MCI	17.16		201	100-2500	540		
7459	11877S	3987 CULLIGAN	65.50						
1		08/31/21 Water Services	30.13		101	100-2600	452		
2		08/31/21 Water Services	35.37		201	100-2600	452		
7460	11875S	1772 CENTURY LINK	2,017.26						
1		239064559 08/20/21 Internet - Sept 2021	1,008.63		128	100-2580	530		
2		239064559 08/20/21 Internet - Sept 2021	1,008.63		228	100-2580	530		
7461	11878S	1841 DAVIS PUBLICATIONS, INC	899.95						
1		687583 08/17/21 The Visual Experience, 4t	225.00	270	128	100-1000	682		
HARDY C									
2		687583 08/17/21 The Visual Experience, 4t	674.95	270	228	100-1000	682		
HARDY C									
7462	11879S	1674 DIDAX INCORPORATED	29.99						
1		526978.2 Differentiating Inst Alg	29.99	269	201	100-1000	640		
RUMNEY K									
7463	11880S	855 ENERGY WEST	1,215.78						
1		08/27/21 Gas - Aug 2021	595.73		101	100-2600	411		
2		08/27/21 Gas - Aug 2021	206.68		110	100-2600	411		
3		08/27/21 Gas - Aug 2021	182.37		201	100-2600	411		
4		08/27/21 Gas - Aug 2021	231.00		210	100-2600	411		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
7464	11881S	206 GENERAL DISTRIBUTING CO.	659.81				
1		1031826 08/31/21 5 Yr Lease - Welding Gases	322.40		101	300-1000	610
2		1031826 08/31/21 5 Yr Lease - Welding Gases	197.60		201	300-1000	610
3		1033567 08/31/21 Welding Gases	86.68		101	300-1000	610
4		1033567 08/31/21 Welding Gases	53.13		201	300-1000	610
7465	11883S	1751 HOME DEPOT PRO INSTITUTIONAL	1,002.96				
1		634200281 08/11/21 PVC Materials	38.24		101	100-2600	610
2		634200281 08/11/21 PVC Materials	36.75		201	100-2600	610
3		636359069 08/21/21 Misc Supplies	200.60		101	100-2600	610
4		636359069 08/21/21 Misc Supplies	192.73		201	100-2600	610
5		637256835 08/26/21 Misc Supplies	272.67		101	100-2600	610
6		637256835 08/26/21 Misc Supplies	261.97		201	100-2600	610
7466	11884S	3876 HOME DEPOT PRO INSTITUTIONAL	568.98				
1		634308605 08/11/21 Trash Liners	212.61		101	100-2600	610
2		634308605 08/11/21 Trash Liners	204.27		201	100-2600	610
3		637113002 08/25/21 Vac Bags	77.57		101	100-2600	610
4		637113002 08/25/21 Vac Bags	74.53		201	100-2600	610
7467	11882S	1590 HEARTLAND PAPER COMPANY	510.50				
1		015049 08/30/21 Food Service Supplies	510.50		112	910-3100	610
7468	11887S	3233 KEN'S REFRIGERATION	420.00				
1		25208 08/20/21 Outside Freezer Maintenance	420.00		112	910-3100	440
7469	11885S	1844 K.L. SMITH CONSULTING, LLC	1,052.23				
1		2021-030 08/24/21 Cat 1 Form 471/Draft 486	263.06*		128	100-2580	330
2		2021-030 08/24/21 Cat 1 Form 471/Draft 486	789.17*		228	100-2580	330
7470	11886S	561 KELLEY CONNECT	164.70				
1		IN845696 05/28/21 June Contract	69.57		101	100-2580	350
2		IN845696 05/28/21 June Contract	69.58		201	100-2580	350
3		IN845696 05/28/21 May Overages	12.77		101	100-2580	350
4		IN845696 05/28/21 May Overages	12.78		201	100-2580	350

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
7471	11872S	1157 BUG DOCTOR	163.00				
1		2668 09/07/21 Pest Control	81.50		101	100-2600	340
2		2668 09/07/21 Pest Control	81.50		201	100-2600	340
7472	11876S	2163 CENTURY LINK	116.02				
1		09/01/21 Phone Lines - Sept 2021	39.46		101	100-2580	531
2		09/01/21 Phone Lines - Sept 2021	24.36		110	100-2580	531
3		09/01/21 Phone Lines - Sept 2021	26.68		201	100-2580	531
4		09/01/21 Phone Lines - Sept 2021	25.52		210	100-2580	531
7473	11874S	407 CENTURY LINK	3.34				
1		242489276 09/01/21 Long Distance - Aug 2021	1.14		101	100-2580	531
2		242489276 09/01/21 Long Distance - Aug 2021	0.70		110	100-2580	531
3		242489276 09/01/21 Long Distance - Aug 2021	0.80		201	100-2580	531
4		242489276 09/01/21 Long Distance - Aug 2021	0.70		210	100-2580	531
7474	11873S	92 CASCADE COURIER	72.00				
1		420 09/06/21 Courier Subscription - Office	12.24		101	100-2500	540
2		420 09/06/21 Courier Subscription - Office	23.76		201	100-2500	540
3		421 09/06/21 Courier Subscription - Library	12.24		101	100-2500	540
4		421 09/06/21 Courier Subscription - Library	23.76		201	100-2500	540
7475	11888S	1630 MARLIN BUSINESS BANK	436.62				
1		19237511 08/19/21 Auto Scrubber Contract	218.31		101	100-2600	350
2		19237511 08/19/21 Auto Scrubber Contract	218.31		201	100-2600	350
7476	11890S	48 MEADOW GOLD GREAT FALLS	2,058.63				
1		596341 08/03/21 Dairy	113.51		112	910-3100	630
2		40028828 08/13/21 Dairy	350.67		112	910-3100	630
3		597829 08/17/21 Dairy	620.82		112	910-3100	630
4		598600 08/24/21 Dairy	537.57		112	910-3100	630
5		599222 08/31/21 Dairy	436.06		112	910-3100	630
7477	11892S	2788 NATIONAL LAUNDRY	137.43				
1		93590 07/28/21 Food Service Supplies	137.43		112	910-3100	610

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
7478	11893S	400 NORTHWESTERN ENERGY	7,406.10				
1		09/08/21 Electricity - August 2021	2,221.83		101	100-2600	412
2		09/08/21 Electricity - August 2021	1,629.34		110	100-2600	412
3		09/08/21 Electricity - August 2021	1,629.34		201	100-2600	412
4		09/08/21 Electricity - August 2021	1,925.59		210	100-2600	412
7479	11902S	1710 REPUBLIC SERVICES	1,256.33				
1		000291920 08/31/21 Disposal Services	628.16		110	100-2700	610
2		000291920 08/31/21 Disposal Services	628.17		210	100-2700	610
7480	11894S	1071 RAUSCH GUARANTEED PEST CONTROL	275.00				
1		21212 08/25/21 Insect Electrocuter	137.50		101	100-2600	610
2		21212 08/25/21 Insect Electrocuter	137.50		201	100-2600	610
7481	11895S	3695 RENAISSANCE LEARNING	4,119.75				
Quote#: RPRNQ2475586							
1		09/30/21 Accelerated Reader Renewal	1,256.85*		128	100-2220	682
2		09/30/21 Accelerated Reader Renewal	837.90		228	100-2220	682
3		09/30/21 Star Reading Renewal	765.00*		128	100-2220	682
4		09/30/21 Star Reading Renewal	510.00		228	100-2220	682
5		09/30/21 Annual All Product Platform	450.00*		128	100-2220	682
6		09/30/21 Annual All Product Platform	300.00		228	100-2220	682
7482	11896S	1691 SCHOOLHOUSE IT	3,949.00				
1		2024 09/01/21 Contract Tech Services	1,303.17		128	100-2580	355
2		2024 09/01/21 Contract Tech Services	2,645.83		228	100-2580	355
7483	11897S	616 SYSCO MONTANA INC.	4,896.23				
1		343376153 08/11/21 Food	2,580.12		112	910-3100	630
2		343393680 08/23/21 Food	17.79		112	910-3100	630
3		343398274 08/25/21 Food	1,070.55		112	910-3100	630
4		343403095 08/28/21 Food	42.82		112	910-3100	630
5		343411508 09/01/21 Food	1,184.95		112	910-3100	630
7484	11898S	505 TOWN OF CASCADE	2,566.63				
1		08/24/21 Water/Sewer Services - Aug 202	795.65		101	100-2600	421
2		08/24/21 Water/Sewer Services - Aug 202	615.99		110	100-2600	421
3		08/24/21 Water/Sewer Services - Aug 202	513.33		201	100-2600	421
4		08/24/21 Water/Sewer Services - Aug 202	641.66		210	100-2600	421

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
7485	11899S	2047 US FOODS	12,784.59					
1		4254352 04/07/21 Food	2,927.19		112	910-3100	630	
2		4340138 04/12/21 Food	88.97		112	910-3100	630	
3		4391179 04/14/21 Food	2,281.08		112	910-3100	630	
4		3957293 08/11/21 Food	2,069.58		112	910-3100	630	
5		4102346 08/18/21 Food	871.85		112	910-3100	630	
6		4250732 08/25/21 Food	1,531.35		112	910-3100	630	
7		4395171 09/01/21 Food	1,496.58		112	910-3100	630	
8		4409755 09/01/21 Food	28.91		112	910-3100	630	
9		3957294 08/11/21 After School Snack	853.67		115	434-1000	630	422
10		4102342 08/18/21 After School Snack	57.53		115	434-1000	630	422
11		4250729 08/25/21 After School Snack	248.51		115	434-1000	630	422
12		4250730 08/25/21 After School Snack	42.82		115	434-1000	630	422
13		4395173 09/01/21 After School Snack	286.55		115	434-1000	630	422
7486	11889S	1054 MASBO	95.00					
1		8829 09/13/21 Veteran Clerks Workshop - KD	47.50		101	100-2500	582	
2		8829 09/13/21 Veteran Clerks Workshop - KD	47.50		201	100-2500	582	
7487	11900S	1820 WALLFRED, CARRIE	35.14					
1		AUG2021 08/31/21 SpEd Transportation Reimb	35.14*		113	280-2700	514	
7488	11901S	242 HARTLEY'S SCHOOL BUS	309.54					
1		T2021-0145 09/02/21 Motor 7 & 5 Series	154.77		110	100-2700	610	
2		T2021-0145 09/02/21 Motor 7 & 5 Series	154.77		210	100-2700	610	
7490	11904S	1310 BMO HARRIS COMMERCIAL CARD	16,757.76					
1		CC-595 08/11/21 Postage	20.60		101	625		
		US POSTAL SERVICE-CASCADE			CC Accounting: 101-	-100-2500-532		
2		CC-595 08/11/21 Postage	27.30		201	625		
		US POSTAL SERVICE-CASCADE			CC Accounting: 201-	-100-2500-532		
3		CC-595 08/12/21 Art - Supplies	14.25		101	625		
		DICK BLICK ART MATERIAL			CC Accounting: 101-	-100-1000-610		
4		CC-595 08/19/21 Batteries	53.50		101	625		
		BATTERY WAREHOUSE			CC Accounting: 101-	-100-2600-610		
5		CC-595 08/19/21 Batteries	51.41		201	625		
		BATTERY WAREHOUSE			CC Accounting: 201-	-100-2600-610		
6		CC-595 08/30/21 HIS - GF Tribune Subscription	2.42		101	625		
		GREAT FALLS TRIBUNE			CC Accounting: 101-	-100-1000-640		
7		CC-595 09/02/21 Postage	7.09		101	621		
		US POSTAL SERVICE-CASCADE			CC Accounting: 101-	-100-2500-532		
8		CC-595 09/02/21 Postage	9.41		201	621		
		US POSTAL SERVICE-CASCADE			CC Accounting: 201-	-100-2500-532		

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount			Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
9	CC-596 08/10/21 Amazon Business	3.74		128	625	
AMAZON.COM			CC Accounting:	128-	-100-2500-682	
10	CC-596 08/10/21 Amazon Business	11.21		228	625	
AMAZON.COM			CC Accounting:	228-	-100-2500-682	
11	CC-596 08/18/21 Postage	10.51		101	621	
US POSTAL SERVICE-CASCADE			CC Accounting:	101-	-100-2500-532	
12	CC-596 08/18/21 Postage	13.94		201	621	
US POSTAL SERVICE-CASCADE			CC Accounting:	201-	-100-2500-532	
13	CC-596 08/19/21 Paper, Supplies	208.68		115	625	422
SAMS CLUB			CC Accounting:	115-	-434-1000-610-422	
14	CC-596 08/20/21 Mailroom Bulletin Board	22.96		101	625	
AMAZON.COM			CC Accounting:	101-	-100-2300-610	
15	CC-596 08/20/21 Mailroom Bulletin Board	16.63		201	625	
AMAZON.COM			CC Accounting:	201-	-100-2300-610	
16	CC-596 08/21/21 Paper, Supplies	52.68		115	625	422
SAMS CLUB			CC Accounting:	115-	-434-1000-610-422	
17	CC-596 08/26/21 Paper, Supplies	278.24		115	625	422
SAMS CLUB			CC Accounting:	115-	-434-1000-610-422	
18	CC-596 08/26/21 Paper, Supplies	59.31		115	625	422
AMAZON.COM			CC Accounting:	115-	-434-1000-610-422	
19	CC-596 08/26/21 Contract Paper	37.82		101	625	
AMAZON.COM			CC Accounting:	101-	-100-2300-610	
20	CC-596 08/26/21 Contract Paper	36.34		201	625	
AMAZON.COM			CC Accounting:	201-	-100-2300-610	
21	CC-596 08/26/21 MusicPlayOnline Subscription	74.95		128	625	
THEMES & VARIATIONS			CC Accounting:	128-	-100-1000-682	
22	CC-596 08/26/21 MusicPlayOnline Subscription	100.00		228	625	
THEMES & VARIATIONS			CC Accounting:	228-	-100-1000-682	
23	CC-596 08/26/21 Postage	13.63		101	621	
US POSTAL SERVICE-CASCADE			CC Accounting:	101-	-100-2500-532	
24	CC-596 08/26/21 Postage	18.07		201	621	
US POSTAL SERVICE-CASCADE			CC Accounting:	201-	-100-2500-532	
25	CC-596 08/30/21 Sharpies	3.55		101	625	
AMAZON.COM			CC Accounting:	101-	-100-2300-610	
26	CC-596 08/30/21 Sharpies	3.41		201	625	
AMAZON.COM			CC Accounting:	201-	-100-2300-610	
27	CC-597 08/13/21 Raptor Tech Scanner	495.00		115	625	565
RAPTOR TECH			CC Accounting:	115-	-412-2580-682-565	
28	CC-597 08/16/21 Projectors	625.38		115	625	565
CDW GOVERNMENT			CC Accounting:	115-	-412-2580-682-565	
29	CC-597 08/16/21 Projectors	625.38		215	625	565
CDW GOVERNMENT			CC Accounting:	215-	-412-2580-682-565	
30	CC-597 08/17/21 Faculty Laptops	3,213.43		115	625	565
CDW GOVERNMENT			CC Accounting:	115-	-412-2580-682-565	

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
31 CDW GOVERNMENT	CC-597 08/17/21 Faculty Laptops	1,383.27		215 625		565
32 CDW GOVERNMENT	CC-597 08/17/21 Faculty Laptops	2,562.35	CC Accounting:	215- 115	-412-2580-682-625	33
33 CDW GOVERNMENT	CC-597 08/26/21 Document Cameras	448.74	CC Accounting:	115- 115	-775-2580-682- 625	33
34 MISC. VENDOR.	CC-598 08/05/21 Communicator Gold Folders	229.50	CC Accounting:	101- 101	-100-1000-610	
35 WALMART	CC-598 08/12/21 PIR Meal	118.42	CC Accounting:	101- 101	-100-2400-630	
36 THE DOLLAR TREE	CC-598 08/20/21 K - Etch A Sketch	26.00	CC Accounting:	101- 115	-100-1000-610	
37 EDUCATIONAL AND COMMUNITY SUPPORTS	CC-598 09/02/21 SWIS Annual License	460.00	CC Accounting:	115- 112	-775-2580-682- 625	33
38 468 MARKET	CC-599 08/04/21 Food	10.99	CC Accounting:	112- 112	-910-3100-630	
39 WALMART	CC-599 08/07/21 Food	19.94	CC Accounting:	112- 112	-910-3100-630	
40 468 MARKET	CC-599 08/09/21 Food	4.00	CC Accounting:	112- 112	-910-3100-630	
41 468 MARKET	CC-599 08/11/21 Food	6.25	CC Accounting:	112- 112	-910-3100-630	
42 WALMART	CC-599 08/14/21 Food	27.60	CC Accounting:	112- 112	-910-3100-630	
43 WALMART	CC-599 08/22/21 Food	1.94	CC Accounting:	112- 112	-910-3100-630	
44 SAMS CLUB	CC-599 08/22/21 Food	89.92	CC Accounting:	112- 112	-910-3100-630	
45 SAMS CLUB	CC-599 08/30/21 Food	32.88	CC Accounting:	112- 101	-910-3100-630	
46 SAMS CLUB	CC-600 08/08/21 Military Demo Groceries	323.40	CC Accounting:	101- 201	-100-2400-630	
47 SAMS CLUB	CC-600 08/08/21 Military Demo Groceries	250.00	CC Accounting:	201- 201	625	
48 PACIFIC NORTHWEST LIBRARY ASSN	CC-600 08/26/21 CHAMPS Books	807.85	CC Accounting:	201- 201	-100-2400-640	
49 NASSP	CC-600 08/27/21 NASSP CREDIT	-480.00	CC Accounting:	201- 201	-100-2400-810	
50 CENGAGE LEARNING	CC-600 08/27/21 Student Textbook	119.99	CC Accounting:	201- 101	-100-1000-640	
51 AMAZON.COM	CC-601 08/05/21 JH - Books	53.40	CC Accounting:	101- 101	-100-1000-640	
52 GRAINGER	CC-601 08/06/21 Main't Supplies	9.98	CC Accounting:	101- 101	-100-2600-610	

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
53	CC-601 08/06/21 Main't Supplies	8.16		201	625	
GRAINGER			CC Accounting:	201-	-100-2600-610	
54	CC-601 08/09/21 JH - Books	195.80		101	625	
AMAZON.COM			CC Accounting:	101-	-100-1000-640	
55	CC-601 08/11/21 HVAC Contractor	32.64		101	621	
AMAZON.COM			CC Accounting:	101-	-100-2600-610	
56	CC-601 08/11/21 HVAC Contractor	31.36		201	621	
AMAZON.COM			CC Accounting:	201-	-100-2600-610	
57	CC-601 08/16/21 Main't Supplies	6.21		101	625	
GRAINGER			CC Accounting:	101-	-100-2600-610	
58	CC-601 08/16/21 Main't Supplies	5.09		201	625	
GRAINGER			CC Accounting:	201-	-100-2600-610	
59	CC-601 08/17/21 Flushmate M-101526	73.94		101	621	
AMAZON.COM			CC Accounting:	101-	-100-2600-610	
60	CC-601 08/17/21 Flushmate M-101526	71.05		201	621	
AMAZON.COM			CC Accounting:	201-	-100-2600-610	
61	CC-601 08/19/21 Epson Projectors	659.98		115	625	33
AMAZON.COM			CC Accounting:	115-	-775-1000-682-	
62	CC-601 08/23/21 Supplies	192.38		101	625	
468 MARKET			CC Accounting:	101-	-100-2600-610	
63	CC-601 08/23/21 Supplies	157.40		201	625	
468 MARKET			CC Accounting:	201-	-100-2600-610	
64	CC-602 08/15/21 K - Snacks	73.94		101	625	
SAMS CLUB			CC Accounting:	101-	-100-1000-630	
65	CC-602 08/24/21 FCS - Groceries	58.49		201	625	
468 MARKET			CC Accounting:	201-	-300-1000-610	
66	CC-602 09/01/21 FCS - Groceries	63.37		201	625	
468 MARKET			CC Accounting:	201-	-300-1000-610	
67	CC-603 08/06/21 SCI - Supplies	71.25		201	625	
MISC. VENDOR.			CC Accounting:	201-	-100-1000-610	
68	CC-603 08/18/21 4th - Gov't Curriculum	41.69		101	625	
TEACHERS PAY TEACHERS			CC Accounting:	101-	-100-1000-640	
69	CC-604 08/05/21 After School Snack	10.32		115	625	422
468 MARKET			CC Accounting:	115-	-434-1000-630-422	
70	CC-604 08/11/21 Math Night Meals	348.78		115	625	422
SAMS CLUB			CC Accounting:	115-	-434-1000-630-422	
71	CC-604 08/11/21 Misc School Supplies	331.92		115	625	422
ORIENTAL TRADING CO.			CC Accounting:	115-	-434-1000-610-422	
72	CC-604 08/11/21 Classroom Fridge	139.00		115	625	422
WALMART			CC Accounting:	115-	-434-1000-610-422	
73	CC-604 08/11/21 Vocab Words	8.87		101	625	
AMAZON.COM			CC Accounting:	101-	-100-1000-610	
74	CC-604 08/11/21 Math Night Meals	116.62		115	625	422
SAMS CLUB			CC Accounting:	115-	-434-1000-630-422	

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
75	CC-604 08/12/21 Math Night Meals	25.09		115 625			422
468 MARKET			CC Accounting:	115- -434-1000-630-422			
76	CC-604 08/12/21 Vacuum & Bags	192.84		115 625			422
SAMS CLUB			CC Accounting:	115- -434-1000-630-422			
77	CC-604 08/13/21 Doc Cameras	312.27		115 625			33
AMAZON.COM			CC Accounting:	115- -775-1000-682- 33			
78	CC-604 08/17/21 Bar Code Scanner	76.94		115 625			422
STAPLES			CC Accounting:	115- -434-1000-610-422			
79	CC-604 08/19/21 SCI - Rocket Balloons, Lock	32.98		201 625			
AMAZON.COM			CC Accounting:	201- -100-1000-610			
80	CC-604 08/19/21 4th - Containters	71.01		101 625			
AMAZON.COM			CC Accounting:	101- -100-1000-610			
81	CC-604 08/23/21 4th - Learning Carpets	50.00		101 625			
AMAZON.COM			CC Accounting:	101- -100-1000-610			
82	CC-604 08/23/21 4th - Wobble Chairs	259.96		101 625			
AMAZON.COM			CC Accounting:	101- -100-1000-610			
83	CC-604 08/27/21 Misc Supplies	94.59		213 625			
AMAZON.COM			CC Accounting:	213- -280-1000-610			
84	CC-604 08/27/21 Amazon Music	9.99		201 625			
AMAZON.COM			CC Accounting:	201- -100-1000-682			
85	CC-604 08/30/21 Sci - Physics	6.47		201 625			
AMAZON.COM			CC Accounting:	201- -100-1000-610			
86	CC-604 08/30/21 Sci - Physics	6.47		201 625			
AMAZON.COM			CC Accounting:	201- -100-1000-610			
87	CC-604 09/01/21 Essential Math Skills	25.89		213 625			
AMAZON.COM			CC Accounting:	213- -280-1000-610			
88	CC-604 09/02/21 2nd - Notebooks	99.20		101 625			
AMAZON.COM			CC Accounting:	101- -100-1000-610			
89	09/05/21	178.54*		101 100-2300			810
7491 11903S 1557 AMERICAN EXPRESS		1,508.37					
1	CC-605 08/23/21 National FFA Convention Vehicl	65.00		215 625			21
MISC HOTELS OUT-OF-DIST			CC Accounting:	215- -390-1000-582- 21			
2	CC-605 08/23/21 MEA CTE Training	9.80		215 625			322
MISC HOTELS OUT-OF-DIST			CC Accounting:	215- -451-1000-582-322			
3	CC-605 08/23/21 JDAE Hotels - Advisor	228.64		215 625			322
MISC HOTELS OUT-OF-DIST			CC Accounting:	215- -451-1000-582-322			
4	CC-605 08/23/21 JDAE Hotels	1,204.93		215 625			21
MISC HOTELS OUT-OF-DIST			CC Accounting:	215- -390-1000-582- 21			

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CASCADE PUBLIC SCHOOLS
Claim Details
For the Accounting Period: 9/21

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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7492	11907S	1270 WEX BANK	2,240.38					
1		73706959 08/31/21 Aug Fuel - Route	883.79		110	100-2700	624	
2		73706959 08/31/21 Aug Fuel - Route	883.80		210	100-2700	624	
3		73706959 08/31/21 Aug Fuel - XCELL	120.49		115	434-1000	582	422
4		73706959 08/31/21 Aug Fuel - Activities	100.90		201	710-3400	624	
5		73706959 08/31/21 Aug Fuel - Athletics	251.40		201	720-3500	624	
7493	11906S	1724 NAAE	2,400.00					
1		C215184 09/09/21 SY2022 CASE Curriculum	2,400.00*		215	390-1000	610	22
7494	11905S	1837 MACDONALD HEATING & COOLING	33,845.00					
1		8259 09/20/21 EL HVAC Installation - 2nd Pmt	33,845.00		115	775-4600	725	33
7495	11908S	1809 MUST	793.00					
3		SEPT21 09/01/21 Sept Retiree Insurance - CM	755.00*		289	100-1000	260	
4		SEPT21 09/01/21 Sept Retiree Insurance - LC	38.00*		289	100-1000	260	
		# of Claims 38	Total: 112,565.93					
			112,565.93					

SECTION III: Student Activity Accounts

10/15/21
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CASCADE PUBLIC SCHOOLS
Statement of Activity by Account Name for 09/01/21 to 09/30/21

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Account	Receipts					Invest	Misc.	Misc.	Closing
	Opening Balance	Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
1 ANNUAL	659.90	100.96	0.00	95.82	0.00		0.15	0.00	654.91
36 ART	1275.62	73.48	0.00	0.00	0.00		0.25	0.00	1202.39
2 ATHLETICS	14940.00	10238.09	0.00	13999.97	0.00		3.81	165.30	18540.39
5 BAND	2784.79	108.60	0.00	0.00	0.00		0.55	0.00	2676.74
51 BOOK FAIR	394.87	0.00	0.00	51.00	0.00		0.09	0.00	445.96
3 BPA	7954.00	0.00	0.00	0.00	0.00		1.63	0.00	7955.63
4 CHEER/PEP CLUB	989.37	0.00	0.00	16.00	0.00		0.21	0.00	1005.58
7 CHOIR	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
60 CLASS OF 2021	0.56	0.00	0.00	0.00	0.00		0.00	0.00	0.56
16 CLASS OF 2022	1318.92	0.00	0.00	0.00	0.00		0.27	0.00	1319.19
61 CLASS OF 2023	243.34	0.00	0.00	0.00	0.00		0.05	0.00	243.39
62 CLASS OF 2024	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
13 CONCESSIONS	23439.49	2544.90	0.00	5283.82	-330.54		5.31	0.00	25853.18
47 COUNSELING	1650.26	0.00	0.00	0.00	0.00		0.34	0.00	1650.60
65 DRIVERS EDUCATION	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
32 FCS	0.23	0.00	0.00	0.00	0.00		0.00	0.00	0.23
15 FFA	-359.81	1560.19	0.00	6691.32	0.00		0.98	0.00	4772.30
64 FOOD SERVICE CLEARING	109.38	137.70	0.00	506.60	330.54		0.17	0.00	808.99
12 HS BOYS' BB	5.12	0.00	0.00	0.00	0.00		0.00	0.00	5.12
46 HS CROSS COUNTRY	309.05	0.00	0.00	437.54	0.00		0.15	0.00	746.74
38 HS FOOTBALL	429.09	0.00	0.00	690.00	0.00		0.23	0.00	1119.32
40 HS GIRLS' BB	753.35	0.00	0.00	0.00	0.00		0.15	0.00	753.50
66 HS GOLF	261.90	0.00	0.00	0.00	0.00		0.05	0.00	261.95
19 HS HONOR SOCIETY	4172.35	0.00	0.00	0.00	0.00		0.86	0.00	4173.21
29 HS STUDENT COUNCIL/MBI	1027.25	0.00	0.00	311.30	0.00		0.28	0.00	1338.83
37 HS TRACK	107.21	0.00	0.00	0.00	0.00		0.02	0.00	107.23
10 HS VOLLEYBALL	6071.08	3013.89	0.00	2100.00	0.00		1.06	0.00	5158.25
34 HS WRESTLING	1327.40	0.00	0.00	0.00	0.00		0.27	0.00	1327.67
57 JH BOYS BB	1378.58	0.00	0.00	0.00	0.00		0.28	0.00	1378.86
39 JH FOOTBALL	1.72	0.00	0.00	0.00	0.00		0.00	0.00	1.72
56 JH GIRLS BB	507.73	0.00	0.00	0.00	0.00		0.10	0.00	507.83
35 JH HONOR SOCIETY	205.91	0.00	0.00	0.00	0.00		0.04	0.00	205.95
27 JH STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
53 JH TRACK	784.55	0.00	0.00	0.00	0.00		0.16	0.00	784.71
54 JH VOLLEYBALL	254.48	0.00	0.00	0.00	0.00		0.05	0.00	254.53
55 JH WRESTLING	127.09	0.00	0.00	0.00	0.00		0.03	0.00	127.12
43 JMG	206.90	0.00	0.00	0.00	0.00		0.04	0.00	206.94
6 JUNIOR TIRP	1.43	0.00	0.00	0.00	0.00		0.00	0.00	1.43
18 K-8 MISC EARNINGS	3345.82	0.00	0.00	0.00	0.00		0.69	0.00	3346.51
26 LIVING 2 SERVE	0.16	0.00	0.00	0.00	0.00		0.00	0.00	0.16
25 REVOLVING	6508.16	0.00	0.00	0.00	0.00		1.34	0.00	6509.50
24 ROBOTICS	96.41	0.00	0.00	0.00	0.00		0.02	0.00	96.43
9 SCHOLARSHIP	1705.54	0.00	0.00	0.00	0.00		0.35	0.00	1705.89
33 SHOP FUND	1294.64	0.00	0.00	0.00	0.00		0.27	0.00	1294.91
31 TECHNOLOGY	7746.11	0.00	0.00	813.00	0.00		1.76	0.00	8560.87
17 XCELL	727.12	0.00	0.00	192.40	0.00		0.19	0.00	919.71
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
Total for Student Accounts	94826.19	17777.81		31188.77			22.20	165.30	108094.05
Bank Account Totals	94826.19	17777.81	0.00	31188.77	0.00		22.20	165.30	108094.05

SECTION V: Sub List

e. Sub List

Substitute Teachers	
Name	
CERTIFIED	
Burcusa, Michael	C/FP
Eisenzimer, Joann	C/TB/FP
LaLiberty, Frank	C/TB
Manning, Diana	C/TB/FP
McKamey, Jeanne	C/TB/FP
Pieper, Frank	C/FP
Skogley, Melody	C/TB/FP
Strobbe, Peggy	C/FP
NON-CERTIFIED	
Aker, Virginia	FP
Baker, Enrico	FP
Castellanos, Toni Marie	TB/FP
Castellanos-Romero, Amy	FP
Ethridge, Andrea	FP
Price, Alexi	FP
Rhodes, Leah*	FP
Woodend, Justine	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)	
McDermand, James	
Nelson, Dave	FP
Nelsen, Mark	FP/PH
Skogley, Jeff	TB/FP
Tilleman, Eric	TB/FP
Winkowitsch, Daniel	
Custodian	
Name	
Aker, Virginia	FP/PH
Correll, Michele	FP/PH
Hunter, Tina	TB/FP/PH
Johnson, Angela	TB/FP/PH
McDermand, James	
Kitchen	
Name	
Hickam, Jay	FP/PH
Volunteers	
Name	
Nelsen, Jessica (piano)	
XCELL! Afterschool Program	
Name	
Antonich, Myrtle	ULM
Calvert, Brittney	ULM
Hastings, Angela	XOP
McCullough, Riley	XOP
McKamey, Mattison	
Wilson, Madison	FP