

# **CASCADE SCHOOL DISTRICT 3 & B**

Meeting of the Board of Trustees



## **APPENDICES**

July 19, 2022 Regular Board Meeting

# APPENDIX A

## New Business

Section I – Golden Triangle Agreement

Section II – Welding Curriculum

Section III – Handbook Revisions

Section IV – Policy Updates

Section V – Student Attendance Agreements



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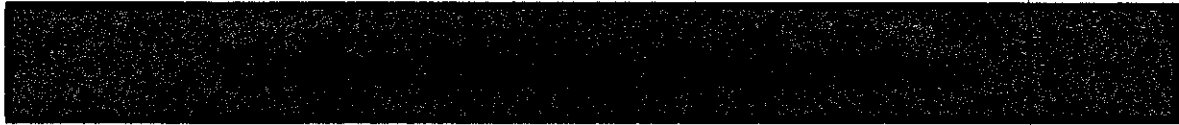
**COOPERATIVE AGREEMENT**

**2022 – 2023 School Year**

- A. The Board of Trustees of Cascade, District No. 3-B (Elementary/High School), Cascade County, in a meeting held July 19, 2022, authorize by resolution Leni Collins, District Superintendent, Authorized Representative, to file an application for the district(s) to make representations and to make commitments on behalf of the district(s) under the provisions of this Agreement.
- B. The Board of Trustees further agrees that the persons named in Item C be designated the administrators for the project and are authorized to receive and expend for the conduct of this project, funds belonging to the above district(s).
- C. The designated administrators for the project are the Superintendent and the Director of Curriculum, Shelby Public Schools.
- D. The designated fiscal agent for the project is the District Clerk, Shelby Public Schools, 1010 Oilfield Avenue, Shelby, MT 59474.
- E. Annual membership dues are \$3,025.00 plus \$10.00 per student based on ANB 2022 Spring (combined K-12) enrollment figures for the district.
- F. The Board of Trustees of Cascade, District No. 3-B has reviewed all information and data contained in this Cooperative Agreement and agrees to pay the host District Five Thousand Eight Hundred Eighty-Five and 00/100 dollars (\$5,885.00) as itemized on the attached statement no later than October 1, 2022.
- G. The original of this Cooperative Agreement must be filed with the administrators of the Project.

\_\_\_\_\_  
 Signature/Chairperson of the Board of Trustees

\_\_\_\_\_  
 Date



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**STATEMENT**  
2022-2023 Membership Dues  
For Fiscal Year July 1, 2022 through June 30, 2023  
(Payable by October 1, 2022)

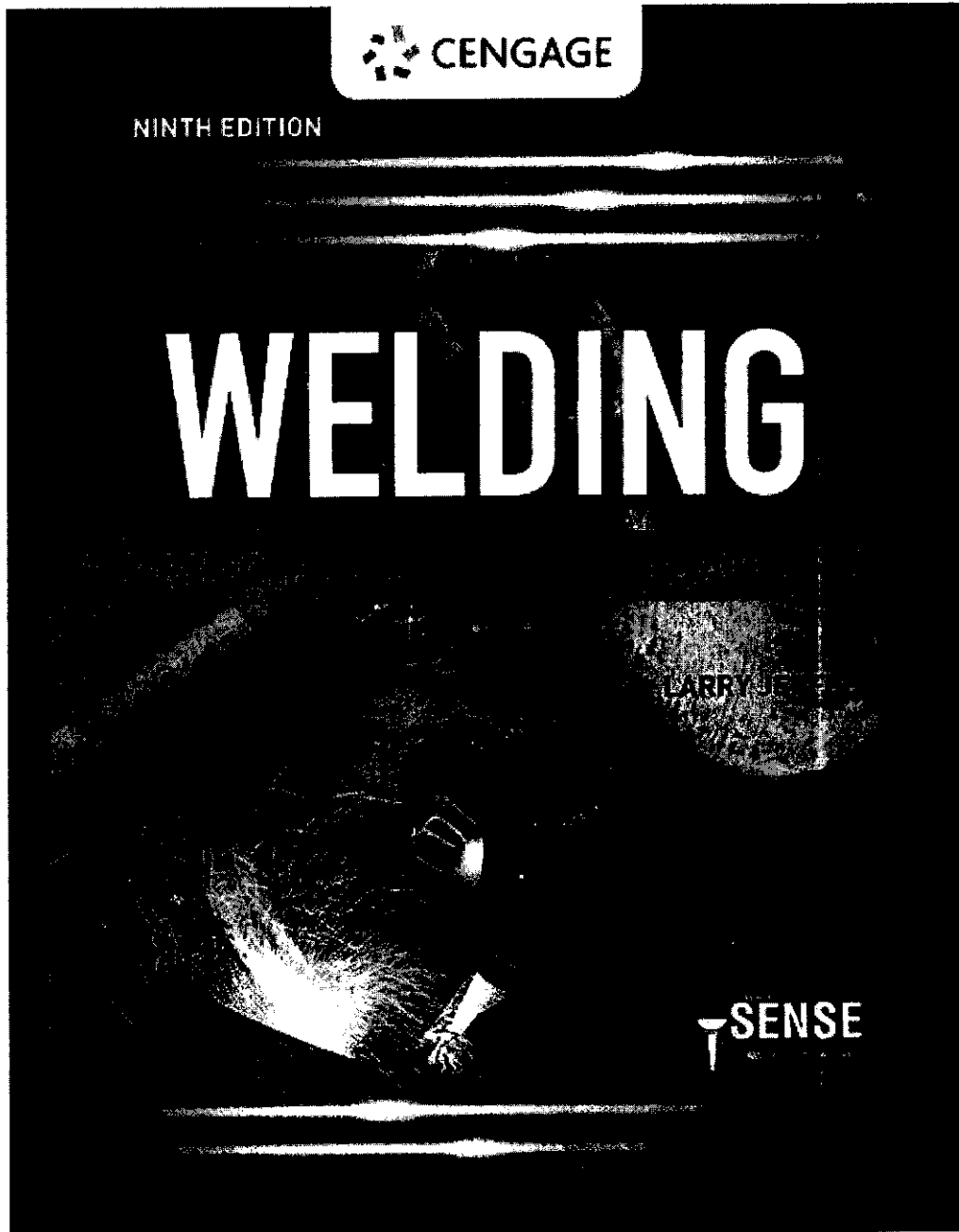
TO: Cascade

<b>Annual Membership Dues:</b>	<b>\$3,025.00</b>
<b>Professional Development Dues:</b>	<b><u>\$2,860.00</u></b>
<b><u>TOTAL AMOUNT DUE:</u></b>	<b>\$5,885.00</b>

PLEASE REMIT PAYMENT TO:

**Golden Triangle Cooperative  
c/o Brianna Hansen  
869 Tumbleweed Lane  
Deer Lodge, MT 59722**

# Welding: Principles and Applications



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by Larry Jeffus

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This proven guide provides students with the knowledge and skills they need to complete AWS SENSE Level I and Level II programs, create Workmanship Qualification Specimens, and earn professional certification.

- CONTENTS
- RESOURCES
- PRICING OPTIONS

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# School Year 2022-2023 Handbook Updates & Revisions

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

- Updated all dates, personnel, titles, etc.
- Corrected any formatting errors
- Extra & Co-Curricular Compensation, pg. 5-6
  - Added Activities Director position back into matrix
  - Increased Activities Director stipend from starting annual salary of \$6,000 to \$10,000
  - Added Concessions, Honor Society, Student Council Advisor positions into matrix
  - Increased all stipends by \$100
- Evaluation, pg. 6
  - Added language: “The Activities Director will report and discuss the evaluations with the Superintendent.”
- Fundraising, pg. 13
  - Scratched language: *“Members of the Fundraising Committee are the Activities Director, the JH/HS principal, the elementary principal, two teachers as well as a representative from the High School Student Council.”*
  - Replaced with language: **“The Activities Director will approve all Fundraising Requests.”**
- Financial Responsibilities, pg. 14:
  - Add: **“Student Activity Funds**  
**All money raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the activities director and person in charge of the student activities program.**  
**All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff adviser. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those subjects currently in school who have contributed to the accumulation of the funds. (Board Policy #7425.)”** from certified handbook.
- Academic Eligibility, pg. 16
  - 1. MHSAs Requirement: scratch language *“A homeschool student is not eligible to participate for an MHSAs member school. (Article II, Section (2) Eligibility, MHSAs handbook).”* MHSAs allows homeschools – replace with MHSAs handbook language.
  - 2. *No student who is enrolled in a grade below the ninth shall be eligible to participate in a MHSAs Association Contest, except as established in Section (5) of the MHSAs handbook.”* MHSAs now allows for school districts to allow 8<sup>th</sup> grade participation in High School sports. The districts must implement their own policies. Suggested language: **“In the event that a team is unable to fill out their roster to adequately participate in the event, the head coach may fill out a petition form and submit the request to the Activities Director. If the Activities Director approves the request, the petition will then be sent to the Superintendent, who will have final approval of the request.”**



- Transfer Rule: Scratch “90 days” and replace with “half of the school year” to comply with MHSA rules.
- Clean up all other language in handbook that refers to “High School”, replacing with “students in activities” to include the 8<sup>th</sup> graders participating in high school sports.
- Activity Fee, pg. 16:
  - Scratch: “free lunch” and replace with “SNAP/TANF” for students participating who may have their activity fee waived.
- Attendance the Day of Activity, pg. 17:
  - Add language: **“If an activity takes place on a non-school day, the student must be present for a FULL day (present in seven periods) of school on the school day prior to the activity.”** Language clears up any confusion or misinterpretation of the rule.
  - Added language from student handbook: **“Any student who reaches 8 absence days per period per semester will not be allowed to travel on any trips outside of the school or participate in any extra-curricular or co-curricular activities without the principal’s written approval.”**
- Family Night, pg. 21:
  - Add language: **“with the exception of State sponsored events.”** for exceptions to family night rule.
- Out of State Trips, pg. 22:
  - Add language: **“The Out of State Travel Request form will be submitted to the Superintendent and Principal by the Activities Director.”**
  - Add language: **“All travel must use the Great Falls International Airport when traveling by plane, unless otherwise approved by administration.”**

## Student Activities/Athletic Handbook

- Updated all dates, personnel, titles, etc.
- Corrected any formatting errors
- Academic Eligibility (same changes as Coaches handbook)
  - 1. MHSA Requirement: scratch language *“A homeschool student is not eligible to participate for an MHSA member school. (Article II, Section (2) Eligibility, MHSA handbook).”* MHSA allows homeschools – replace with MHSA handbook language.
  - 2. *No student who is enrolled in a grade below the ninth shall be eligible to participate in a MHSA Association Contest, except as established in Section (5) of the MHSA handbook.”* MHSA now allows for school districts to allow 8<sup>th</sup> grade participation in High School sports. The districts must implement their own policies. Suggested language: **“In the event that a team is unable to fill out their roster to adequately participate in the event, the head coach may fill out a petition form and submit the request to the Activities Director. If the Activities Director approves the request, the petition will then be sent to the Superintendent, who will have final approval of the request.”**
  - Transfer Rule: Scratch “90 days” and replace with “half of the school year” to comply with MHSA rules.
  - Clean up all other language in handbook that refers to “High School”, replacing with “students in activities” to include the 8<sup>th</sup> graders participating in high school sports.
- Activity Fee

- Scratch: “Chorus, FFA, BPA, JMG or FCS” for groups required to purchase activity passes.
- Awards & Honors
  - Add language to include music and academic lettering. The Athletic Director will create the lettering policy for these groups.

## Student Handbook

- Updated all dates, personnel, titles, etc.
- Corrected any formatting errors
- Online Electives, pg. 5
  - Updated language to comply with policy 2167 – district must pay for MTDA courses in order to count for ANB.
  - Add language for dual enrollment: **“Dual Enrollment classes are offered through Great Falls College. To be eligible for these classes you must be at least 16 years of age or a high school junior. Only courses numbered 100 and above are eligible for dual credit. Some courses require placement scores from the ACT or Accuplacer. See the counselor to schedule your Accuplacer exam if you need to test into a course. The student is responsible for Great Falls College fees.”**
- Incomplete grades, pg. 6
  - Scratch language: *“All quarter and semester incomplete grades must be done within 10 week days, including Fridays; from the end of the marking period.”*
  - Add language: **“All quarter and semester grades are due at the end of that grading period.”**
  - Scratch language: *“Incomplete courses will become an F after the deadline.”*
- Assignments, pg. 6
  - Scratch section entirely: *“Students will complete every assignment at a 70% or better. All students who have missing assignments or assignments that were turned in but of poor quality, have their names put on an assignment list. Parents are updated frequently via text/email throughout the week when their child is on the assignment list. The notification will inform the parents of the specific assignment(s) their child needs to complete in order to be removed from the list. Students will be provided extra time to complete assignments. Students will be required to attend homework sessions (before/after school and/or Friday school until all assignments have been completed at 70% or better.”*
- Graduation Requirements, pg. 7
  - Add Earth Science
- Attendance the Day of an Activity, pg. 10
  - Add language: **“If an activity takes place on a non-school day, the student must be present for a FULL day (present in seven periods) of school on the school day prior to the activity.”**
- Excessive Absences, pg. 12
  - Revise language: *“Any student who reaches 8 absence days per period per semester will not be allowed to travel on any trips outside of the school or participate in any extra-curricular or co-curricular activities without the principal’s written approval.”*
- Tardy Policy, pg. 12
  - Added bullet points listed in Certified Handbook for consistency:

- **Three unexcused tardies in one class constitutes an unexcused absence in that class. This is cumulative for the semester.**
  - **For students who are tardy to any class, detention will be served the following day. A student will serve one lunch detention for every tardy they receive to any class.**
- Behavior Matrix, pg. 16
  - Add language: “and what determines major and minor offenses.” To administrator behavior decisions.
  - Scratch: “*Tardiness (more than 3 unexcused tardies in a semester)*”. Add: “**Unexcused Tardy**”
  - Scratch: “*ICU*”, “*Minor*”, “*Major*”
- Campus Conduct, pg. 19
  - Scratch: “*Confiscated caps, etc. will be returned at the end of the year or at the principal’s discretion.*”
- JH/HS Cell Phones and Electronic Devices:
  - Add: “**and bluetooth electronic devices**”
- Weekly “F” Policy, pg. 27:
  - Add: “**Middle School**”
  - Scratch: “*Students involved in High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.*”
- Use of Technology – Chromebook Agreement, pg. 39
  - Add: “**Middle School**”
  - Add language to include chromebook insurance. Referring to Schoolhouse IT for policy language.

## Certified Handbook

- Updated all dates, personnel, titles, etc.
- Corrected any formatting errors
- Assigned Duty List, pg. 5
  - Scratch: “*from principals to secretaries*”
- Year-End Checkout, pg. 9:
  - Scratch: “*approximately two (2) weeks prior to the final checkout day so that teachers can begin obtaining the necessary signatures.*” Add: “**the day of check out to prevent disruption of staff work days, unless other arrangements are made with and approved by the administration.**”
- Family and Medical Leave Act (FMLA), pg. 15
  - Add: “**Employees are eligible for benefits under FMLA. Please refer to policies 5328 and 5328P.**”
- Printers/Copy Machines, pg. 19:
  - Scratch: “*All teachers will be assigned a unique code or password to be used to operate the Canon machines. At no time should students be allowed to operate the copy machines. Copying/printing costs for each teacher up to 15,000 copies for the school year will be covered by the school District. Copying/printing costs that exceed this allocation will be*

*deducted from the teacher's classroom or department budget at the cost of \$0.02 per page copied. It is important that individual codes be protected and not be shared with other staff members for this reason.*" Teachers are not assigned codes anymore.

- Fundraising, pg. 24:
  - Scratched language: *"Members of the Fundraising Committee are the Activities Director, the JH/HS principal, the elementary principal, two teachers as well as a representative from the High School Student Council."*
  - Replaced with language: **"The Activities Director will approve all Fundraising Requests."**
- Purchase Requisitions/Ordering, pg. 25:
  - Scratch: *"Athletics: Coaches are asked to generate requisitions for their team needs for the coming fiscal year.*
    - *Meet with all coaches/staff within your sport or activity to determine needs.*
    - *All requisitions are to be placed in the 'Athletics' folder before checking out for the school year.*
    - *Current catalogs can be found in the gray filing cabinet in the teacher mailroom.*
    - *A final determination for athletic/activity needs will be made by the A.D. and Superintendent."* Irrelevant to certified staff.
- Building Hours, pg. 28:
  - Scratch: *"The building is accessible to staff during the course of the school year between the hours of 7:00 a.m. and 6:30 p.m., weekdays."*
  - Add: **"to the building outside of normal hours of operation"**
  - To reword confusing language
- School Day Hours, pb. 28:
  - Update school day hours
  - Scratch: *"Classified staff schedules are assigned according to the needs of the District."* Not relevant to certified staff.
- Casual Days, pg. 38:
  - Scratch: *"Listed below is a general overview of the more common items that are not appropriate. These items should help set the general parameters for proper casual wear and allow you to make intelligent judgments about items that are not specifically addressed. Examples of acceptable casual wear include Badger wear or "Black and Gold" wear and jeans. Examples of inappropriate clothing items that should not be worn on casual days include:*
    - *Jeans that are excessively worn or faded*
    - *Short shorts*
    - *Spandex or other form fitting pants, to include yoga pants, that do not cover hip and buttocks with a shirt or dress*
    - *Miniskirts*
    - *Spaghetti-strap dresses*
    - *T-shirts or sweatshirts with offensive messages or images*
    - *Halter tops*
    - *Tops with bare shoulders unless worn under a blouse or jacket*
    - *Visible undergarments*
    - *Slippers*

- *Muscle Shirts*
- Progress Reports, pg. 48:
  - Scratch: “7-12” Add: **“Secondary”** to include applicable grade levels.

## **Classified Handbook**

- Updated all dates, personnel, titles, etc.
- Corrected any formatting errors
- Classified Staff Pay Matrix, pg. 15:
  - Replace with updated matrix to reflect bus driver & food service wage increases
  - Add adopted language regarding summer food service wages, approved by board in Spring 2022: **“When the food service program is operating under the Summer Food Program, the food service workers shall receive an additional wage above their contracted hourly rate. The additional wages shall be in the total of \$1.50 for the Food Service Supervisor and \$0.50 for General Kitchen Assistants. This shall only be applicable in the summer months, after the conclusion of the current school year and before the commencement of the upcoming school year.”**
- Family and Medical Leave Act (FMLA), pg. 21
  - Add: **“Employees are eligible for benefits under FMLA. Please refer to policies 5328 and 5328P.”**
- Building Hours, pg. 30:
  - Scratch: *“The building is accessible to staff during the course of the school year between the hours of 7:00 a.m. and 6:30 p.m., weekdays.”*
  - Add: **“to the building outside of normal hours of operation”**
  - To reword confusing language

## **Transportation Handbook**

- Updated all dates, personnel, titles, etc.
- Corrected any formatting errors
- Update/format forms for legibility

## **Board Handbook**

- Updated all dates, personnel, board members, committees, titles, etc.
- Corrected any formatting errors

## **MARCH 2022 POLICY UPDATES**

MTBSA Policy Maintenance Program Members:

The MTSBA Policy Services team has prepared necessary updates to the MTSBA Model Policy Manual. This edition of MTSBA Policy Notes provides updates to the MTSBA Model Policy Manuals needed to ensure compliance with the law and best practice.

The specific policies are outlined below. Districts that have previously adopted an existing model policy will adopt required changes and decide whether to adopt recommended changes. If a district has not previously adopted an existing model policy, it may do so now with the applicable changes. Districts will adopt new required policies and decide whether to adopt a new recemented policy. All the policies will require the number of readings specified in each district's Policy 1310.

The marked-up word versions of the policies are attached. Please report back to MTSBA staff when the policies have been adopted by the board of trustees. MTSBA staff will then update the district's policy manual as hosted on MTSBA.org to reflect the adopted changes as they relate to your current policies, adopted/ revised on date, and headers.

### **Model Policies to Update**

**R: MTSBA Model Policy 1010FE/3100 – Early Enrollment for Exceptional Circumstances** – This policy has been updated to further strengthen the Early Enrollment for Exceptional Circumstances process by more closely aligning the identified circumstances with the constitutional requirement and statutory definition of a quality education. The policy now also specifically includes references to requirements for the Elementary and Secondary School Emergency Relief Fund and published studies on early childhood learning loss. These are required updates for those districts that have previously adopted the policy codified as either Policy 1010FE or Policy 3100.

**R: MTSBA Model Policy 1520 – Board Staff Communications** – This policy has been updated to clarify that the provisions do not limit a staff member's right to comment during a board meeting under the Montana Constitution. These are required updates for those districts that have previously adopted the policy.

**R: MTSBA Model Policy 2167 – Correspondence Courses** – This policy has been updated to clarify that correspondence courses which a district does not pay for may not be included in the ANB calculation. A district can include those students taking a course "provided at district expense" in the ANB calculation as authorized by Policies 2050 and 3121 and Section 20-9-311(11), MCA, and Section 20-1-101(17), MCA. These are required updates for those districts that have previously adopted the policy.

**R: MTSBA Model Policy 2168 – Distance, Online, and Technology Learning** – This policy has been updated to clarify that distance learning courses which a district does not pay for may not be included in the ANB calculation. A district can include those students taking a course “provided at district expense” in the ANB calculation as authorized by Policies 2050 and 3121 and Section 20-9-311(11), MCA, and Section 20-1-101(17), MCA. These are required updates for those districts that have previously adopted the policy.

**R: MTSBA Model Policy 2170 – Digital Academy Classes** – This policy has been updated to clarify that digital academy courses which a district does not pay for may not be included in the ANB calculation. A district can include those students taking a course “provided at district expense” in the ANB calculation as authorized by Policies 2050 and 3121 and Section 20-9-311(11), MCA, and Section 20-1-101(17), MCA. These are required updates for those districts that have previously adopted the policy.

**R: MTSBA Model Policy 2312 – Copyright** – The policy has been updated to address the use and display of dramatic performances, musical works, motion pictures, or television programming in the school setting consistent with federal copyright law. These are required updates for those districts that have previously adopted the policy.

**R: MTSBA Model Policy 2510 – School Wellness** – This policy has been updated to reflect changes to state and federal school wellness guidance and the names of specific programs. Alternative 2 of this policy has been removed from the MTSBA Model Policy Manual. All districts are now expected to adopt the updated version of Alternative 1 to comply with state and federal guidance. These are required updates for those districts that have previously adopted the policy.

2510 - has been updated to reflect changes to state and federal school wellness guidance. Alternative 2 of this policy has been removed from the MTSBA Model Policy Manual. All districts are now expected to adopt the updated version of Alternative 1 to comply with state and federal guidance.

**R: MTSBA Model Policy 3121 – Enrollment and Attendance Records** – This policy has been updated to specifically authorize ANB for students enrolled for exceptional circumstances in accordance with Policy 1010FE/3100 and to update legal citations. This is a required update for those districts that have adopted an exceptional circumstances policy.

**R: MTSBA Model Policy 3310 – Student Discipline** – This policy has been updated to specifically prohibit violations of state and federal law and now includes a provision prohibiting secretly recording others as outlined in state law. This is a required update.

**R: MTSBA Model Policies 3413F1 and 3413F2 – Immunization Exemption Forms** – These are the new forms for Policy 3413 to comply with DPHHS guidance and the changes to Section 20-5-405, MCA, as adjusted by HB 334 (2021). These are required updates for those districts that have previously adopted the policy.

**R: MTSBA Model Policy 3416 – Administering Medicines to Students** – This policy has been updated to clarify that an authorized physician may provide guidance on student medication and not only a school physician. These are required updates for those districts that have previously adopted the policy.

**MTSBA Model Policy 3612, 3612F and 3612P – Student Use of District Provided Technology** – This policy and its related form and procedure have been updated to include district equipment that is issued to students. This change expands the policy to include more than just networks and accounts. It now includes physical equipment used or issued to a student. These are recommended updates for those districts that have previously adopted the policy.

**MTSBA Model Policy 5121 – Applicability of Personnel Policies** – This policy has been updated to include a provision on professional development plans as outlined in ARM 10.55.714. These are recommended updates for those districts that have previously adopted the policy.

**R: MTSBA Model Policy 5223 – Personal Conduct** – This policy has been updated to specifically include a provision prohibiting secretly recording others as outlined in state law. This is a required update.

**MTSBA Model Policy 5314 – Substitutes** – This policy has been updated to distinguish between classified and certified substitute staff and specify procedures for each type of substitute. These are recommended updates for those districts that have previously adopted the policy.

**R: MTSBA Model Policy 5228P – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers** – This policy has been updated to clarify the definitions and procedures associated with post-accident drug testing as specified in federal law.

**MTSBA Model Policy 5450, 5450F, and 5450P - Employee Use of District Provided Technology** – This policy has been updated to include district equipment that is use by or issued to staff. The policy now includes a related form and procedure. This change expands the policy to include more than just networks and accounts. It now includes physical equipment used or issued to a staff member. These are recommended updates for those districts that have previously adopted the policy. **5450F & 5450P not adopted**

**MTSBA Model Policy 8300 – Risk Management** – This policy has been updated to include a provision about district security and authorizing staff to take necessary steps to implement safe school practices. These are recommended updates for those districts that have previously adopted the policy.

**MTSBA Model Policy 8502 – Construction and Repairs** – This policy has been updated to include provisions about contractor assurance, surety bonds, and architect/engineer retention procedures. These are recommended updates for those districts that have previously adopted the policy.



## **New Recommended Policies**

**MTSBA Model Policy 3305 – Seclusion and Restraint** – This policy is available for districts to guide and train staff on use of seclusion and restraint measures when assisting a student in need. This is a recommended policy.

**MTSBA Model Policy 3310P1 – Student Discipline Risk Assessments** - This policy is available for districts seeking to establish a framework for conducting student risk assessments. This is a recommended policy.

**MTSBA Model Policy 7625 – Use of Enhanced Tax Credit Receipts** – This policy is available for districts that may receive enhanced tax credits under the changes to the law in HB 279 (2021). The policy outlines the process for securing and utilizing the funds. This is a recommended policy.

Thank you to the over 180 districts that participate in the MTSBA Policy Maintenance Service Program. If you have any other questions or suggestions about MTSBA Policy Services, [please contact me](#) at any time so we can make sure your district's policies are helping your district operate effectively and efficiently.

Thank you,

Kris Goss  
Director of Policy Services/Senior Counsel  
Montana School Boards Association

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

2  
3 **FLEXIBILITY AND EFFICIENCY / STUDENTS**

4 1010FE/3100  
5 Page 1 of 3

6 Early Childhood Education Enrollment Exceptional Circumstances

7  
8 It is the policy of the District to provide enhanced educational opportunities to students under the age of 5  
9 when either individual exceptional circumstances exist and/or when Community-Based exceptional  
10 circumstances are present.

11  
12 ***Prohibition:*** *This policy cannot be used to provide what is otherwise characterized or referred to as a*  
13 *pre-school, pursuant to 20-7-117(2), MCA, which specifically prohibits the use of state equalization aid*  
14 *for preschool. This policy is intended for use to enroll students under the age of 5 when statutory criteria*  
15 *are met.*

16  
17 Exceptional Circumstances Meriting Waiver of Age Requirements for Pupils

18 *Note: In order to adopt this policy, the board of trustees must select one or more of the characteristics*  
19 *identified in either Option A or Option B.*

20  
21 The administration shall ensure admission, enrollment and assignment of all qualifying children  
22 referenced in this policy. The administration shall place children enrolled pursuant to this policy in either  
23 a half-time or full-time kindergarten program as an integral part of the elementary school program. The  
24 administration shall also ensure provision of a free appropriate public education in the least restrictive  
25 environment possible, pursuant to terms of each student's individualized education program, for all  
26 children enrolled under this policy who are qualified for services under the Individuals with Disabilities  
27 Education Act.

28  
29 The administration shall include children enrolled pursuant to this policy in the district's calculation of  
30 average number belonging (ANB) as reported to OPI.

31  
32 ***Option A, Student-Specific Exceptional Circumstances:*** *To be used when the board of trustees wants*  
33 *to define exceptional circumstances specific to the individual characteristics of each student or sub-*  
34 *group of students.*

35  
36 The Board of Trustees declares the following to be qualifying "exceptional circumstances" within the  
37 meaning of that term as used in Section 20-5-101(3), MCA, that merit waiving the age provisions of  
38 Section 20-5-101(1), MCA for qualifying children under 6 years of age. These qualifying exceptional  
39 circumstances are based on the educationally relevant factors to establish a basic system of free quality  
40 public elementary and secondary school specified in Section 20-9-309, MCA and as required by Article  
41 X, section 1, of the Montana Constitution:

42  
43 *Note: Each of the below should be considered separately for inclusion or exclusion in the Board's*  
44 *adopted policy. Note: When enrolling on the basis of an individual student's characteristics under this*  
45 *Option A, the District must be sure to document each qualifying student's characteristics to ensure that*  
46 *criteria listed in this portion of the policy can be substantiated.*

- 47  
48 1. A child at least 3 years of age with a disability qualifying the child for services under the federal  
49 Individuals with Disabilities Education Act.  
50 2. A child who is 4 years of age or older on or before September 10 of the school year in which  
51 enrollment is to occur who:

- a. Meets the income eligibility guidelines for free or reduced price meals under the National School Lunch Program;
- b. Is Limited English Proficient within the meaning of Title III of the federal Elementary and Secondary Education Act;
- c. Is Gifted and Talented within the meaning of that term as used in 20-7-901, MCA;
- d. Is an enrolled member of a federally recognized American Indian Tribe;
- e. Is homeless as defined in 42 U.S. Code § 11302, or, as determined by the administration, exhibits other characteristics or lives in circumstances that are uncommon, unusual, atypical, rare or otherwise distinguished from ordinary or typical which place the child at risk of failing to achieve at adequate levels;
- f. Is an at-risk student as defined in Section 20-1-101(4), MCA.

***Option B, Exceptional Circumstances Present in the Community: To be used only for in-district students or homeless students under the McKinney Homeless Assistance Act when the board of trustees wants to define exceptional circumstances applicable to the community's characteristics, as opposed to the individual characteristics of a particular student or sub-group of students.***

The Board of Trustees declares the following to be qualifying "exceptional circumstances" within the meaning of that term as used in 20-5-101(3), that merit waiving the age provisions of 20-5-101(1), MCA for children under 6 years of age who are either 4 years of age or older on or before September 10 of the school year in which enrollment is to occur or who are at least 3 years of age with a disability qualifying the child for services under Section 504 of the Federal Rehabilitation Act of 1973 or the federal Individuals with Disabilities Education Act. These qualifying exceptional circumstances are based on the educationally relevant factors to establish a basic system of free quality public elementary and secondary school specified in Section 20-9-309, MCA and as required by Article X, section 1, of the Montana Constitution:

*Note: Each of the below should be considered separately for inclusion or exclusion in the Board's adopted policy. When enrolling on the basis of demographic characteristics of the community under this Option B, The District must be sure to research and document all of the criteria incorporated into the school district's policy that is used to enroll on the basis of exceptional circumstances.*

1. Homeless rates of the district's pupils as defined in 42 U.S. Code § 11302 in comparison to statewide averages;
2. Percentage of the district's pupils qualifying for services under The Federal Individuals with Disabilities Education Act in comparison to statewide averages;
3. Percentage of the district's pupils eligible for free or reduced lunch under the National School Lunch Program in comparison to statewide averages;
4. Average performance on standardized tests at the 3<sup>rd</sup> grade level in comparison to statewide averages;
5. Percentage of the district's pupils who are enrolled members of a federally recognized American Indian Tribe in comparison to statewide averages.
6. Percentage of at-risk student as defined in Section 20-1-101(4), MCA, in comparison to statewide averages.
7. Percentage of gifted and talented pupils as used in 20-7-901, MCA, in comparison to statewide averages.
8. Percentage of Limited English Proficient within the meaning of Title III of the federal Elementary and Secondary Education Act, in comparison to statewide averages.

- 9. The following circumstances exist within the community affecting student learning identified by the local board of trustees pursuant to Section 20-9-309(2)(h), MCA, and identified within federal law pursuant to Section 20-9-309(4)(a)(v), MCA, including but not limited to educational priorities identified within the Elementary and Secondary School Emergency Relief Fund established by American Rescue Plan Act, Public Law 117-2 and demonstrated by peer reviewed and academic studies on the impacts of community health crises:
  - a. Anticipated learning loss resulting from a public health emergency or other community disaster.
  - b. Basic literacy and numeracy are critical skills needed to advance learning and if not attained in the early grades, will put students at lifelong disadvantage in pursuing success in career and life.
  - c. Absence of available early childhood education opportunities in the community results in anticipated learning loss or lack of school readiness.
  - d. Cost prohibitive nature of early childhood education opportunities in the community results in disparity of access that contributes to anticipated learning loss or lack of school readiness.
  - e. Improved access to early childhood education opportunities in the community will encourage or expand parent entry into workforce and allow for further development of the community’s economy.

The trustees shall annually review this policy based on changing circumstances pertaining to the criteria used for determination of the program. The administration is authorized to enroll students in a manner consistent with this policy and to develop procedures to implement this policy.

Legal Reference:	<u>§ 20-4-101, MCA</u>	<u>Definitions</u>
	§ 20-5-101, MCA	Admittance of child to school
	§ 20-6-501, MCA	Definition of various schools
	§ 20-7-117, MCA	Kindergarten and preschool programs
	§ 20-9-309, MCA	Basic system of free quality public elementary and secondary schools defined
	<u>Article X, section 1, of the Montana constitution</u>	
	Individual with Disabilities Act Federal Rehabilitation Act of 1973	
	National School Lunch Act (Public Law 396, 79 <sup>th</sup> congress, chapter 281)	
	Title III, ESEA (English language Acquisition, language Enhancement, and Academic Achievement Act)	
	McKinney-Vento Homeless Assistance Act of 1987 (Pub. L. 100-77, July 22, 1987, 101 Stat. 482, U.S.C. § 11301 et seq.	

Data/Study Reference: Engzell, P., Frey, A. & Verhagen, M. D. [“Learning loss due to school closures during the COVID-19 pandemic” Proc. Natl Acad. Sci. USA 118, e2022376118 \(2021\).](#)  
 Melinda Wenner Moyer, [“The COVID generation: how is the pandemic affecting kids’ brains?”](#), *Nature*, 10.1038/d41586-022-00027-4, 601, 7892, (180-183), (2022).

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

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

2  
3 **THE BOARD OF TRUSTEES**

1520

4  
5 Board/Staff Communications

6 Every reasonable means of communication is encouraged throughout the education community.  
7 Nevertheless, an organization must maintain some order and structure to promote efficient and  
8 effective communications.

9  
10 Staff Communications to the Board

11 All official communications or reports to the Board, from supervisors, teachers, or other staff  
12 members, shall be submitted through the Superintendent. This procedure shall not deny any staff  
13 member the right to appeal to the Board from administrative decisions, provided that the  
14 Superintendent shall have been notified of the forthcoming appeal and that it is processed  
15 according to the applicable procedures for complaints and grievances. The provision does not  
16 limit or restrict employees from engaging in public comment during Board meetings as permitted  
17 by Montana law.

18  
19 Board Communications to Staff

20 All official communications, policies, and directives of staff interest and concern will be  
21 communicated to staff members through the Superintendent. The Superintendent will employ all  
22 such media as are appropriate to keep staff fully informed of Board concerns and actions.

23  
24 Visits to Schools

25 In accordance with Montana statutes, each trustee shall visit every school of the District at least  
26 once each school fiscal year to examine its condition and needs. As a courtesy, individual Board  
27 members interested in visiting schools should make arrangements for visitations through the  
28 principals of the various schools. Such visits shall be regarded as informal expressions of  
29 interest in school affairs and not as “inspections” or visits for supervisory or administrative  
30 purposes.

31  
32 Social Interaction

33 Staff and Board members share a keen interest in schools and education. When they meet at  
34 social affairs and other functions, informal discussion about such matters as educational trends,  
35 issues, and innovations and general District problems can be anticipated. **Discussions of**  
36 **personalities or staff grievances are not appropriate.**

37  
38 Legal Reference:       § 20-3-324(21), MCA       Powers and duties  
39                               § 2-3-103, MCA                     Public Participation

40  
41 Policy History:

42 Adopted on:

43 Reviewed on:

44 Revised on:

2  
3 **INSTRUCTION**

4  
5 Special Education

6  
7 Child Find

8 The District shall be responsible for the coordination and management of locating, identifying,  
9 and evaluating all disabled children ages zero (-0-) through twenty-one (21). Appropriate staff  
10 will design the District’s Child Find plan in compliance with all state and federal requirements  
11 and with assistance from special education personnel who are delegated responsibility for  
12 implementing the plan.

13  
14 The District’s plan will contain procedures for identifying suspected disabled students in private  
15 schools as identified in 34 C.F.R. 530.130 and 530.131(f), students who are home schooled,  
16 homeless children, as well as public facilities located within the geographic boundaries of the  
17 District. These procedures shall include screening and development criteria for further  
18 assessment. The plan must include locating, identifying, and evaluating highly mobile children  
19 with disabilities and children who are suspected of being a child with a disability and in need of  
20 special education, even though the child is and has been advancing from grade to grade. The  
21 District’s Child Find Plan must set forth the following:

- 22
- 23 1. Procedures used to annually inform the public of all child find activities, for children zero
- 24 through twenty-one;
- 25 2. Identity of the special education coordinator;
- 26 3. Procedures used for collecting, maintaining, and reporting data on child identification;
- 27 4. Procedures for Child Find Activities (including audiological, health, speech/language,
- 28 and visual screening and review of data or records for students who have been or are
- 29 being considered for retention, delayed admittance, long-term suspension or expulsion or
- 30 waiver of learner outcomes) in each of the following age groups:
- 31 A. Infants and Toddlers (Birth through Age 2)
- 32 Procedures for referral of infants and toddlers to the appropriate early intervention
- 33 agency, or procedures for conducting child find.
- 34 B. Preschool (Ages 3 through 5)
- 35 Part C Transition planning conferences; frequency and location of screenings;
- 36 coordination with other agencies; follow-up procedures for referral and
- 37 evaluation; and procedures for responding to individual referrals.
- 38 C. In-School (Ages 6 through 18)
- 39 Referral procedures, including teacher assistance teams, parent referrals, and
- 40 referrals from other sources; and follow-up procedures for referral and evaluation.
- 41 D. Post-School (Ages 19 through 21)
- 42 Individuals who have not graduated from high school with a regular diploma and
- 43 who were not previously identified. Describe coordination efforts with other
- 44 agencies.
- 45 E. Private Schools (This includes home schools.)
- 46

Child find procedures addressing the provisions of A.R.M. 10.16.3125(1); follow-up procedures for referral and evaluation.

F. Homeless Children

G. Dyslexia

The School District shall establish procedures to ensure that all resident children with disabilities, including specific learning disabilities resulting from dyslexia, are identified and evaluated for special education and related services as early as possible. The screening instrument must be administered to:

(A) a child in the first year that the child is admitted to a school of the district up to grade 2; and

(B) a child who has not been previously screened by the district and who fails to meet grade-level reading benchmarks in any grade;

The screening instrument shall be administered by an individual with an understanding of, and training to identify, signs of dyslexia designed to assess developmentally appropriate phonological and phonemic awareness skills.

If a screening suggests that a child may have dyslexia or a medical professional diagnosis a child with dyslexia, the child's school district shall take steps to identify the specific needs of the child and implement best practice interventions to address those needs. This process may lead to consideration of the child's qualification as a child with a disability under this policy.

#### Procedures for Evaluation and Determination of Eligibility

Procedures for evaluation and determination of eligibility for special education and related services are conducted in accordance with the procedures and requirements of 34 C.F.R. 300.301-300.311 and the following state administrative rules:

10.16.3320 - Referral;

10.60.103 - Identification of Children with Disabilities;

10.16.3321 - Comprehensive Educational Evaluation Process;

#### Procedural Safeguards and Parental Notification

The District implements the procedural safeguard procedures as identified in 34 C.F.R. 300.500 - 300.530.

A copy of the procedural safeguards available to the parents of a child with a disability must be given to the parents only one (1) time a school year, except that a copy also must be given to the parents:

- Upon initial referral or parent request for evaluation;

- Upon receipt of the first state complaint under 34 CFR 300.151 through 300.153 and upon receipt of the first due process complaint under 34 CFR 300.507 in a school year;
- In accordance with the discipline procedures in 34 CFR 300.530(h) (...on the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the LEA must...provide the parents the procedural safeguards notice); and
- Upon request by a parent.

A public agency also may place a current copy of the procedural safeguard notice on its internet website, if a website exists. [34 CFR 300.504(a) and (b)] [20 U.S.C. 1415(d)(1)]

The referral for special education consideration may be initiated from any source, including school personnel. To initiate the process, an official referral form must be completed and signed by the person making the referral. The District shall accommodate a parent who cannot speak English and therefore cannot complete the District referral form. Recognizing that the referral form is a legal document, District personnel with knowledge of the referral shall bring the referral promptly to the attention of the Evaluation Team.

The District shall give written notice to the parent of its recommendation to evaluate or not to evaluate the student. The parent will be fully informed concerning the reasons for which the consent to evaluate is sought. Written parental consent will be obtained before conducting the initial evaluation or before reevaluating the student.

The recommendation to conduct an initial evaluation or reevaluation shall be presented to the parents in their native language or another mode of communication appropriate to the parent. An explanation of all the procedural safeguards shall be made available to the parents when their consent for evaluation is sought. These safeguards will include a statement of the parents' rights relative to granting the consent.

#### Evaluation of Eligibility

Evaluation of eligibility for special education services will be consistent with the requirements of 34 C.F.R. 300.301 through 300.311 regarding Procedures for Evaluation and Determination of Eligibility; and shall also comply with A.R.M. 10.16.3321.

#### Individualized Education Programs

The District develops, implements, reviews, and revises individualized education programs (IEP) in accordance with the requirements and procedures of 34 C.F.R. 300.320-300.328.

#### Independent Education Evaluations

The parents of a child with a disability have the right to obtain an independent educational evaluation of the child in accordance with law. Independent educational evaluation means an



1  
2  
3  
4 evaluation conducted by a qualified examiner who is not employed by the District at District  
5 expense.

6  
7 If the parents request an independent educational evaluation, the District will provide  
8 information about where an independent educational evaluation may be obtained and the criteria  
9 applicable for independent educational evaluations. The District may also ask for the parent's  
10 reason why he or she objects to the public evaluation.

11  
12 A parent is entitled to only one independent educational evaluation at public expense each time  
13 the public agency conducts an evaluation with which the parent disagrees.. If the parent obtains  
14 an independent educational evaluation at District expense or shares with the public agency an  
15 evaluation obtained at private expense, the results of the evaluation will be handled in  
16 accordance with law.

17  
18 If an independent educational evaluation is at District expense, the criteria under which the  
19 evaluation is obtained, including the location of the evaluation and the qualifications of the  
20 examiner, must be the same as the criteria that the public agency uses when it initiates an  
21 evaluation.

### 22 23 Least Restrictive Environment

24 To the maximum extent appropriate, children with disabilities, including children in public or  
25 private institutions or other care facilities, are educated with children who are nondisabled, and  
26 special classes, separate schooling, or other removal of children with disabilities from the regular  
27 class occurs only if the nature or severity of the disability is such that education in regular  
28 classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.  
29 Educational placement decisions are made in accordance with A.R.M. 10.16.3340 and the  
30 requirements of 34 C.F.R. 300.114 - 300.120, and a continuum of alternate placements is  
31 available as required in 34 C.F.R. 300.551.

### 32 33 Children in Private Schools/Out-of District Placement

34 Children with a disability placed in or referred to a private school or facility by the District, or  
35 other appropriate agency, shall receive special education and related services in accordance with  
36 the requirements and procedures of 34 C.F.R. 300.145 through 300.147 and A.R.M. 10.16.3122.

37  
38 As set forth under 34 C.F.R. 300.137, children with a disability placed in or referred to a private  
39 school or facility by parents do not have an individual right to special education and related  
40 services at the District's expense. When services are provided to children with disabilities  
41 placed by parents in private schools, the services will be in accordance with the requirements and  
42 procedures of 34. C.F.R. 300.130 through 300.144, and 300.148.

### 43 44 Impartial Due Process Hearing

45 The District shall conduct the impartial hearing in compliance with the Montana Administrative  
46 Rules on matters pertaining to special education controversies.

1  
2  
3  
4 Special Education Records and Confidentiality of Personally Identifiable Information

5  
6 A. Confidentiality of Information

7  
8 The District follows the provisions under the Family Educational Rights and Privacy Act and  
9 implements the procedures in 34 C.F.R. 300.610-300.627, § 20-1-213, MCA, and A.R.M.  
10 10.16.3560.

11  
12 B. Access Rights

13  
14 Parents of disabled students and students eighteen (18) years or older, or their representative,  
15 may review any educational records which are designated as student records collected,  
16 maintained, and used by the District. Review shall normally occur within five (5) school days  
17 and in no case longer than forty-five (45) days. Parents shall have the right to an explanation or  
18 interpretation of information contained in the record. Non-custodial parents shall have the same  
19 right of access as custodial parents, unless there is a legally binding document specifically  
20 removing that right.

21  
22 C. List of Types and Locations of Information.

23  
24 A list of the records maintained on disabled students shall be available in the District office.  
25 Disabled student records shall be located in the \_\_\_\_\_, where they are available for review  
26 by authorized District personnel, parents, and adult students. Special education teachers will  
27 maintain an IEP file in their classrooms. These records will be maintained under the direct  
28 supervision of the teacher and will be located in a locked file cabinet. A record-of-access sheet  
29 in each special education file will specify the District personnel who have a legitimate interest in  
30 viewing these records.

31  
32 D. Safeguards

33  
34 The District will identify in writing the employees who have access to personally identifiable  
35 information, and provide training on an annual basis to those staff members.

36  
37  
38 E. Destruction of Information

39  
40 The District will inform parents five (5) years after the termination of special education services  
41 that personally identifiable information is no longer needed for program purposes. Medicaid  
42 reimbursement records must be retained for a period of at least six years and three months from  
43 the date on which the service was rendered or until any dispute or litigation concerning the  
44 services is resolved, whichever is later. The parent will be advised that such information may be  
45 important to establish eligibility for certain adult benefits. At the parent's request, the record  
46 information shall either be destroyed or made available to the parent or to the student if eighteen

(18) years or older. Reasonable effort shall be made to provide the parent with notification sixty (60) days prior to taking any action on destruction of records. Unless consent has been received from the parent to destroy the record, confidential information will be retained for five (5) years beyond legal school age.

F. Children’s Rights

Privacy rights shall be transferred from the parent to an adult student at the time the student attains eighteen (18) years of age, unless some form of legal guardianship has been designated due to the severity of the disabling condition.

Discipline

Students with disabilities may be suspended from school the same as students without disabilities for the same infractions or violations for up to ten (10) consecutive school days. Students with disabilities may be suspended for additional periods of not longer than ten (10) consecutive school days for separate, unrelated incidents, so long as such removals do not constitute a change in the student’s educational placement. However, for any additional days of removal over and above ten (10) school days in the same school year, the District will provide educational services to a disabled student, which will be determined in consultation with at least one (1) of the child’s teachers, determining the location in which services will be provided. The District will implement the disciplinary procedures in accord with the requirements of CFR 300.530-300.537.

Legal Reference:	34 CFR 300.1, et seq.	Individuals with Disabilities Act (IDEA)
	<u>34 CFR 300.502</u>	<u>Independent educational evaluation</u>
	§ 20-1-213, MCA	Transfer of school records
	10.16.3122 ARM	Local Educational Agency Responsibility for Students with Disabilities
	10.16.3220 ARM	Program Narrative
	10.16.3321 ARM	Comprehensive Educational Evaluation Process
	10.16.3340 ARM	Individualized Education Program and Placement Decisions
	10.16.3560 ARM	Special Education Records
	10.60.103 ARM	Identification of Children with Disabilities
	37.85.414 ARM	Maintenance of Records and Auditing (Medicaid)
	Chapter 227 (2019)	Montana Dyslexia Screening and Intervention Act

Policy History:

Adopted on:

Reviewed on:

Revised on:

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

2  
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. Any courses the District does not pay for will not be included in the  
31 ANB calculation in accordance with Policy 3121. **OPTIONAL:** No correspondence courses are  
32 allowed that serve to supplant required coursework in grades 9-12.

33  
34  
35 Cross Reference: 2410 and 2410P High School Graduation Requirements  
36 3121 Enrollment and Attendance

37  
38 Legal Reference: § 20-7-116, MCA Supervised correspondence study  
39 ARM 10.55.906 High School Credit  
40 § 20-9-311, MCA Calculation of average number belonging (ANB)  
41 -- three-year averaging.

42 Policy History:  
43 Adopted on:  
44 Reviewed on:  
45 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;

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

The District will not be obligated to pay for a student’s distance learning courses unless otherwise specified in Policy 2170. Any courses the District does not pay for will not be included in the ANB calculation in accordance with Policy 3121.

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

Cross Reference:	2170 2410 and 2410P 2100 <u>3121</u>	Montana Digital Academy High School Graduation Requirements School Calendar and Year <u>Enrollment and Attendance</u>
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Legal Reference:	§ 20-9-311(4)(d), MCA ARM 10.55.705  ARM 10.55.906 ARM 10.55.907	Calculation of Average Number Belonging Administrative Personnel; Assignment of School Administrators/Principals High School Credit Distance, Online, and Technology Delivered Learning
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Policy History:

- Adopted on:
- Reviewed on:
- Revised on:

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

2  
3 **INSTRUCTION**

2170

4  
5 Digital Academy Classes

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

13  
14 MTDA is authorized by Montana law to charge fees for students to access offered courses. The District  
15 shall pay fees for students enrolled in an MTDA class that is required for graduation as specified in  
16 District policy or the student handbook or as determined by the Superintendent or designee. The District  
17 may charge students a reasonable fee for an MTDA course or activity not required for graduation. The  
18 Board of Trustees authorizes the Superintendent to waive the fee in cases of financial hardship. Any  
19 courses the District does not pay for will not be included in the ANB calculation in accordance with  
20 Policy 3121.

21  
22 The Superintendent, and/or designees, shall be responsible for developing procedures for the online  
23 learning program that address related topics that may include but are not limited to specification and  
24 determination of graduation requirements and fee collection for classes that are not required. Further, the  
25 online learning solutions providers ensure that:

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

36

37 Cross Reference:	2100	School Calendar and Day
	2170P	Digital Academy Procedures
	3520	Student Fees and Fines
	<u>3121</u>	<u>Enrollment and Attendance</u>

41

42 Legal Reference:	§20-7-1201, MCA	Montana digital academy – purposes - governance
	§20-7-1202, MCA	Funding – rulemaking authority
	§20-9-213, MCA	Fees
	<u>§ 20-9-311, MCA</u>	<u>Calculation of average number belonging (ANB)</u>
		<u>-- three-year averaging.</u>

47 Policy History:

48 Adopted on:

49 Reviewed on:

50 Revised on:

2  
3 **INSTRUCTION**

2312

4  
5 Copyright

6  
7 The District recognizes that federal law makes it illegal to duplicate copyrighted materials  
8 without authorization of the holder of the copyright, except for certain exempt purposes. Severe  
9 penalties may be imposed for unauthorized copying or use of audio, visual, digital, or printed  
10 materials and computer software, unless the copying or use conforms to the “fair use” doctrine.

11  
12 Under the "fair use" doctrine, unauthorized reproduction of printed copyrighted materials is  
13 permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or  
14 research.

15  
16 Under the fair use doctrine, each of the following four standards must be met in order to use the  
17 printed copyrighted document:

- 18 • Purpose and Character of the Use – The use must be for such purposes as teaching or  
19 scholarship.
- 20 • Nature of the Copyrighted Work – The type of work to be copied.
- 21 • Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be  
22 considered fair use; copying a small portion may be if these guidelines are followed.
- 23 • Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If  
24 resulting economic loss to the copyright holder can be shown, even making a single copy  
25 of certain materials may be an infringement, and making multiple copies presents the  
26 danger of greater penalties.

27  
28 While the District encourages its staff to enrich learning programs by making proper use of  
29 supplementary materials, it is the responsibility of staff to abide by District copying procedures  
30 and obey requirements of law. Under no circumstances will it be necessary for staff to violate  
31 copyright requirements in order to properly perform their duties. The District cannot be  
32 responsible for any violations of the copyright law by its staff.

33  
34 The display of dramatic performances, musical works, motion pictures or television programing  
35 to students may only occur for educational purposes under the following standards:

- 36  
37 • During onsite instruction
- 38 • When viewed in a classroom or designated place of instruction
- 39 • With a lawfully made copy or via an authorized account
- 40 • As a regular part of instruction and directly related to the curriculum

41  
42 Employees should contact the administration with inquiries about accessing lawful copies of  
43 materials or accounts to access materials available via online platforms to ensure compliance  
44 with copyright laws.



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Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with District procedures or is permissible under the law should consult the Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or use protected materials, when such authorization is required.

Legal Reference: 17 USC 101 - 1332 Federal Copyright Law of 1976

Policy History:

Adopted on:

Reviewed on:

Revised on:

2  
3 **INSTRUCTION**

5 School Wellness

6  
7 The School District is committed to providing school environments that promote and protect children’s  
8 health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is  
9 the policy of the School District that:

10  
11 The development of the school wellness policy, at a minimum, will include:

- 12 1. *Community involvement*, including input from teachers of physical education and school health  
13 professionals, parents, students, school food service, the school Board, school administrators,  
14 educators, and the public. Training of this team of people on the components of a healthy school  
15 nutrition environment is recommended.
- 16 2. *Goals for nutrition education, nutrition promotion, physical activity, and other school-*  
17 *based activities* that are designed to promote student wellness in a manner that the local  
18 education agency determines appropriate.
- 19 3. *Implementation, Periodic Assessment, and Public Updates*, including expanding the purpose of  
20 the team of collaborators beyond the development of a local wellness policy to also include the  
21 implementation of the local wellness policy with periodic review and updates, inform and update  
22 the public every three years, at a minimum, (including parents, students, and others in the  
23 community) about the content and implementation of the local wellness policies, and to measure  
24 periodically and make available to the public an assessment of the local wellness policy,  
25 including:
  - 26 • The extent to which schools are in compliance with the local wellness policy;
  - 27 • The extent to which the LEA’s local wellness policy compares to model local school  
28 wellness policies; and
  - 29 • The progress made in attaining the goals of the local wellness policy.
- 30 4. *Nutrition guidelines* for all foods available on each school campus under the local education  
31 agency during the school day, with the objectives of promoting student health and nutrient-rich  
32 meals and snacks. This includes food and beverages sold in a la carte sales, vending machines,  
33 and student stores; and food and beverages used for classroom rewards and fundraising efforts.
- 34 5. *Guidelines for reimbursable school meals* to ensure that the District offers school meal programs  
35 with menus meeting the meal patterns and nutrition standards established by the U.S. Department  
36 of Agriculture.
- 37 6. *A plan for measuring implementation* of the local wellness policy, including designation of one  
38 or more persons within the local education agency or at each school, as appropriate, charged with  
39 operational responsibility for ensuring that each school fulfills the District’s local wellness policy.

40  
41 The suggested guidelines for developing the wellness policy include:

42 **Nutrition Education and Nutrition Promotion**

43 All students K-12 shall receive nutrition education that teaches the knowledge and skills needed to adopt  
44 healthy eating behaviors and is aligned with the Montana Health Enhancement Standards. Nutrition  
45 education shall be integrated into the curriculum. Nutrition information and education shall be offered and  
46 promoted throughout the school campus and based on the U.S. Dietary Guidelines for Americans. Staff  
47 who provide nutrition education shall have the appropriate training, such as in health enhancement or  
48 family and consumer sciences.

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**Health Enhancement and Physical Activity Opportunities**

The District shall offer health enhancement opportunities that include the components of a quality health enhancement program taught by a K-12 certified health enhancement specialist, if permitted by staffing levels. Health enhancement shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Health enhancement instruction shall be aligned with the Montana Health Enhancement Standards.

All K-12 students of the District shall have the opportunity to participate regularly in supervised, organized or unstructured, physical activities, to maintain physical fitness, and to understand the short- and long-term benefits of a physically active and healthy lifestyle.

**Nutrition Standards**

The District shall ensure that reimbursable school meals and snacks meet the program requirements and nutrition standards found in federal regulations including but not limited to Smart Snacks in School Nutrition Standards. The District shall encourage students to make nutritious food choices through accessibility, advertising and marketing efforts of healthful foods.

The District shall monitor all food and beverages sold or served to students during the normal school day, including those available outside the federally regulated child nutrition programs (i.e., a la carte, vending, student stores, classroom rewards, fundraising efforts), ~~by meeting the United States Department of Agriculture (USDA) Smart Snacks in Schools nutrition standards. Snacks provided to students during the school day without charge (e.g. class parties) will meet standards set by the district.~~ The District shall consider nutrient density and portion size before permitting food and beverages to be sold or served to students. The Superintendent shall continually evaluate vending policies and contracts. Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not renewed.

**Other School-Based Activities Designed to Promote Student Wellness**

The District may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity, such as staff wellness programs, non-food reward system and fundraising efforts.

**Maintaining Student Wellness**

The Superintendent shall develop and implement administrative rules consistent with this policy. Input from teachers, parents/guardians, students, school food service program, the school Board, school administrators, and the public shall be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The Superintendent shall measure how well this policy is being implemented, managed, and enforced. The Superintendent shall report to the Board, as requested, on the District’s programs and efforts to meet the purpose and intent of this policy.

Legal Reference: PL 108-265 The Child Nutrition and WIC Reauthorization Act of 2004  
PL 111-296 The Healthy, Hunger-Free Kids Act of 2010

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 enrolled by the Board for exceptional circumstances as defined in applicable District policies and in accordance with Section 20-5-101, MCA.
- A student gaining credit for participating in a work-based learning program pursuant to Section 20-7-1510, MCA, and Policy 2600;
- A student participating in an “innovative educational program” as defined in Section 15-30-3102, MCA;
- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under Section 20-9-707, MCA; or
- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the district under Section 20-9-707, MCA.
- A student with a disability who is over 19 years old but under 21 years of age, has been enrolled by the Board of Trustees in accordance with Policy 3110, and qualifies in accordance with Section 20-9-311(7), MCA, to remain enrolled and be served by schools, if the following criteria are satisfied:
  - the student has not graduated;
  - the student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the student's disability; and
  - the student's individualized education program has identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.

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

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

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

- a. resided in the District;
- b. was not enrolled in the District or was not enrolled full time; and

- c. completed an extracurricular activity with a duration of at least 6 weeks in accordance with Policy 3510.

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

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

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

Homeless Youth and Foster Children

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

Cross References:	Policy 3510	School Sponsored Activities
	Policy 2600	Work Based Learning
	<u>Policy 1010FE/3100</u>	<u>Early Enrollment for Exceptional Circumstances</u>

Legal Reference:	§ 1-1-215, MCA	Residence – rules for determining
	§ 20-9-311, MCA	Calculation of average number belonging (ANB)
	§ 20-9-706, MCA	Running start program
	§ 20-9-707, MCA	Agreement with Montana youth challenge program or accredited Montana job corps program
	<u>§ 20-5-101, MCA</u>	<u>Admittance of child to school</u>
	§ 20-5-112, MCA	Participation in Extracurricular Activities
	§ 20-1-101, MCA	Definitions
	§ 20-3-324, MCA	Powers and Duties
	§20-7-1510, MCA	Credit for participating in work-based learning partnerships
	29 U.S.C. 794	Nondiscrimination under Federal grants and programs
	34 CFR 300.1, et seq.	Assistance to states for the education of children with disabilities

Policy History:

Adopted on:

Reviewed on:

Revised on:

2  
3 **STUDENTS**

4  
5 Use of Restraint, Seclusion, and Aversive Techniques for Students

6  
7 Conduct of Employees Directed Toward Students

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9 The use by appropriately trained District personnel towards or directed at any student of any form  
10 of restraint or seclusion as defined in this policy, is prohibited except in circumstances where  
11 proportional restraint or seclusion of a student is necessary when a student’s conduct creates a  
12 reasonable belief in the perspective of a District employee, that the conduct of the student has  
13 placed the student, the employee, or any other individual in imminent danger of serious bodily  
14 harm.

15  
16 The employee or any employee who is a witness to this event shall immediately seek out the  
17 assistance of the school’s administration or, if such administrator is not available, a certified or  
18 classified employee with special training in seclusion and restraint, if available. Upon the arrival  
19 of such individual, the administrator or if no administrator is available, the most senior trained  
20 individual on seclusion or restraint shall take control over the situation.

21  
22 Seclusion or restraint of a student shall immediately be terminated when it is decided that the  
23 student is no longer an immediate danger to him or herself or to any other third person or if it is  
24 determined that the student is exhibiting extreme distress or at such time that appropriate  
25 administrative personnel have taken custody of the child or upon such time that the parent/legal  
26 guardian of the child has retaken custody of the child.

27  
28 Regardless of employee training status, no District personnel shall use any form of aversive  
29 technique or corporal punishment against any student. All seclusion will be in compliance with a  
30 student’s IEP or Section 504 Plan.

31  
32 If a situation occurs where a properly trained District employee must use acts of restraint or  
33 seclusion against a school student, the following shall occur:

- 34  
35 1. The employee shall immediately report to their building principal, in writing, the  
36 following information:  
37 A. The date the event occurred;  
38 B. The circumstances leading to the event;  
39 C. The student involved; and  
40 D. Other witnesses or participants to the event.  
41  
42 2. The building principal shall notify the Superintendent’s office of the event, providing the  
43 Superintendent’s office with a copy of the report of events.  
44

- 1 3. The building principal shall ascertain if any of the school's video equipment captured the  
2 event on a recording. If such event was captured on recording, the principal shall take all  
3 3305  
4 Page 2 of 3  
5  
6 best efforts to maintain a copy of the recording and provide such to the Superintendent's  
7 Office for the Superintendent's official records of the event.  
8  
9 4. The Superintendent or designee shall ascertain the special needs status of the student  
10 involved in the seclusion or restraint and shall ascertain and maintain documentation as to  
11 whether or not such events were consistent with or contraindicated due to the student's  
12 psychiatric, medical, or physical condition(s).  
13  
14 5. The Superintendent or designee of the Superintendent shall notify the parent or legal  
15 guardian of the subject student of the situation and the event of restraint or seclusion via  
16 telephone and provide the parent/legal guardian with the name and telephone contact  
17 information of the building principal where the parent may obtain additional information  
18 regarding the event.  
19  
20 6. The Superintendent or designee of the Superintendent shall provide the parent/legal  
21 guardian of the student with written notice of the event of restraint or seclusion of their  
22 student.  
23  
24 7. The Superintendent's office shall maintain documentation as to events of restraint and  
25 seclusion and shall prepare any and all necessary reports to legal entities upon whom such  
26 reports are or may become due pursuant to State and federal regulations.  
27

### 28 Training of School Personnel

29  
30 As part of the training and preparation of each certified administrator, certified teacher, and in-  
31 building classified employee of the District, the following shall occur:  
32

- 33 1. Training to personnel as to proper situations and events leading to student seclusion and  
34 intervention, including possible preventative alternatives to seclusion and restraint, safe  
35 physical escort, de-escalation of student crisis situations, and positive behavioral  
36 intervention techniques and supports;  
37  
38 2. Training of personnel in crisis/conflict management and emergency situations which may  
39 occur in the school setting, including examples and demonstrations of proper activities  
40 and techniques and trainers observing employee use of proper activities and techniques in  
41 the training setting;  
42  
43 3. Techniques to utilize to limit the possibility of injury to the student, the employee and any  
44 other third party in the area;  
45



1 4. Information as to the school’s student seclusion areas in each respective school building  
2 to which the employee is assigned;

6 5. Training in CPR and basic first aid; and

8 6. Provision of the employee with a copy of this policy.

10 It is a goal that all new employees are trained in the area of student restraint and seclusion during  
11 their first week of employment. However, this may not be possible due to realities of the  
12 operation of a school district. If an employee has not yet undergone training and a situation  
13 necessitating student restraint or seclusion occurs, and another properly trained employee of the  
14 District is present at the event, the properly trained employee shall take the lead in addressing the  
15 student crisis.

17 Designated Locations

19 Each school building for which students are present must have a building designated location for  
20 student seclusion. It is the responsibility of the building’s principal, or designee of the principal,  
21 to assure that the building’s designated seclusion location is a safe and clean location and that  
22 such location has appropriate supervision when any student has been placed into seclusion  
23 pursuant to this policy. All seclusion will be in compliance with a student’s IEP or Section 504  
24 Plan. Appropriate supervision shall include an adult in the seclusion location which has  
25 continuous visual observation of the secluded student.

27 Definitions

29 For the purposes of this policy, the following definitions shall apply:

31 **Restraint:** The immobilization or reduction of a student’s freedom of movement for the purpose  
32 of preventing harm to students or others through chemical, manual method, physical, or  
33 mechanical device, material, or equipment.

35 **Seclusion:** Involuntary confinement in a room or other space during which a student is prevented  
36 from leaving or reasonably believes that the he or she can leave or be prevented from leaving  
37 through manually, mechanically, or electronically locked doors that, when closed, cannot be  
38 opened from the inside; blocking or other physical interference by staff; or coercive measures,  
39 such as the threat of restraint, sanctions, or the loss of privileges that the student would otherwise  
40 have, used for the purpose of keeping the student from leaving the area of seclusion.

42 **Aversive Technique:** Physical, emotional, or mental distress as a method of redirecting or  
43 controlling behavior including by not limited to corporal punishment.

45 Policy History:

- 1 Adopted on:
- 2 Revised on:
- 3 Reviewed on:

2  
3 **STUDENTS**

4  
5 Student Risk Assessments

6  
7 The District may establish a risk assessment team for students whose behavior may pose a risk to  
8 the safety of school staff or students.

9  
10 Each team shall:

- 11 1. Provide guidance to students, faculty, and staff regarding recognition of threatening or
- 12 aberrant behavior that may represent a risk to the community, school, or self;
- 13 2. Include persons with expertise in counseling, instruction, school administration, and law
- 14 enforcement.
- 15 3. Identify members of the school community who should be informed of behavior;
- 16 4. Implement school board policies for the assessment of and intervention with students
- 17 whose behavior poses a risk to the safety of school staff or students including response
- 18 plans; and
- 19 5. Utilize available forms and procedures.

20  
21 All District employees, volunteers, and contractors are required to report any expressed risks or  
22 behavior that may represent a risk to the community, school, or self. In cases determined to be  
23 appropriate, teams shall follow established procedures for referrals to community services,  
24 boards, or health care providers for evaluation or treatment when appropriate.

25  
26 Upon a preliminary determination that a student poses a risk of violence or physical harm to self  
27 or others, a risk assessment team shall immediately report its determination to the superintendent  
28 or designee. The superintendent or designee shall immediately attempt to notify the student's  
29 parent or legal guardian. Nothing in this policy shall prevent a District employee from acting  
30 immediately to address an imminent risk.

31  
32 The superintendent may establish a committee charged with oversight of the risk assessment  
33 teams. An existing committee may be designated to assume the oversight responsibility;  
34 however, any such team shall include individuals with expertise in human resources, education,  
35 school administration, mental health, and law enforcement.

36  
37 Regardless of risk assessment activities, disciplinary action and referral to law enforcement are  
38 to occur as required by school board policy and Montana law. The District may, in accordance  
39 with the provisions in Policy 3600P, release student records or information in connection with an  
40 emergency, without parental consent, if the knowledge of such information is necessary to  
41 protect the health or safety of the student or other persons.

42  
43 Policy History:

44 Adopted on:

45 Revised on:

46 Reviewed on:

2  
3 **STUDENTS**

4  
5 Student Discipline

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

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

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

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- 4 • Forging any signature or making any false entry or attempting to authorize any document
- 5 used or intended to be used in connection with the operation of a school.
- 6 • Records or causes to be recorded a conversation by use of a hidden electronic or
- 7 mechanical device which may include any combination of audio or video that reproduces
- 8 a human conversation without the knowledge of all parties to the conversation.
- 9 • Engaging in academic misconduct which may include but is not limited to: cheating,
- 10 unauthorized sharing of exam responses or graded assignment work; plagiarism,
- 11 accessing websites or electronic resources without authorization to complete assigned
- 12 coursework, and any other act designed to give unfair academic advantage to the student.
- 13

14 These grounds stated above for disciplinary action apply whenever a student's conduct is  
15 reasonably related to school or school activities, including but not limited to the circumstances  
16 set forth below:

- 17
- 18 • On school grounds before, during, or after school hours or at any other time when school
- 19 is being used by a school group.
- 20 • Off school grounds at a school-sponsored activity or event or any activity or event that
- 21 bears a reasonable relationship to school.
- 22 • Travel to and from school or a school activity, function, or event.
- 23 • Anywhere conduct may reasonably be considered to be a threat or an attempted
- 24 intimidation of bullying of a staff member or student, or an interference with school
- 25 purposes or an educational function.
- 26

### 27 Disciplinary Measures

28

29 Disciplinary measures include but are not limited to:

- 30 • Expulsion
- 31 • Suspension
- 32 • Detention, including Saturday school
- 33 • Clean-up duty
- 34 • Loss of student privileges
- 35 • Loss of bus privileges
- 36 • Notification to juvenile authorities and/or police
- 37 • Restitution for damages to school property
- 38

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

### 43 Non-Disciplinary Measures

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46 The Superintendent or designee is authorized to assign a student to non-disciplinary offsite

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4 instruction pending the results of an investigation or for reasons related to the safety or well-  
5 being of students and staff. During the period of non-disciplinary offsite instruction, the student  
6 will be permitted to complete all assigned schoolwork for full credit. The assignment of non-  
7 disciplinary offsite instruction does not preclude the Superintendent or designee from  
8 disciplining a student who has, after investigation, been found to have violated a School District  
9 policy, rule, or handbook provision.

10  
11 Delegation of Authority

12  
13 The Board grants authority to any teacher and to any other school personnel to impose on  
14 students under their charge any disciplinary measure, other than suspension or expulsion,  
15 corporal punishment, or in-school suspension, that is appropriate and in accordance with policies  
16 and rules on student discipline. The Board authorizes teachers to remove students from  
17 classrooms for disruptive behavior.

18  
19 Cross Reference:     3300   Suspension and Expulsion  
20                             3225   Sexual Harassment of Students  
21                             3226   Bullying, Harassment  
22                             5015   Bullying, Harassment  
23

24 Legal Reference:     § 16-11-302(1)(7), MCA     Definitions  
25                             § 20-4-302, MCA             Discipline and punishment of pupils –  
26   definition of corporal punishment – penalty  
27   – defense  
28                             § 20-5-202, MCA             Suspension and expulsion  
29                             § 45-8-361, MCA             Possession or allowing possession of  
30   weapon in school building – exceptions –  
31   penalties – seizure and forfeiture or return  
32   authorized – definitions  
33                             § 45-5-637, MCA             Possession or consumption of tobacco  
34   products, alternative nicotine products, or  
35   vapor products by persons under 18 years of  
36   age is prohibited – unlawful attempt to  
37   purchase - penalties  
38                             29 U.S.C. § 701             Rehabilitation Act of 1973  
39                             § 45-8-213, MCA             Privacy in communications  
40                             Title 16, Chapter 12 MCA     Montana Marijuana Regulation and  
41   Taxation

42 Policy History:

43 Adopted on:

44 Reviewed on:

45 Revised on:

46

# Medical Exemption Statement

Form HES 101A  
Montana Schools



For questions, contact the Montana Department of Immunizations at (406) 444-5580

A prospective student seeking to enroll in a Montana school is not required to receive any immunizations for which they are medically contraindicated. The Medical Exemption Statement, may be completed by a qualifying healthcare provider and utilized as an exemption. In lieu of this form, a written and signed statement from a qualifying healthcare provider will also be accepted under the conditions outlined in ARM 37.114.715.

Pursuant to HB 334 (Ch. 294, L. 2021), a qualifying healthcare provider means a person who: (1) is licensed, certified, or authorized in any U.S. State or Canada to provide health care; (2) is authorized within the person's scope of practice to administer the immunization(s) to which the exemption applies; and (3) has previously provided health care to the student *or* has administered a vaccine to which the student has had an adverse reaction. Once completed, this form should be filed at the student's school along with their most current immunization record.

**Student Name:** \_\_\_\_\_ **Parent/Guardian Name:** \_\_\_\_\_

**Student Address:** \_\_\_\_\_ **Student Date of Birth:** \_\_\_\_\_

**Select the vaccine(s) needing medical exemption, then provide a brief description of the contraindication or precaution for each vaccine:**

- |  |  |
|--|--|
| <input type="checkbox"/> DTaP (Diphtheria, Tetanus, and Pertussis)   | <input type="checkbox"/> MMR (Measles, Mumps, and Rubella) |
| <input type="checkbox"/> Tdap (Diphtheria, Tetanus, and Pertussis)   | <input type="checkbox"/> IPV (Polio)                       |
| <input type="checkbox"/> Varicella (Chickenpox)                      | <input type="checkbox"/> Other: _____                      |
| <input type="checkbox"/> Hib ( <i>Haemophilus influenzae</i> type b) |  |

**Contraindication/Precaution:**

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A complete list of medical contraindications and precautions can be found on the Centers for Disease Control and Prevention's website:  
<https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html>.

**Duration of exemption:** \_\_\_\_\_

**Provider's Name (print):** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Provider's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Affidavit of Exemption on Religious Grounds

Form HES 113  
Montana Schools



For questions, contact the Montana Department of Immunizations at (406) 444-5580

**Student's Full Name** \_\_\_\_\_ **Birth Date** \_\_\_\_\_ **Age** \_\_\_\_\_ **Sex** \_\_\_\_\_

School: \_\_\_\_\_

If student is under 18, name of parent, guardian, or other person responsible for student's care and custody:

\_\_\_\_\_

Street address and city: \_\_\_\_\_

Telephone: \_\_\_\_\_

I, the undersigned, declare under penalty of perjury that immunization against the following is contrary to my religious tenets and practices (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> <i>Diphtheria, Pertussis, Tetanus (DTaP, DT, Tdap)</i> | <input type="checkbox"/> <i>Polio</i>                  |
| <input type="checkbox"/> <i>Measles, Mumps and Rubella (MMR)</i>                | <input type="checkbox"/> <i>Varicella (chickenpox)</i> |
| <input type="checkbox"/> <i>Haemophilus Influenzae type b (Hib)</i>             | <input type="checkbox"/> <i>Other: _____</i>           |

I also understand that:

Pursuant to section 20-5-405, MCA, in the event of an outbreak of one of the diseases listed above, the above-exempted student may be excluded from school by the local health officer or the Department of Public Health and Human Services until the student is no longer at risk for contracting or transmitting that disease.

\_\_\_\_\_  
Signature of parent, guardian, or other person responsible for the above student's care and custody; or of the student, if 18 or older. Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**Signature:** Notary Public for the State of Montana

\_\_\_\_\_  
**Print Name:** Notary Public for the State of Montana

Seal

Residing in \_\_\_\_\_  
My commission expires \_\_\_\_\_



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

2  
3 **STUDENTS**

3416

4  
5 Administering Medication to Students

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

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

16  
17 Administering Medication

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

25  
26 Emergency Administration of Medication

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

36  
37 Assisting Students with Self-Administration of Medication

38  
39 A building principal or other school administrator may authorize, in writing, any school  
40 employee:

41  
42 To assist in self-administration of any drug that may lawfully be sold over the counter  
43 without a prescription to a student in compliance with the written instructions and with  
44 the written consent of a student’s parent or guardian; and

45  
46 To assist in self-administration of a prescription drug to a student in compliance with

written instructions or standing order of an authorized physician or a student's private physician and with the written consent of a student's parent or guardian.

A school employee authorized, in writing, assist students with self-administration of medications, may only rely on the following techniques:

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

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

Students with allergies or asthma may be authorized by the building principal or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication if the following conditions have been met:

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

Authorization granted to a student to possess and self-administer medication shall be valid for

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4 the current school year only and shall be renewed annually. A student's authorization to possess  
5 and self-administer medication may be limited or revoked by the building principal or other  
6 administrative personnel.

7  
8 If provided by the parent, an individual who has executed a caretaker relative educational  
9 authorization affidavit, or guardian, and in accordance with documentation provided by the  
10 student's doctor, backup medication shall be kept at a student's school in a predetermined  
11 location or locations to which the student has access in the event of an asthma, severe allergy, or  
12 anaphylaxis emergency.

13  
14 Immediately after using epinephrine during school hours, a student shall report to the school  
15 nurse or other adult at the school who shall provide follow up care, including making a call to  
16 emergency responders.

#### 17 Self-Administration of Other Medication

18  
19  
20 The District shall permit students who are able to self-administer specific medication to do so  
21 provided that all of the following have occurred:

- 22
- 23 • A physician, dentist, or other licensed health care provider provides a written order for  
24 self-administration of said medication;
  - 25 • Written authorization for self-administration of medication from a student's parent, an  
26 individual who has executed a caretaker relative educational authorization affidavit, or  
27 guardian is on file; and
  - 28 • A principal and appropriate teachers are informed that a student is self-administering  
29 prescribed medication.

#### 30 Administration of Glucagons

31  
32  
33 School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-  
34 412, MCA, only under the following conditions: (1) the employee may administer glucagon to a  
35 diabetic student only in an emergency situation; (2) the employee has filed the necessary  
36 designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA,  
37 and (3) the employee has filed the necessary written documentation of training with the District,  
38 as required by § 20-5-412(4), MCA. Designation of staff is to be made by a parent, and individual  
39 who has executed a caretaker relative authorization affidavit, or guardian of a diabetic student, and  
40 school employees are under no obligation to agree to designation. Glucagon is to be provided by the  
41 parent or guardian. All documentation shall be kept on file.

#### 42 Handling and Storage of Medications

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45 The Board requires that all medications, including those approved for keeping by students for  
46 self-medication, be first delivered by a parent, an individual who has executed a caretaker

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relative educational authorization affidavit, or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

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

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

The District shall limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

The District may maintain a stock supply of auto-injectable epinephrine to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. If the district intends to obtain an order for emergency use of epinephrine in a school setting or at related activities, the district shall adhere to the requirements stated in law.

The District may maintain a stock supply of an opioid antagonist to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for an actual or perceived opioid overdose. A school that intends to obtain an order for emergency use of an opioid antagonist in a school setting or at related activities shall adhere to the requirements in law.

Disposal of Medication, Medical Equipment, Personal Protective Equipment

The District requires school personnel either to return to a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian or, with permission of the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, to destroy any unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, shall destroy any medicine not repossessed by a parent or guardian within a seven-(7)-day period of notification by school authorities.

Medical sharps shall be disposed of in an approved sharps container. Building administrators should contact the school nurse or designated employee when such a container is needed. Sharps containers are to be kept in a secure location in the school building. Disposal of sharps container, medical equipment, and personal protective equipment is the responsibility of the school nurse or designated employee in accordance with the Montana Infectious Waste Management Act and the manufacture guidelines specific to the container or equipment.

Legal Reference:	§ 20-5-412, MCA	Definition – parent-designated adult administration of glucagons – training
	§ 20-5-420, MCA	Self-administration or possession of asthma, severe allergy, or anaphylaxis medication
	§ 20-5-421, MCA	Emergency use of epinephrine in school setting
	§ 37-8-103(1)(c), MCA	Exemptions – limitations on authority
	ARM 24.159.1601, et seq	Delegation of Nurse Duties
	§ 20-5-426, MCA	Emergency use of an opioid antagonist in school setting – limit on liability
	§ 75-10-1001, et seq	Infectious Waste Management Act
	37.111.812, ARM	Safety Requirements
	10.55.701(s), ARM	Board of Trustees

Policy History:

Adopted on:

Reviewed on:

Revised on:

2  
3 **STUDENTS**

5 District-Provided Access to Electronic Information, Services, Equipment, and Networks

6  
7 General

8 The District makes Internet access and interconnected computer systems and equipment  
9 available to District students and faculty. The District provides equipment and electronic  
10 networks, including access to the Internet, as part its instructional program and to promote  
11 educational excellence by facilitating resource sharing, innovation, and communication.

12  
13 The District expects all students to take responsibility for appropriate and lawful use of this  
14 access, including good behavior online. The District may withdraw student access to its  
15 equipment, network and to the Internet when any misuse occurs. District teachers and other staff  
16 will make reasonable efforts to supervise use of equipment, network, and Internet access;  
17 however, student cooperation is vital in exercising and promoting responsible use of this access.

18  
19 Curriculum

20 Use of District equipment and electronic networks will be consistent with the curriculum adopted  
21 by the District, as well as with varied instructional needs, learning styles, abilities, and  
22 developmental levels of students, and will comply with selection criteria for instructional  
23 materials and library materials. Staff members may use the Internet throughout the curriculum,  
24 consistent with the District’s educational goals.

25  
26 Acceptable Uses

- 27
- 28 1. Educational Purposes Only. All use of the District’s equipment and electronic network  
29 must be: (1) in support of education and/or research, and in furtherance of the District’s  
30 stated educational goals; or (2) for a legitimate school business purpose. Use is a  
31 privilege, not a right. Students and staff members have no expectation of privacy in any  
32 materials that are stored, transmitted, or received via the District’s electronic network or  
33 District computers. The District reserves the right to monitor, inspect, copy, review, and  
34 store, at any time and without prior notice, any and all usage of the equipment and  
35 computer network, and Internet access and any and all information transmitted or  
36 received in connection with such usage.
- 37
- 38 2. Unacceptable Uses of Equipment and Network. The following are considered  
39 unacceptable uses and constitute a violation of this policy:
- 40
- 41 A. Uses that violate the law or encourage others to violate the law, including but not  
42 limited to transmitting offensive or harassing messages; offering for sale or use  
43 any substance the possession or use of which is prohibited by the District’s  
44 student discipline policy; viewing, transmitting, or downloading pornographic  
45 materials or materials that encourage others to violate the law; intruding into

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4 the networks or computers of others; and downloading or transmitting  
5 confidential, trade secret information, or copyrighted materials.

- 6 B. Uses that cause harm to others or damage to their property, including but not  
7 limited to engaging in defamation (harming another's reputation by lies);  
8 employing another's password or some other user identifier that misleads message  
9 recipients into believing that someone other than you is communicating, or  
10 otherwise using his/her access to the network or the Internet; uploading a worm,  
11 virus, other harmful form of programming or vandalism; participating in  
12 "hacking" activities or any form of unauthorized access to other computers,  
13 networks, or other information.
- 14 C. Uses that jeopardize the security of student access and of the computer network or  
15 other networks on the Internet.
- 16 D. Uses that are commercial transactions. Students and other users may not sell or  
17 buy anything over the Internet. Students and others should not give information  
18 to others, including credit card numbers and social security numbers.

19  
20 Warranties/Indemnification

21  
22 The District makes no warranties of any kind, express or implied, in connection with its  
23 provision of access to and use of its equipment, computer networks and the Internet provided  
24 under this policy. The District is not responsible for any information that may be lost, damaged,  
25 or unavailable when using the equipment, network, or for any information that is retrieved or  
26 transmitted via the Internet. The District will not be responsible for any unauthorized charges or  
27 fees resulting from access to the Internet. Any user is fully responsible to the District and will  
28 indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any  
29 and all loss, costs, claims, or damages resulting from such user's access to its equipment,  
30 computer network, and the Internet, including but not limited to any fees or charges incurred  
31 through purchase of goods or services by a user. The District expects a user or, if a user is a  
32 minor, a user's parents or legal guardian to cooperate with the District in the event of its  
33 initiating an investigation of a user's use of access to its equipment, computer network, and the  
34 Internet.

35  
36 Violations

37  
38 Violation of this policy will result in a loss of access and may result in other disciplinary or legal  
39 action. The principal will make all decisions regarding whether a user has violated this policy  
40 and any related rules or regulations and may deny, revoke, or suspend access at any time, with  
41 that decision being final.

42  
43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on:

**STUDENT INTERNET ACCESS AND EQUIPMENT USE CONDUCT AGREEMENT**

*Every student, regardless of age, must read and sign below:*

I have read, understand, and agree to abide by the terms of the \_\_\_\_\_ School District’s policy regarding District-Provided Access to Electronic Information, Services, Equipment, and Networks (Policy No. 3612). Should I commit any violation or in any way misuse my access to the District’s equipment, computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me including payment of costs associated with damaged equipment.

User’s Name (Print): \_\_\_\_\_ Home Phone: \_\_\_\_\_  
User’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_

**Parent or Legal Guardian.** (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District’s policy regarding District-Provided Access to Electronic Information, Services, Equipment, and Networks for the student’s access to the District’s equipment computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child’s responsibility for abiding by the policy. I am signing this Agreement and agree to accept full responsibility for supervision of my child’s use of his/her equipment and access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District’s computer network and the Internet. I understand any negligence arising out of my student’s use of equipment or networks shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA. I further accept that any costs to repair or replace damages to equipment or networks in accordance Section 20-5-202, MCA

Parent/Legal Guardian (Print): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
Date: \_\_\_\_\_

This Agreement is valid for the \_\_\_\_\_ school year only.



2  
3 **STUDENTS**

3612P

4  
5 District-Provided Access to Electronic Information, Services, Equipment, and Networks

6 All use of equipment and electronic networks shall be consistent with the District’s goal of  
7 promoting educational excellence by facilitating resource sharing, innovation, and  
8 communication. These procedures do not attempt to state all required or proscribed behaviors by  
9 users. However, some specific examples are provided. **The failure of any user to follow these  
10 procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal  
11 action.**

12  
13 Terms and Conditions

- 14 1. Acceptable Use – Access to the District’s equipment and electronic networks must be: (a)  
15 for the purpose of education or research and consistent with the educational objectives of  
16 the District; or (b) for legitimate business use.
- 17  
18 2. Privileges – The use of the District’s equipment and electronic networks is a privilege,  
19 not a right, and inappropriate use will result in cancellation of those privileges. The  
20 system administrator (and/or principal) will make all decisions regarding whether or not a  
21 user has violated these procedures and may deny, revoke, or suspend access at any time.  
22 That decision is final.
- 23  
24 3. Unacceptable Use – The user is responsible for his or her actions and activities involving  
25 the equipment and network. Some examples of unacceptable uses are:
  - 26  
27 a. Using the equipment and network for any illegal activity, including violation of  
28 copyright or other contracts, or transmitting any material in violation of any  
29 federal or state law;
  - 30  
31 b. Unauthorized downloading of software, regardless of whether it is copyrighted or  
32 devirused;
  - 33  
34 c. Downloading copyrighted material for other than personal use;
  - 35  
36 d. Using the equipment or network for private financial or commercial gain;
  - 37  
38 e. Wastefully using resources, such as file space;
  - 39  
40 f. Hacking or gaining unauthorized access to files, resources, or entities;
  - 41  
42 g. Invading the privacy of individuals, which includes the unauthorized disclosure,  
43 dissemination, and use of information of a personal nature about anyone;
  - 44  
45 h. Using another user’s account or password;
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- 5 i. Posting material authored or created by another, without his/her consent;
- 6
- 7 j. Posting anonymous messages;
- 8
- 9 k. Using the equipment or network for commercial or private advertising;
- 10
- 11 l. Accessing, submitting, posting, publishing, or displaying any defamatory,
- 12 inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially
- 13 offensive, harassing, or illegal material; and
- 14
- 15 m. Using the equipment or network while access privileges are suspended or
- 16 revoked.
- 17
- 18 4. Network Etiquette – The user is expected to abide by the generally accepted rules of
- 19 network etiquette. These include but are not limited to the following:
- 20
- 21 a. Be polite. Do not become abusive in messages to others.
- 22
- 23 b. Use appropriate language. Do not swear or use vulgarities or any other
- 24 inappropriate language.
- 25
- 26 c. Do not reveal personal information, including the addresses or telephone
- 27 numbers, of students or colleagues.
- 28
- 29 d. Recognize that electronic mail (e-mail) is not private. People who operate the
- 30 system have access to all mail. Messages relating to or in support of illegal
- 31 activities may be reported to the authorities.
- 32
- 33 e. Do not use the network in any way that would disrupt its use by other users.
- 34
- 35 f. Consider all communications and information accessible via the network to be
- 36 private property.
- 37
- 38 5. No Warranties – The District makes no warranties of any kind, whether expressed or
- 39 implied, for the service it is providing. The District will not be responsible for any
- 40 damages the user suffers. This includes loss of data resulting from delays, non-deliveries,
- 41 missed deliveries, or service interruptions caused by its negligence or the user’s errors or
- 42 omissions. Use of any information obtained via the Internet is at the user’s own risk.
- 43 The District specifically denies any responsibility for the accuracy or quality of
- 44 information obtained through its services.
- 45
- 46

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5 6. Indemnification – The user agrees to indemnify the District for any losses, costs, or  
6 damages, including reasonable attorney fees, incurred by the District, relating to or  
7 arising out of any violation of these procedures.  
8
- 9 7. Security – Network security is a high priority. If the user can identify a security problem  
10 on the Internet, the user must notify the system administrator or building principal. Do  
11 not demonstrate the problem to other users. Keep your account and password  
12 confidential. Do not use another individual’s account without written permission from  
13 that individual. Attempts to log on to the Internet as a system administrator will result in  
14 cancellation of user privileges. Any user identified as a security risk may be denied  
15 access to the network.  
16
- 17 8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary  
18 action. Vandalism is defined as any malicious attempt to harm or destroy equipment,  
19 data of another user, the Internet, or any other network. This includes but is not limited  
20 to uploading or creation of computer viruses.  
21
- 22 9. Telephone Charges – The District assumes no responsibility for any unauthorized charges  
23 or fees, including telephone charges, long-distance charges, per-minute surcharges, and/  
24 or equipment or line costs.  
25
- 26 10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the  
27 republishing of text or graphics found on the Web or on District Websites or file servers,  
28 without explicit written permission.  
29
  - 30 a. For each republication (on a Website or file server) of a graphic or text file that  
31 was produced externally, there must be a notice at the bottom of the page  
32 crediting the original producer and noting how and when permission was granted.  
33 If possible, the notice should also include the Web address of the original source.  
34
  - 35 b. Students and staff engaged in producing Web pages must provide library media  
36 specialists with e-mail or hard copy permissions before the Web pages are  
37 published. Printed evidence of the status of “public domain” documents must be  
38 provided.  
39
  - 40 c. The absence of a copyright notice may not be interpreted as permission to copy  
41 the materials. Only the copyright owner may provide the permission. The  
42 manager of the Website displaying the material may not be considered a source of  
43 permission.  
44
  - 45 d. The “fair use” rules governing student reports in classrooms are less stringent and  
46 permit limited use of graphics and text.

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5 e. Student work may only be published if there is written permission from both the  
6 parent/guardian and the student.  
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8

9 Internet Safety

- 10  
11 1. Internet access is limited to only those “acceptable uses,” as detailed in these procedures.  
12 Internet safety is almost assured if users will not engage in “unacceptable uses,” as  
13 detailed in these procedures, and will otherwise follow these procedures.  
14  
15 2. Staff members shall supervise students while students are using District Internet access,  
16 to ensure that the students abide by the Terms and Conditions for Internet access, as  
17 contained in these procedures.  
18  
19 3. Each District computer with Internet access has a filtering device that blocks entry to  
20 visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate  
21 for students, as defined by the Children’s Internet Protection Act and determined by the  
22 Superintendent or designee.  
23  
24 4. The district shall provide age-appropriate instruction to students regarding appropriate online  
25 behavior. Such instruction shall include, but not be limited to: positive interactions with  
26 others online, including on social networking sites and in chat rooms; proper online social  
27 etiquette; protection from online predators and personal safety; and how to recognize and  
28 respond to cyberbullying and other threats.  
29  
30 5. The system administrator and principal shall monitor student Internet access.  
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32  
33

34 Legal Reference: Children’s Internet Protection Act, P.L. 106-554  
35 Broadband Data Services Improvement Act/Protecting Children in  
36 the 21<sup>st</sup> Century Act of 2008 (P.L. 110-385)  
37 20 U.S.C. § 6801, et seq. Language instruction for limited English  
38 proficient and immigrant students  
39 47 U.S.C. § 254(h) and (l) Universal service  
40

41 Procedure History:

42 Adopted on:  
43 Reviewed on:  
44 Revised:

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**PERSONNEL**

Applicability of Personnel Policies

Except where expressly provided to the contrary, personnel policies apply uniformly to the employed staff of the District. However, where there is a conflict between terms of a collective bargaining agreement and District policy, the terms of the collective bargaining agreement shall prevail for staff covered by that agreement.

Board policies will govern when a matter is not specifically provided for in an applicable collective bargaining agreement.

Each personnel position in the District will be directed by a position description that delineates the responsibilities of the employee. The employee will receive the position description with the employment contract. Position descriptions are available upon request. The Board of Trustees will regularly review the position descriptions.

Professional Development

If not otherwise addressed in the applicable collective bargaining agreements, the Board shall establish an advisory committee to evaluate the District’s current school year professional development plan; and develop and recommend a plan for the subsequent school year. The advisory committee shall include, but not be limited to, trustees, administrators, and teachers. A majority of the committee shall be teachers. Each school year the Board shall adopt a professional development plan for the subsequent school year based on the recommendation of the advisory committee that meets the requirements of ARM 10.55.714.

Legal Reference:     § 39-31-102, MCA     Chapter not limit on legislative authority  
                          ARM 10.55.701(d)     Board of Trustees  
                          ARM 10.55.714     Professional Development

Policy History:

Adopted on:  
Reviewed on:  
Revised on:

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

2  
3 **PERSONNEL**

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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  
9 of their employment. Where applicable, employees will abide by and honor the professional  
10 educator code of conduct.

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

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

28  
29 Further, employees are expected to hold confidential all information deemed not to be for public  
30 consumption as determined by state law and Board policy. Employees also will respect the  
31 confidentiality of people served in the course of an employee's duties and use information gained  
32 in a responsible manner. The Board may discipline, up to and including discharge, any  
33 employee who discloses confidential and/or private information learned during the course of the  
34 employee's duties or learned as a result of the employee's participation in a closed (executive)  
35 session of the Board. Discretion should be used even within the school system's own network of  
36 communication and confidential information should only be communicated on a need to know  
37 basis. Employees shall not record or cause to be recorded a conversation by use of a hidden  
38 electronic or mechanical device which may include any combination of audio or video that  
39 reproduces a human conversation without the knowledge of all parties to the conversation.

40  
41 Administrators and supervisors may set forth specific rules and regulations governing staff  
42 conduct on the job within a particular building.

43  
44 Firearms and Weapons

45  
46 Employees of the District shall not injure or threaten to injure another person; damage another's

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4 property or that of the District; or possess any firearm or other non-firearm weapon on school  
5 property at any time.

6  
7 For the purposes of this policy, the term “firearm” means (A) any weapon which will or is  
8 designed to or may readily be converted to expel a projectile by the action of an explosive; (B)  
9 the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any  
10 destructive device pursuant to

11  
12 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921  
13 (16). For purposes of this policy, “non-firearm weapon” means any object, device, or instrument  
14 designed as a weapon or through its use is capable of intimidating threatening or producing  
15 bodily harm or which may

16  
17 be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake or  
18 facsimile weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars;  
19 explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains;  
20 arrows; and objects that have been modified to serve as a weapon.

21  
22 District administrators are authorized to appropriate action, as circumstances warrant, to enforce  
23 this section of the policy including but not limited to requesting the assistance of law  
24 enforcement in accordance with Montana law.

25  
26 For the purposes of this policy, “school property” means within school buildings, in vehicles  
27 used for school purposes, or on owned or leased school land or grounds. “Building” specifically  
28 means a combination of any materials, whether mobile, portable, or fixed, to form a structure and  
29 the related facilities for the use or occupancy by persons or property owned or leased by a local  
30 school district that are used for instruction or for student activities as specified in Section 50-60-  
31 101(2), MCA and Section 45-8-361, MCA. The term is construed as though followed by the  
32 words "or part or parts of a building" and is considered to include all stadiums, bleachers, and  
33 other similar outdoor facilities, whether temporary or permanently fixed.

34  
35 This section does not apply to a law enforcement officer acting in the officer’s official capacity  
36 or an individual previously authorized by the Board of Trustees to possess a firearm or weapon  
37 in a school building.

38  
39 The Board of Trustees shall annually review this policy and update this policy as determined  
40 necessary by the trustees based on changing circumstances pertaining to school safety.

41  
42 Cross Reference: Professional Educators of Montana Code of Ethics  
43 5121 Applicability of Personnel Policies  
44 3311 Firearms and Weapons  
45 5232 Abused and Neglected Children  
46 4332 Conduct on School Property

1		
2	Legal Reference:	§ 20-1-201, MCA
3		Title 2, Chapter 2, Part 1
4		§ 39-2-102, MCA
5		§ 45-8-361, MCA
6		
7		§ 45-5-501, MCA
8		§ 45-5-502, MCA
9		ARM 10.55.701(2)(d)
10		<u>§ 45-8-213, MCA</u>
11		
12	<u>Policy History:</u>	
13	Adopted on:	
14	Reviewed on:	
15	Revised on:	

School officers not to act as agents  
Standards of Conduct  
What belongs to employer  
Possession or allowing possession of  
a weapon in a school building  
Definitions  
Sexual Assault  
Board of Trustees  
Privacy in communications



3  
4 **PERSONNEL**

6 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

7  
8 School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program  
9 that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.

10  
11 Other persons who drive vehicles designed to transport sixteen (16) or more passengers,  
12 including the driver, are likewise subject to the drug and alcohol testing program.

13  
14 Testing procedures and facilities used for the tests shall conform with the requirements of the  
15 Code of Federal Regulations, Title 49, §§ 40, et seq.

16  
17 Pre-Employment Tests

18  
19 Tests shall be conducted before the first time a driver performs any safety-sensitive function for  
20 the District. Safety-sensitive functions include all on-duty functions performed from the time a  
21 driver begins work or is required to be ready to work, until he/she is relieved from work and all  
22 responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and  
23 servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or  
24 obtaining and waiting for help with a disabled vehicle; performing driver requirements related to  
25 accidents; and performing any other work for the District or paid work for any entity.

26  
27 The tests shall be required of an applicant only after he/she has been offered the position.

28  
29 Exceptions may be made for drivers who have had the alcohol test required by law within the  
30 previous six (6) months and participated in the drug testing program required by law within the  
31 previous thirty (30) days, provided that the District has been able to make all verifications  
32 required by law.

33  
34 Post-Accident Tests

35  
36 Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable  
37 on any driver:

- 38 1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident  
39 involved loss of human life; or  
40 2. Who receives a citation within 8 hours of the occurrence under state or local law, for a  
41 moving traffic violation arising from the accident if the accident involved:  
42 (i) Bodily injury to any person who, as a result of the injury, immediately receives  
43 medical treatment away from the scene of the accident; or  
44 (ii) One or more motor vehicles incurring disabling damage as a result of the  
45 accident, requiring the motor vehicle to be transported away from the scene by a  
46 tow truck or other motor vehicle.  
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4 Disabling damage under the law means damage which precludes departure of a motor  
5 vehicle from the scene of the accident in its usual manner in daylight after simple  
6 repairs.  
7

8 Accidents will be reported to the Superintendent or designee immediately. Drivers shall make  
9 themselves readily available for testing, absent the need for immediate medical attention. No  
10 such driver shall use alcohol for eight (8) hours after the accident, or until after he/she undergoes  
11 a post-accident alcohol test, whichever occurs first. If an alcohol test is not administered within  
12 two (2) hours or if a drug test is not administered within thirty-two (32) hours, the District shall  
13 prepare and maintain records explaining why the test was not conducted. Tests will not be given  
14 if not administered within eight (8) hours after the accident for alcohol or within thirty-two (32)  
15 hours for drugs. Tests conducted by authorized federal, state, or local officials will fulfill post-  
16 accident testing requirements, provided they conform to applicable legal requirements and are  
17 obtained by the District. Breath tests will validate only the alcohol test and cannot be used to  
18 fulfill controlled substance testing obligations.  
19

#### 20 Random Tests

21

22 Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for  
23 alcohol shall be conducted just before, during, or just after the performance of safety-sensitive  
24 functions. The number of random alcohol tests annually must equal twenty-five percent (25%)  
25 of the average number of driver positions. The number of random drug tests annually must equal  
26 fifty percent (50%) of the average number of driver positions. Drivers shall be selected by a  
27 scientific random process, and each driver shall have an equal chance of being tested each time.  
28

#### 29 Reasonable Suspicion Tests

30

31 Tests shall be conducted when a supervisor or District official trained in accordance with law has  
32 reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This  
33 reasonable suspicion must be based on specific, contemporaneous, articulable observations  
34 concerning the driver's appearance, behavior, speech, or body odors. The observations may  
35 include indications of the chronic and withdrawal effects of controlled substances.  
36

37 Alcohol tests are authorized for reasonable suspicion only if the required observations are made  
38 during, just before, or just after the period of the work day when the driver must comply with  
39 alcohol prohibitions. An alcohol test may not be conducted by the person who determines that  
40 reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within  
41 two (2) hours of a determination of reasonable suspicion, the District shall prepare and maintain  
42 a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate  
43 after eight (8) hours.  
44

45 A District official who makes observations leading to a controlled substance reasonable  
46 suspicion test shall make a written record of observations within twenty-four (24) hours of the  
47 observed behavior or before the results of the drug test are released, whichever is earlier.

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4 Enforcement

5 Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up  
6 test shall not perform or continue to perform safety-sensitive functions.

7  
8 Drivers who test positive for alcohol or drugs shall be subject to disciplinary action up to and  
9 including termination of employment.

10  
11 A driver who violates District prohibitions related to drugs and alcohol shall receive from the  
12 District the names, addresses, and telephone numbers of substance abuse professionals and  
13 counseling and treatment programs available to evaluate and resolve drug and alcohol-related  
14 problems. The employee shall be evaluated by a substance abuse professional who shall  
15 determine what help, if any, the driver needs in resolving such a problem. Any substance abuse  
16 professional who determines that a driver needs assistance shall not refer the driver to a private  
17 practice, person, or organization in which he/she has a financial interest, except under  
18 circumstances allowed by law.

19  
20 An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated  
21 by a substance abuse professional to determine that he/she has properly followed the prescribed  
22 rehabilitation program and shall be subject to unannounced follow-up tests after returning to  
23 duty.

24  
25 Return-to-Duty Tests

26  
27 A drug or alcohol test shall be conducted when a driver who has violated the District's drug or  
28 alcohol prohibition returns to performing safety-sensitive duties.

29  
30 Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function  
31 until the return-to-duty drug test produces a verified negative result.

32  
33 Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function  
34 until the return-to-duty alcohol test produces a verified result that meets federal and District  
35 standards.

36  
37 Follow-Up Tests

38  
39 A driver who violates the District's drug or alcohol prohibition and is subsequently identified by  
40 a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall  
41 be subject to unannounced follow-up testing as directed by the substance abuse professional in  
42 accordance with law. Follow-up alcohol testing shall be conducted just before, during, or just  
43 after the time when the driver is performing safety-sensitive functions.

44  
45 Records

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47 Employee drug and alcohol test results and records shall be maintained under strict

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4 confidentiality and released only in accordance with law. Upon written request, a driver shall  
5 receive copies of any records pertaining to his/her use of drugs or alcohol, including any records  
6 pertaining to his/her drug or alcohol tests. Records shall be made available to a subsequent  
7 employer or other identified persons only as expressly requested in writing by the driver.  
8

9 Notifications

10  
11 Each driver shall receive educational materials that explain the requirements of the Code of  
12 Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and  
13 regulations for meeting these requirements. Representatives of employee organizations shall be  
14 notified of the availability of this information. The information shall identify:  
15

- 16 1. The person designated by the District to answer driver questions about the materials;
- 17  
18 2. The categories of drivers who are subject to the Code of Federal Regulations, Title 49,  
19 Part 382;
- 20  
21 3. Sufficient information about the safety-sensitive functions performed by drivers to make  
22 clear what period of the work day the driver is required to comply with Part 382;
- 23  
24 4. Specific information concerning driver conduct that is prohibited by Part 382;
- 25  
26 5. The circumstances under which a driver will be tested for drugs and/or alcohol under Part  
27 382;
- 28  
29 6. The procedures that will be used to test for the presence of drugs and alcohol, protect the  
30 driver and the integrity of the testing processes, safeguard the validity of test results, and  
31 ensure that test results are attributed to the correct driver;
- 32  
33 7. The requirement that a driver submit to drug and alcohol tests administered in accordance  
34 with Part 382;
- 35  
36 8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the  
37 attendant consequences;
- 38  
39 9. The consequences for drivers found to have violated the drug and alcohol prohibitions of  
40 Part 382, including the requirement that the driver be removed immediately from safety-  
41 sensitive functions and the procedures for referral, evaluation, and treatment;
- 42  
43 10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater  
44 but less than 0.04;
- 45  
46 11. Information concerning the effects of drugs and alcohol on an individual's health, work,  
47 and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a

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4 coworker's); and available methods of intervening when a drug or alcohol problem is  
5 suspected, including confrontation, referral to an employee assistance program, and/or  
6 referral to management; and  
7

8 12. The requirement that the following personal information collected and maintained under  
9 this part shall be reported to the Commercial Driver's License Drug and Alcohol  
10 Clearinghouse:

- 11  
12 A. A verified positive, adulterated, or substituted drug test result;  
13  
14 B. An alcohol confirmation test with a concentration of 0.04 or higher;  
15  
16 C. A refusal to submit to any test required by law;  
17  
18 D. An employer's report of actual knowledge, as defined in law;  
19  
20 E. On duty alcohol use;  
21  
22 F. Pre-duty alcohol use;  
23  
24 G. Alcohol use following an accident;  
25  
26 H. Controlled substance use;  
27  
28 I. A substance abuse professional report of the successful completion of the  
29 return-to-duty process;  
30  
31 J. A negative return-to-duty test; and  
32  
33 K. An employer's report of completion of follow-up testing.  
34

35 Drivers shall also receive information about legal requirements, District policies, and  
36 disciplinary consequences related to the use of alcohol and drugs.

37  
38 Each driver shall sign a statement certifying that he/she has received a copy of the above  
39 materials.  
40

41 Before any driver operates a commercial motor vehicle, the District shall provide him/her with  
42 post-accident procedures that will make it possible to comply with post-accident testing  
43 requirements.  
44

45 Before drug and alcohol tests are performed, the District shall inform drivers that the tests are  
46 given pursuant to the Code of Federal Regulations, Title 49, Part 382. This notice shall be  
47 provided only after the compliance date specified in law.

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The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within sixty (60) calendar days of being notified of the disposition of his/her employment application.

The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive.

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

Clearinghouse

The School District will comply with the requirements of the Commercial Driver's License Drug and Alcohol Clearinghouse. The School District and Transportation service providers are called upon to report DOT drug and alcohol testing program violations to the Clearinghouse. Drivers have been notified that any information subject to disclosure will be submitted to the Clearinghouse in accordance with this policy and applicable regulations.

Legal Reference:	49 C.F.R. Part 40	Procedures for Transportation Workplace Drug and Alcohol Testing
	49. C.F.R. Part 382	Controlled Substances and Alcohol Use and Testing

Policy History:

- Adopted on:
- Reviewed on:
- Revised on:

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

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3         **PERSONNEL**

5314

4  
5         Substitutes

6  
7         The Board will regularly approve a list of acceptable substitutes for classified and certified staff that  
8         meet the guidelines as prescribed in this policy. Appearance on the substitute list authorizes the  
9         administration to call upon a substitute to temporarily work for the District, but does not guarantee  
10        employment.

11  
12        All substitute ~~teachers~~ employees will be required to undergo fingerprint and background checks.  
13        All substitute employees are subject to District Policies during their term of service to the District.  
14        All substitute employees shall abide by student and staff confidentiality standards during their term  
15        of service to the District.

16  
17        Substitute Certified Staff

18  
19        The Board authorizes the use of substitute teachers that appear on the list to replace teachers who are  
20        temporarily absent. The principal shall arrange for the substitute to work for the absent teacher.  
21        Under no condition is a teacher to select or arrange for their own substitute. A substitute teacher may  
22        be employed to carry on a teacher’s duties not to exceed 35 consecutive teaching days.

23  
24        If the absence of the regular, licensed or authorized teacher continues for more than 35 consecutive  
25        teaching days, the board of trustees shall place a licensed teacher under contract or seek an  
26        emergency authorization of employment. ~~in accordance with Administrative Rules of Montana~~  
27        ~~10.57.107.~~

28  
29        The Board annually establishes a daily rate of pay for substitute teachers. No fringe benefits are  
30        given to substitute teachers.

31  
32        Substitutes for Classified Staff

33  
34        The Board authorizes the use of substitute employees that appear on the list to replace classified  
35        employees who are temporarily absent. The principal shall arrange for the substitute to work for the  
36        absent employee. Under no condition is an employee to select or arrange for their own substitute.

37  
38        Substitutes for classified positions will be paid by the hour. When a classified employee is called  
39        upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of pay is  
40        higher.

41  
42        Legal Reference:        10.55.716, ARM                               Substitute teachers  
43                                10.57.107, ARM                               Emergency Authorization of Employment

44        Policy History:

45        Adopted on:  
46        Reviewed on:  
47        Revised on:

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

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3 **PERSONNEL**

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4  
5 Leaves of Absence

6  
7 Sick and Bereavement Leave

8  
9 Certified employees will be granted sick leave according to terms of their collective bargaining  
10 agreement.

11  
12 Classified employees will be granted sick leave benefits in accordance with § 2-18-618, MCA.  
13 For classified staff, “sick leave” is defined as a leave of absence, with pay, for a sickness  
14 suffered by an employee or an employee’s immediate family. Sick leave may be used by an  
15 employee when they are unable to perform job duties because of:

- 16  
17 • A physical or mental illness, injury, or disability;
- 18  
19 • Maternity or pregnancy-related disability or treatment, including prenatal care, birth, or  
20 medical care for the employee or the employee’s child;
- 21  
22 • Parental leave for a permanent employee as provided in § 2-18-606, MCA;
- 23  
24 • Quarantine resulting from exposure to a contagious disease;
- 25  
26 • Examination or treatment by a licensed health care provider;
- 27  
28 • Short-term attendance, in an agency’s discretion, to care for a person (who is not the  
29 employee or a member of the employee’s immediate family) until other care can  
30 reasonably be obtained;
- 31  
32 • Necessary care for a spouse, child or parent with a serious health condition, as defined in  
33 the Family and Medical Leave Act of 1993; or
- 34  
35 • Death or funeral attendance of an immediate family member or, at an agency’s discretion,  
36 another person.

37  
38 Nothing in this policy guarantees approval of the granting of such leave in any instance. The  
39 District will judge each request in accordance with this policy and governing collective  
40 bargaining agreements.

41  
42 It is understood that seniority will accumulate while a teacher or employee is utilizing sick leave  
43 credits. Seniority will not accumulate, unless an employee is in a paid status. Abuse of sick leave  
44 is cause for disciplinary action up to and including termination of employment. The  
45 administration is authorized to request documentation or evidence supporting a leave request.  
46



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4 Immediate family is defined as an employee's spouse and any member of the employee's  
5 household, or any parent, child, grandparent, grandchild, or corresponding in-law.  
6

7 Personal and Emergency Leave  
8

9 Teachers will be granted personal and emergency leave according to terms of the current  
10 collective bargaining agreement. Upon recommendation of the Superintendent, and in  
11 accordance with law and District policy, classified staff may be granted personal leave pursuant  
12 to the following conditions:  
13

- 14 1. Leave will be without pay unless otherwise stated. If leave is to include expenses payable  
15 by the District, leave approval will so state.  
16
- 17 2. Leave will be granted only in units of half (½) or full days.  
18
- 19 3. Notice of at least one (1) week is required for any personal leave of less than one (1)  
20 week; notice of one (1) month is required for any personal leave exceeding one (1) week.  
21
- 22 4. With approval of the Board, the Superintendent has the flexibility, in unusual or  
23 exceptional circumstances, to grant personal leave to employees not covered by sick or  
24 annual leave. The employee will not receive fringe benefits during any personal leave of  
25 greater than fifteen (15) days. During the leave, the employee may pay the District's  
26 share of any insurance benefit program in order to maintain those benefits, provided that  
27 is acceptable to the insurance carrier. Staff using personal leave will not earn any sick  
28 leave or annual leave credits or any other benefits during the approved leave of absence.  
29

30 Civic Duty Leave  
31

32 Leaves for service on either a jury or in the Legislature will be granted in accordance with state  
33 and federal law.  
34

35 An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to  
36 receive regular salary or to take annual leave during jury time. An employee who elects not to  
37 take annual leave, however, must remit to the District all juror and witness fees and allowances  
38 (except for expenses and mileage). The District may request the court to excuse an employee  
39 from jury duty when an employee is needed for proper operation of the school.  
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Legal Reference:	42 U.S.C §2000e § 2-18-601(15), MCA	Equal Employment Opportunities Definitions
	§ 2-18-618, MCA	Sick leave
	§ 2-18-619, MCA	Jury Duty – Service as Witness
	§ 39-2-104, MCA	Mandatory Leave of Absence for employees Holding public office
	§ 49-2-310, MCA	Maternity leave – unlawful acts of employers
	§ 49-2-311, MCA	Reinstatement to job following pregnancy- related leave of absence

Policy History:

Adopted on:

Reviewed on:

Revised on:

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

2  
3 **PERSONNEL**

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4  
5 Employee use of Electronic Mail, Internet, Networks, and District Equipment

6  
7 The District equipment, e-mail and Internet systems are intended to be used for educational  
8 purposes only, and employees have no expectation of privacy. Employees have no expectation  
9 of privacy in district owned technology equipment, including but not limited to district-owned  
10 desktops, laptops, memory storage devices, and cell phones.

11  
12 Users of District equipment, e-mail and Internet systems are responsible for their appropriate  
13 use. All illegal and improper uses of the equipment, e-mail, and Internet system, including but  
14 not limited to network etiquette violations including mail that degrades or demeans other  
15 individuals, pornography, obscenity, harassment, solicitation, gambling, and violating copyright  
16 or intellectual property rights, are prohibited. Abuse of the equipment, e-mail, or Internet  
17 systems through personal use, or use in violation of the law or District policies, will result in  
18 disciplinary action, up to and including termination of employment.

19  
20 All e-mail/Internet records are considered District records and should be transmitted only to  
21 individuals who have a need to receive them. If the sender of an e-mail or Internet message does  
22 not intend for the e-mail or Internet message to be forwarded, the sender should clearly mark the  
23 message “Do Not Forward.”

24  
25 To keep District equipment, e-mail and Internet systems secure, users shall not leave the terminal  
26 “signed on” when unattended and may not leave their password available in an obvious place  
27 near the terminal or share their password with anyone except the system administrator. The  
28 District reserves the right to bypass individual passwords at any time and to monitor the use of  
29 such systems by employees.

30  
31 Additionally, District equipment, records and e-mail/Internet records are subject to disclosure to  
32 law enforcement or government officials or to other third parties through subpoena or other  
33 process.

34  
35 Consequently, the District retains the right to access stored records in cases where there is  
36 reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose  
37 all information sent over the District e-mail systems for any legally permissible reason, including  
38 but not limited to determining whether the information is a public record, whether it contains  
39 information discoverable in litigation, and to access District information in the employee’s  
40 absence. Employee e-mail/Internet messages may not necessarily reflect the views of the  
41 District.

42  
43 All District employees should be aware that e-mail messages can be retrieved, even if they have  
44 been deleted, and that statements made in e-mail communications can form the basis of various  
45 legal claims against the individual author or the District.

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All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. E-mail sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored.

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

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

2  
3 **Financial Management**

7265

4  
5 Use of Enhanced Tax Credit Receipts

6  
7 On receiving a donation from an enhanced tax credit, the District shall seek preapproval, in a  
8 manner prescribed by the Department of Revenue (DOR), that the amount of tax credit sought by  
9 the taxpayer is available under the aggregate limit set in statute. Upon preapproval by the DOR,  
10 the District shall issue a receipt, in a form prescribed by the DOR, to each contributing taxpayer  
11 indicating the value of the donation received and documenting the preapproval of the credit.

12  
13 The District shall use the funds received from an enhanced tax credit for innovative educational  
14 programs specified in law which are defined as:

- 15 (a) transformational learning as defined in Section 20-7-1602, MCA;
- 16 (b) advanced opportunity as defined in Section 20-7-1503, MCA;
- 17 (c) any program, service, instructional methodology, or adaptive equipment used to expand  
18 opportunity for a child with a disability as defined in Section 20-7-401, MCA;
- 19 (d) any courses provided through work-based learning partnerships or for postsecondary  
20 credit or career certification under Policy 2600; and
- 21 (e) technology enhancements, including but not limited to any expenditure incurred for  
22 purposes specified in Section 20-9-533, MCA.

23  
24 Legal Reference: Title 15, Chapter 30, Part 31, MCA- Tax Credit for Qualified Education  
25 Contributions

26  
27  
28 Policy History:

29 Adopted on:

30 Reviewed on:

31 Revised on:

32

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

2  
3 **NONINSTRUCTIONAL OPERATIONS**

8300

4  
5 Risk Management

6  
7 The Board believes that the District must identify and measure risks of loss which may result from  
8 damage to or destruction of District property or claims against the District by persons claiming to have  
9 been harmed by action or inaction of the District, its officers or staff. The District will implement a risk  
10 management program to reduce or eliminate risks where possible and to determine which risks the  
11 District can afford to assume. Such program will consider the benefits, if any, of joining with other units  
12 of local government for joint purchasing of insurance, joint self-insuring, or joint employment of a risk  
13 manager. The Board will assign primary responsibility for administration and supervision of the risk  
14 management program to a single person and will review the status of the risk management program each  
15 year.

16  
17 The District will purchase surety bonds for the Clerk, and such other staff and in such amounts as the  
18 Board shall from time to time determine to be necessary for honest performance of the staff in the conduct  
19 of the District’s financial operations.

20  
21 Security

22  
23 Security means not only maintenance of buildings, but also protection from fire hazards, intruders,  
24 damage, vandalism, and faulty equipment. The District shall implement safe practices in the use of  
25 electrical, plumbing, and heating equipment. The Board requires close cooperation with local police, fire,  
26 and sheriff departments and with insurance company inspectors.

27  
28 Access to school buildings and grounds outside of regular school hours shall be limited to staff who have  
29 work requiring access. An adequate key control system shall be established which shall limit access to  
30 buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

31  
32 Records and funds shall be kept in a safe place and under lock and key when required.

33  
34 Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism  
35 shall be installed when appropriate to the individual situation. Employment of security officers may be  
36 approved in situations where special risks are involved. All incidents of vandalism, unauthorized access  
37 and burglary shall be reported to the Superintendent immediately and to law enforcement agencies as  
38 appropriate.

39	Legal Reference:	§ 20-6-608, MCA	Authority and duty of trustees to insure district property
40		§ 20-3-331, MCA	Purchase of insurance – self-insurance plan
41		§§ 2-9-101, et seq., MCA	Liability Exposure
42		§ 2-9-211, MCA	Political subdivision insurance
43		§ 2-9-501, MCA	Application – bonds excepted
44			

45  
46  
47 Policy History:

48 Adopted on:

49 Reviewed on:

50 Revised on:

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

2  
3 **NONINSTRUCTIONAL OPERATIONS**

8502

Page 1 of 4

4  
5 Construction and Repairs

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

- 11
- 12 (a) Location and detail of classrooms used for science or science laboratories,-consumer  
13 science, art classrooms, art supply rooms, mechanic/carpentry, and industrial arts,  
14 including location and ventilation detail of lockable storage area of chemicals and  
15 other hazardous products;
  - 16 (b) Location and detail of janitorial facilities;
  - 17 (c) Specifications for the sewage treatment and disposal system to serve the school unless  
18 previously approved;
  - 19 (d) Specifications for the water supply to serve the school unless previously approved;
  - 20 (e) Locations for all emergency eyewash and shower stations, which shall  
21 meet the American National Standard for Emergency Eyewash and Shower  
22 Equipment;
  - 23 (f) Location and detail of laundry facilities including description of equipment  
24 and a flow chart indicating the route of laundry through sorting, washing,  
25 drying, ironing, folding, and storage;
  - 26 (g) Specifications for the final finishes of floors, walls and ceilings in toilet,  
27 locker and shower rooms, laundries, and janitorial closets;
  - 28 (h) Statement from the designer of the facilities that lighting capable of meeting the  
29 minimum requirements of ARM 37.111.830 will be provided;
  - 30 (i) Location and detail of the solid waste storage facilities;
  - 31 (j) name of DEQ-approved sanitary landfill which will receive solid waste from the  
32 school;
  - 33 (k) Specifications for a food service to serve the school unless the food service has  
34 been previously approved by the DPHHS and/or local health authority;
  - 35 (l) Any other information requested by the DPHHS or local health authority  
36 relating to the health, sanitation, safety, and physical well-being of the teachers,  
37 staff, and students;
  - 38 (m) Specifications for any new or modified playground equipment, which shall comply with  
39 the standards of the United States Consumer Product Safety Commission's 2010  
40 Handbook for Public Playground Safety and the requirements of the 2010 ADA  
41 Standards for Accessible Design;
  - 42 (n) Specifications for any new or modified air intakes;
  - 43 (o) Specifications for any radon-resistant technique used in the building process;
  - 44 (p) Documentation reflecting how the topography of the site will permit good drainage  
45 of surface water away from the school building to eliminate significant areas of  
46 standing water and infiltration of surface water into the school building;
  - 47 (q) Specifications showing all chemical storage areas in new construction will be  
48 constructed to maintain negative air pressure to eliminate contamination of the  
49 school's indoor air quality by being vented to the outside of the building;

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3
- 4 (r) Specifications showing gas supply lines serving science laboratories, consumer  
5 science, industrial arts, and other rooms utilizing multiple outlets will have a  
6 master shut-off valve that is readily accessible to the instructor or instructors-in-  
7 charge without leaving the classroom or storage area;
- 8 (s) Specifications showing industrial arts classrooms or buildings and other rooms  
9 using electrically will operated instruction equipment which presents a significant  
10 safety hazard to the student utilizing such equipment shall be supplied with a  
11 master electric switch readily accessible to the instructor or instructors-in-charge  
12 without leaving the classroom or storage area.
- 13 (t) Specifications showing that janitorial storage spaces will be lockable, have  
14 sufficient storage are for equipment and chemicals; and be vented to the outside of  
15 the building.
- 16 (u) Specifications showing that hot and cold water shall be provided to handwashing  
17 sinks and shower facilities. Hot water shall not be below 100° F nor exceed a  
18 temperature of 120° F.
- 19 (v) Documentation showing DPHHS the use of radon prevention strategies in new  
20 construction.

21  
22 The District shall not commence construction until all plans required by this policy been  
23 approved by DPPHS or the local health authority. Construction shall be in accordance with the  
24 plans as approved unless permission is granted in writing by the DPHHS or the local health  
25 authority to make changes.

26  
27 Change of Use in Existing Building

28  
29 The District shall not use an existing building not currently utilized as a school without the prior  
30 approval of the DPHHS or the local health authority. The District shall comply with this policy  
31 when modifying a building in order to be utilized as a school.

32  
33 The District is authorized to use of modular or mobile buildings in response to temporary or  
34 permanent closure of the existing school facility, segments thereof, or classroom overflow when  
35 plans are submitted and approved by DPHHS or the local health authority.

36  
37 Contractor Assurance

38  
39 No contract shall be let to any contractor who is not licensed or registered as required by the laws of  
40 this state. Nor shall a contractor be granted a contract unless a statement is submitted and sworn to  
41 which states that the contractor is in compliance with the state laws relating to prevailing wage,  
42 non-collusion, and residence requirements for public works and with state and federal laws relating  
43 to non-discrimination in hiring. A statement to this effect must be a part of every appropriate  
44 contract.

45  
46 No contract shall be let to any contractor if the provision conflicts with the provisions of § 20-9-  
47 204.



#### Contractor Surety Bonds and Insurance

A bid bond must accompany each contractor's bid or other security authorized by state law in the amount of at least ten (10) percent of the total bid amount, excluding taxes. Any bid, which is not successful, shall entitle the bidder to a refund of its security or bond. The successful bidder shall have his/her bond or security retained until such a time as it is determined that the bidder shall complete the contract. All bids received shall specify whether the District or the contractor shall carry fire, liability, or other insurance during construction.

The successful bidder is required to execute and deliver to the Board a good and sufficient performance bond with two (2) or more sureties or a surety company which shall state that the contractor shall execute and faithfully perform the provisions of the contract and shall pay all subcontractors and material men as required by law.

#### Architect and Engineering Services

The Superintendent shall invite architects and/or engineers to express interest in performing such necessary planning services for the District. Advertising shall be designed to reach a wide geographical area to help insure gender and minority applicant consideration.

Interested firms will be requested to submit a state of qualifications and performance data to enable the Board to determine which architectural or engineering firm will best serve the needs of the District. Criteria for selection of a firm shall include, but not be limited to, quality and breadth of staff, design of similar projects, production capability, supervision and quality control, relationship with clients, cost estimates and budget control.

The Superintendent is directed to establish necessary procedures to solicit and screen qualified engineers and architects. The Superintendent shall recommend one or more firms to the Board for its consideration. The Board and the successful architectural or engineering firm shall enter into a contract for the necessary services. In the event the Board and the selected firm are unable to negotiate a fair and reasonable fee, the trustees may select another firm provided reasonable public notice of the selection is given.

#### Educational Specifications

Facilities shall be designed to accommodate the educational and instructional needs of the District. The professional experience and judgment of staff shall be solicited in developing such educational specifications. The law requires that special attention be given to accessibility to the education program by students of both genders and those with disabilities. The Superintendent shall see that all construction projects comply with the requirements for accessibility for individuals with disabilities and comparability between the genders. The architect shall be responsible for ensuring compliance with state and federal laws including access for individuals with disabilities and requirements for gender comparability.

When the Board considers major remodeling or building a facility, it shall endeavor to seek facility expertise in all affected program areas as well as comments from faculty, students, and community.

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Legal Reference:	§ 2-2-303, MCA	Agreements to appoint relative to office
	§ 18-2-402, MCA	Standard prevailing rate of wages
	§ 18-2-430, MCA	Preference of Montana labor in public works - wages
	§ 18-2-404, MCA	Approval of contract – bond
	§ 18-2-201, MCA, et seq	<u>Performance, Labor, and Material bonds</u>
	§ 20-9-204, MCA	Conflicts of interest, letting contracts and calling for bids
	§50-1-206, MCA	Regulation in schools on matters of health
	<u>§20-6-631, MCA</u>	<u>When contracts for architectural services required</u>
	<u>§20-6-633, MCA</u>	<u>Hiring for architectural services authorized</u>
	37.111.804, ARM	Preconstruction Review
	37.111.805, ARM	Existing Building – Change of Use
	10.55.701(s), ARM	Board of Trustees
	10.55.701(l), ARM	Board of Trustees

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

**Student Attendance Agreements**

**2022-2023 School Year**

**Students attending school in Cascade from out of district**

<b>Helena School Dist. 7th-12th</b>	<b>R</b>	<b>BA</b>	<b>Grade</b>
Cloninger, Tannalee	X	X	8
Fowler, Mason	X	X	6
Gatch, Austin	X	X	10
Gatch, Nathan	X	X	12
King, Alex			6
Ligameri, Brant	X		9
Maulding, Colten			8
Otheim, Carsyn	X	X	10
Otheim, Carter			12
Park, Alexandria	X	X	7
Park, Cody	X	X	9
Park, Johnny	X	X	11

<b>Great Falls Dist. EK-12th</b>	<b>R</b>	<b>BA</b>	<b>Grade</b>
Brooks, Jason			6
Brown, Elisabeth	X	X	7
Brown, Emma	X	X	3
Hauk, Mackenzie	X	X	11
Hauk, Peyton	X	X	9
Madison, Brooke			K2
Waters, Kaydence			12

<b>Ulm School Dist. EK-8th</b>	<b>R</b>	<b>BA</b>	<b>Grade</b>
Bronson, Tyler	X	X	8
Faldzinski, Beau	X	X	6
Fuller, Jadon	X		7
Hastings, Reese	X		6
Kohn-Faldzinski, Natalie			8
Lange, Drake	X	X	8
Smith Bryson	X		7

<b>Wolf Creek School Dist. EK-6th</b>	<b>R</b>	<b>BA</b>	<b>Grade</b>
Brown, Ashlyn			2
Hunter, Izabel	X	X	5
Lisle, Dylan	X		K2
Lisle, Jo	X		2
Maulding, Trevor			3
Overduyn, Brayden	X		4
Sattler, Frank	X		3
Sattler, Levi	X		3
Sattler, Messina	X		
Thompson, Clay	X		4
Thompson, Sarah	X		1
Wirth, Laci	X		3
Wirth, Nicholas	X		4

<b>Augusta Elem/HS School Dist.</b>	<b>R</b>	<b>BA</b>	<b>Grade</b>
Golie, Brydger	X	X	7
Golie, Jacob	X	X	8

<b>Simms Elementary School District</b>	<b>R</b>	<b>BA</b>	<b>Grade</b>

<b>Sun River Valley District</b>	<b>R</b>	<b>BA</b>	<b>Grade</b>

Ulm students attend Cascade School when they are in the 9th grade  
 All Helena District (Wolf Creek, Craig area) students regardless of grade need an agreement.

**Cascade students attending school in another District**

<b>Great Falls Dist. EK-12th</b>	<b>R</b>	<b>BA</b>	<b>Grade</b>

"x" student attendance agreement received  
 R=SAA received  
 BA=SAA Board Approved  
 New agreement received since last Bd Mtg  
 7/15/2022

# **APPENDIX B**

## Consent Agenda

Section I – Meeting Minutes

Section II – Business Claims

Section III – Student Activity Account

# Regular Meeting

**DRAFT**

Cascade School District 3B  
Board of Trustees  
June 28, 2022 - 6:00 pm

## Board Members Present

### High School Board

John Rumney - Chair  
Iain McGregor - Vice Chair  
Ruth Mortag  
Rick Cummings  
Chris Wilson (via Zoom)  
Mark McKamey

### Elementary Board

John Rumney - Chair  
Iain McGregor - Vice Chair  
Ruth Mortag  
Rick Cummings  
Chris Wilson (via Zoom)

John Rumney - Board Chair, called the Board of Trustees meeting to order at 6:00 pm. The Board said the Pledge of Allegiance. Mr. Rumney asked for public comment on non-agenda items. There was no public comment.

## Staff Reports

- A. Michelle Price, Elementary Principal
  - a. Mandt Training for teachers - August
  - b. MTSS Training - Michelle & Amanda Brown attended
  - c. Training for new curriculum
  - d. Fastbridge Elementary results
- B. Karsen Drury, Business Manager
  - a. General Fund Budgets - sitting at 86% expended at the end of May, compared to the 4-year average of 87%.

## Board Report

- A. Negotiations Committee Report
- B. Board Training Hours

## New Business

- A. 2022 MTSBA Association Business Ballot  
Chris Wilson moved, seconded by Ruth Mortag to appoint Rick Cummings to complete the ballot on behalf of the board.  
Passed unanimously.
- B. Consideration of Recommendation for Middle School Teacher, Lynn Formell

Iain McGregor moved, seconded by Ruth Mortag to approve the recommendation to hire Lynn Formell as Middle School Teacher for SY2022-2023.

Passed unanimously.

C. Consideration of Recommendation for Bus Driver, Luke James

Rick Cummings moved, seconded by Iain McGregor to approve the recommendation to hire Luke James as Bus Driver SY2022-2023, contingent upon completion and passage of all state & District requirements.

Passed unanimously.

D. Consideration of Recommendation for Cook, Armando Romero

Ruth Mortag moved, seconded by Chris Wilson to approve the recommendation to Armando Romero for Cook for SY2022-2023.

Passed unanimously.

E. Consideration of Scoreboard Replacement Quotes

Chris Wilson moved, seconded by Iain McGregor to approve the scoreboard replacement quote for SY2022-2023.

Passed unanimously.

F. Consideration of Classified Salary Matrix Amendments

Iain McGregor moved, seconded by Ruth Mortag to approve the classified salary matrix amendments for SY2022-2023.

The amendments included a change to the bus driver pay. The pay was adjusted to \$20.00/hour with no guaranteed annual raises.

Passed unanimously.

G. Consideration of Transportation Supervisor Salary, Wiley Aker

Iain McGregor moved, seconded by Chris Wilson to approve the transportation supervisor salary, Wiley Aker for SY2022-2023.

Passed unanimously.

H. Consideration of Recommendation of Bus Routes, SY2022-2023

Ruth Mortag moved, seconded by Rick Cummings to approve the bus routes for SY2022-2023.

It was noted that the bus routes are subject to change prior to the county transportation meeting and prior to the start of school. The school board must approve routes in order to operate school transportation.

Passed unanimously.

I. Consideration of Kindergarten 1 Program

Chris Wilson moved, seconded by Ruth Mortag to approve the Kindergarten 1 program for SY2022-2023.

Passed unanimously.

- J. Consideration of Annual MSGIA Property and Liability Insurance Renewal FY2022-2023  
Chris Wilson moved, seconded by Mark McKamey to approve the annual MSGIA property and liability insurance renewal for SY2022-2023.  
Passed unanimously.
- K. Consideration of Annual MSGIA Workers Compensation Renewal FY2022-2023  
Ruth Mortag moved, seconded by Chris Wilson to approve the annual MSGIA workers compensation renewal for SY2022-2023.  
Passed unanimously.
- L. Consideration of Annual MTSBA Membership Renewal FY2022-2023  
Rick Cummings moved, seconded by Iain McGregor to approve the annual MTSBA membership renewal for SY2022-2023.  
Passed unanimously.
- M. District Account Authorization Update  
Chris Wilson moved, seconded by Ruth Mortag to approve the district account authorization update for SY2022-2023.  
Passed unanimously.
- N. Stockmens Bank Signature Updates  
Iain McGregor moved, seconded by Chris Wilson to approve the Stockmens bank signature updates for SY2022-2023.  
Passed unanimously.
- O. Resolution to Decommission Obsolete Property  
Ruth Mortag moved, seconded by Rick Cummings to approve the resolution to decommission obsolete property for SY2022-2023.  
Passed unanimously.
- P. Resolution to Cancel Stale or Outstanding Warrants  
Iain McGregor moved, seconded by Ruth Mortag to approve the resolution to cancel stale or outstanding warrants for SY2022-2023.  
Passed unanimously.
- Q. Resolution to Close Activity Account, Class of 2022  
Iain McGregor moved, seconded by Ruth Mortag to approve the resolution to close activity account, class of 2022 for SY2022-2023.  
Passed unanimously.

- R. Resolution to Open Activity Account, Class of 2026  
Chris Wilson moved, seconded by Mark McKamey to approve the resolution open activity account, class of 2026 for SY2022-2023.  
Passed unanimously.
- S. Resolution to Transfer to Compensated Absences Fund  
Ruth Mortag moved, seconded by Rick Cummings to approve the resolution to transfer to the compensated absences fund for SY2022-2023.  
Passed unanimously.
- T. Resolution to Transfer to Interlocal Agreement Fund  
Rick Cummings moved, seconded by Ruth Mortag to approve the resolution to transfer to the interlocal agreement fund for SY2022-2023.  
Passed unanimously.
- U. Consent Agenda (Appendix D)  
Chris Wilson moved, seconded by Iain McGregor to approve the consent agenda for SY2022-2023.  
Passed unanimously.

**Board Meeting Evaluation (I)**

- A. Complete evaluation and turn into Mr. Collins.

**Announcements (I)**

- A. Regular & Organizational School Board Meeting, June 19, 2022
- B. Upcoming Trainings

**Adjournment (A)**

At 7:31 pm Iain McGregor moved, seconded by Mark McKamey to adjourn. Passed unanimously.

\_\_\_\_\_  
John Rumney, Board Chair

\_\_\_\_\_  
ATTEST: Karsen Drury, District Clerk

Date Signed \_\_\_\_\_

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



\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7849	12256S	1809 MUST	793.00					
3		JUNE22 06/01/22 June Retiree Insurance - CM	755.00*		289	100-1000	260	
4		JUNE22 06/01/22 June Reitree Insurance - LC	38.00*		289	100-1000	260	
7850	12257S	1557 AMERICAN EXPRESS	106.64					
1		CC-685 05/29/22 Shipping - History Department	40.18		201	625		
UPS					CC Accounting: 201-	-100-2500-532		
2		CC-685 05/29/22 Shipping - History Department	66.46		201	625		
UPS					CC Accounting: 201-	-100-2500-532		
7851	12259S	1157 BUG DOCTOR	163.00					
1		8670 06/07/22 Pest Control	81.50		101	100-2600	340	
2		8670 06/07/22 Pest Control	81.50		201	100-2600	340	
7852	12258S	1564 BENEFIS HEALTH SYSTEM	987.02					
1		06/10/22 Student Therapy - FY22 Adjustm	987.02*		101 158	100-2100	340	
7853	12260S	1463 CASCADE COUNTY ELECTIONS	395.57					
1		2022 05/03/22 2022 Election Materials	197.79*		101	100-2500	610	
2		2022 05/03/22 2022 Election Materials	197.78*		201	100-2500	610	
7854	12274S	1724 NAAE	2,300.00					
1		C210666 12/21/21 CASE Institute: Ag Science	2,300.00*		215	451-1000	682	322
7855	12262S	1772 CENTURY LINK	1,934.33					
1		293887651 05/20/22 Internet	967.16		128	100-2580	530	
2		293887651 05/20/22 Internet	967.17*		228	100-2580	530	
7856	12261S	407 CENTURY LINK	0.24					
1		296685336 06/01/22 Long Distance - May 22	0.08		101	100-2580	531	
2		296685336 06/01/22 Long Distance - May 22	0.05		110	100-2580	531	
3		296685336 06/01/22 Long Distance - May 22	0.06		201	100-2580	531	
4		296685336 06/01/22 Long Distance - May 22	0.05		210	100-2580	531	
7857	12263S	2163 CENTURY LINK	115.08					
1		06/01/22 Phone Lines - June 22	39.12		101	100-2580	531	
2		06/01/22 Phone Lines - June 22	24.17		110	100-2580	531	
3		06/01/22 Phone Lines - June 22	26.47		201	100-2580	531	
4		06/01/22 Phone Lines - June 22	25.32		210	100-2580	531	

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
7858	12264S	3987 CULLIGAN	115.50						
1		05/31/22 Water Services	53.13*		101	100-2600	452		
2		05/31/22 Water Services	62.37*		201	100-2600	452		
7859	12265S	1433 DOUBLE G ENGRAVING	91.00						
1		DBLG21244 06/08/22 Student/Teacher Award Plaqu	91.00		201	100-2400	610		
7860	12266S	855 ENERGY WEST	6,385.25						
1		05/25/22 Gas - May 2022	3,128.77*		101	100-2600	411		
2		05/25/22 Gas - May 2022	1,085.49*		110	100-2600	411		
3		05/25/22 Gas - May 2022	957.79		201	100-2600	411		
4		05/25/22 Gas - May 2022	1,213.20*		210	100-2600	411		
7861	12267S	206 GENERAL DISTRIBUTING CO.	145.39						
1		0001126165 05/31/22 Welding Gases	145.39*		215	451-1000	610	322	
7862	12268S	1379 GREAT FALLS COLLEGE MSU	35.00						
1		22210 06/16/22 Accuplacers	35.00		201	100-2100	610		
7863	12269S	1501 GREAT FALLS MEDICAL SERVICES	320.00						
1		31333 06/15/22 DOT Physical - Skogley	80.00		110	100-2700	340		
2		31333 06/15/22 DOT Physical - Skogley	80.00		210	100-2700	340		
3		31296 06/10/22 DOT Physical - Correll	80.00		110	100-2700	340		
4		31296 06/10/22 DOT Physical - Correll	80.00		210	100-2700	340		
7864	12270S	3876 HOME DEPOT PRO INSTITUTIONAL	5,329.67						
1		687771477 05/26/22 Magic Erasers	22.18*		101	100-2600	610		
2		687771477 05/26/22 Magic Erasers	21.32*		201	100-2600	610		
3		683014898 05/02/22 Supplies	79.56*		101	100-2600	610		
4		683014898 05/02/22 Supplies	76.44*		201	100-2600	610		
5		684698426 05/10/22 Jonwood Waterborne	344.47*		101	100-2600	610		
6		684698426 05/10/22 Jonwood Waterborne	330.97*		201	100-2600	610		
7		684868474 05/11/22 Bona HD Floor Finish 5GL	1,284.53*		101	100-2600	610		
8		684868474 05/11/22 Bona HD Floor Finish 5GL	1,234.15*		201	100-2600	610		
9		686671207 05/20/22 Supplies	69.16*		101	100-2600	610		
10		686671207 05/20/22 Supplies	66.44*		201	100-2600	610		
11		687513242 05/25/22 Misc Supplies	682.73*		101	100-2600	610		
12		687513242 05/25/22 Misc Supplies	655.95*		201	100-2600	610		
13		688411560 06/01/22 Behr Paint	70.35*		101	100-2600	610		
14		688411560 06/01/22 Behr Paint	67.59*		201	100-2600	610		
15		-419.78 06/01/22 CREDIT - Bona HD Floor Finish	-214.09*		101	100-2600	610		
16		-419.78 06/01/22 CREDIT - Bona HD Floor Finish	-205.69*		201	100-2600	610		

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
17		690078639 06/09/22 Floor Finish	379.24*		101	100-2600	610		
18		690078639 06/09/22 Floor Finish	364.37*		201	100-2600	610		
7865	12271S	2076 JEROME'S BAND REPAIR	2,575.00						
1		2022 05/31/22 Instrument Repairs	1,287.50*		101	100-1000	440		
2		2022 05/31/22 Instrument Repairs	1,287.50*		201	100-1000	440		
7866	12273S	48 MEADOW GOLD GREAT FALLS	2,334.59						
1		624873 05/03/22 Dairy	700.53		112	910-3100	630	26	
2		625580 05/10/22 Dairy	697.27		112	910-3100	630	26	
3		626329 05/17/22 Dairy	670.66		112	910-3100	630	26	
4		627013 05/24/22 Dairy	266.13		112	910-3100	630	26	
7867	12275S	2788 NATIONAL LAUNDRY	316.75						
1		67271 05/04/22 Kitchen Supplies	63.11		112	910-3100	610		
2		69203 05/11/22 Kitchen Supplies	165.11		112	910-3100	610		
3		71024 05/18/22 Kitchen Supplies	59.02		112	910-3100	610		
4		72926 05/25/22 Kitchen Supplies	29.51		112	910-3100	610		
7868	12276S	400 NORTHWESTERN ENERGY	6,625.59						
1		06/07/22 Electricity - May 22	1,987.68		101	100-2600	412		
2		06/07/22 Electricity - May 22	1,457.63		110	100-2600	412		
3		06/07/22 Electricity - May 22	1,457.63		201	100-2600	412		
4		06/07/22 Electricity - May 22	1,722.65		210	100-2600	412		
7869	12278S	4495 PURCHASE POWER	246.51						
1		06/03/22 Postage	106.00*		101	100-2300	532		
2		06/03/22 Postage	140.51*		201	100-2300	532		
7870	12277S	2731 PITNEY BOWES	164.97						
1		3315802881 06/02/22 Postage Meter Lease	75.89		101	100-2500	452		
2		3315802881 06/02/22 Postage Meter Lease	89.08		201	100-2500	452		
7871	12279S	1710 REPUBLIC SERVICES	1,314.63						
1		0670000339 05/31/22 Disposal Services - June 2	657.31		101	100-2600	431		
2		0670000339 05/31/22 Disposal Services - June 2	657.32*		201	100-2600	431		

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7872	12280S	1691 SCHOOLHOUSE IT	3,949.00					
1		2315 06/01/22 Contract Tech Services	1,303.17		128	100-2580	355	
2		2315 06/01/22 Contract Tech Services	2,645.83		228	100-2580	355	
7873	12281S	616 SYSCO MONTANA INC.	2,462.26					
5		343776263 05/04/22 Food	806.24*		112	910-3100	630	
6		343787059 05/11/22 Food	672.83*		112	910-3100	630	
7		343800118 05/18/22 Food	983.19*		112	910-3100	630	
7874	12283S	1861 THRIVE PASS	26.00					
1		P8263 06/07/22 Dist Ins Share	26.00		101	100-1000	260	
7875	12284S	505 TOWN OF CASCADE	2,440.99					
1		05/24/22 Water/Sewer Services - May 22	756.70		101	100-2600	421	
2		05/24/22 Water/Sewer Services - May 22	585.84*		110	100-2600	421	
3		05/24/22 Water/Sewer Services - May 22	488.20		201	100-2600	421	
4		05/24/22 Water/Sewer Services - May 22	610.25*		210	100-2600	421	
7876	12282S	3734 THE CHEMNET CONSORTIUM	200.00					
1		113375 06/09/22 Drug Screening	100.00		110	100-2700	340	
2		113375 06/09/22 Drug Screening	100.00		210	100-2700	340	
7877	12285S	2047 US FOODS	5,939.68					
1		5980117 05/13/22 Food (CREDIT)	-22.45*		112	910-3100	630	
2		3866093 05/04/22 Food	1,240.91*		112	910-3100	630	
3		4034613 05/11/22 Food	1,460.30*		112	910-3100	630	
4		4199880 05/18/22 Food	2,587.72*		112	910-3100	630	
5		4516183 06/01/22 Food	617.26*		112	910-3100	630	
6		5980515 05/13/22 Snack (CREDIT)	-1.35*		115	434-1000	630	422
7		3866091 05/04/22 After School Nutritional Supp	36.33*		115	434-1000	630	422
8		4199875 05/18/22 After School Nutritional Supp	20.96*		115	434-1000	630	422
7878	12286S	1820 WALLFRED, CARRIE	404.11					
1		MAY2022 05/31/22 SpEd Transportation Reimb	351.40*		113	280-2700	514	
2		JUNE2022 06/30/22 SpEd Transportation Reimb	52.71*		113	280-2700	514	

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
7879	12288S	2726 WHALEN TIRE	190.60						
1		508520 04/26/22 Snow Tire Changeover	50.00*		110	100-2700	610		
2		508520 04/26/22 Snow Tire Changeover	50.00*		210	100-2700	610		
3		05/25/22 SC	45.30*		110	100-2700	610		
4		05/25/22 SC	45.30*		210	100-2700	610		
7881	12272S	3233 KEN'S REFRIGERATION	921.31						
1		25875 06/15/22 Freezer Maintenance/Repair	921.31		112	910-3100	440		
7882	12289S	1908 WILLIAM KIMMET	250.00						
1		06/20/22 Bus Front Bumper	125.00		110	100-2700	440		
2		06/20/22 Bus Front Bumper	125.00		210	100-2700	440		
7883	12287S	1270 WEX BANK	6,029.45						
1		81284460 05/31/22 May Fuel - Route	2,257.21*		110	100-2700	624		
2		81284460 05/31/22 May Fuel - Route	2,257.21*		210	100-2700	624		
3		81284460 05/31/22 May Fuel - Athletics	833.00*		201	720-3500	624		
4		81284460 05/31/22 May Fuel - Activities	242.03*		201	710-3400	624		
5		81284460 05/31/22 May Fuel - Drivers Ed	440.00*		218	100-1000	624		
7884	12290S	1310 BMO HARRIS COMMERCIAL CARD	13,608.99						
1		CC-686 05/10/22 Auto Scrubber Lease	171.36		101	621			
	MARLIN BUSINESS BANK				CC Accounting:	101-	-100-2600-350		
2		CC-686 05/10/22 Auto Scrubber Lease	171.36		201	621			
	MARLIN BUSINESS BANK				CC Accounting:	201-	-100-2600-350		
3		CC-686 05/16/22 HIS - Tribune Subscription	37.00		201	621			
	GREAT FALLS TRIBUNE				CC Accounting:	201-	-100-1000-640		
4		CC-686 05/26/22 Departing Staff Gifts	115.94		101	625			
	WALMART				CC Accounting:	101-	-100-2400-610		
5		CC-686 05/26/22 Departing Staff Gifts	115.94		201	625			
	WALMART				CC Accounting:	201-	-100-2400-610		
6		CC-686 05/26/22 Departing Staff Gifts	25.00		201	625			
	WALMART				CC Accounting:	201-	-100-2400-610		
7		CC-687 05/10/22 Planners	29.95		101	625			
	AMAZON.COM				CC Accounting:	101-	-100-2500-610		
8		CC-687 05/10/22 Amazon Business	3.74		128	625			
	AMAZON.COM				CC Accounting:	128-	-100-2500-682		
9		CC-687 05/10/22 Amazon Business	11.21		228	625			
	AMAZON.COM				CC Accounting:	228-	-100-2500-682		
10		CC-687 05/27/22 Chromebooks	2,325.88		115	625			566
	CDW GOVERNMENT				CC Accounting:	115-	-412-1000-682-566		
11		CC-687 05/27/22 Chromebooks	804.35		128	625			
	CDW GOVERNMENT				CC Accounting:	128-	-100-1000-682		

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
12	CC-687 05/27/22 Chromebooks	2,413.02		228	625			
CDW GOVERNMENT			CC Accounting:	228-	-100-1000-682			
13	CC-687 05/26/22 HUDL FB Subscription	900.00		201	625			
HUDL			CC Accounting:	201-	-720-3500-682			
14	CC-687 05/24/22 Copy Paper	489.90		115	625		422	
AMAZON.COM			CC Accounting:	115-	-434-1000-610-422			
15	CC-688 05/20/22 Staples	21.28		101	625			
STAPLES			CC Accounting:	101-	-100-2400-610			
16	CC-689 05/21/22 Substitute Gift Cards	30.00		101	625			
MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	101-	-100-2400-610			
17	CC-689 05/21/22 Substitute Gift Cards	30.00		201	625			
MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	201-	-100-2400-610			
18	CC-689 05/26/22 Cake	7.97		101	625			
SAMS CLUB			CC Accounting:	101-	-100-2400-630			
19	CC-689 05/26/22 Cake	6.01		201	625			
SAMS CLUB			CC Accounting:	201-	-100-2400-630			
20	CC-690 05/08/22 Food	9.98		112	625			
MISC. VENDOR.			CC Accounting:	112-	-910-3100-630			
21	CC-690 05/09/22 Food	10.77		112	625			
468 MARKET			CC Accounting:	112-	-910-3100-630			
22	CC-690 05/19/22 Food	13.18		112	625			
468 MARKET			CC Accounting:	112-	-910-3100-630			
23	CC-690 05/25/22 Food	19.56		112	625			
468 MARKET			CC Accounting:	112-	-910-3100-630			
24	CC-690 05/31/21 Conference Registration	220.00		112	625			
MISC. VENDOR.			CC Accounting:	112-	-910-3100-582			
25	CC-690 06/01/22 Food	46.08		112	625			
WALMART			CC Accounting:	112-	-910-3100-582			
26	CC-691 05/05/22 Porta Potty Rental	449.97		101	625			
MISC. VENDOR.			CC Accounting:	101-	-100-2600-452			
27	CC-691 05/05/22 Porta Potty Rental	449.98		201	625			
MISC. VENDOR.			CC Accounting:	201-	-100-2600-452			
28	CC-691 05/10/22 32lbs @ \$0.90	14.40		110	625			
BREEN OIL COMPANY			CC Accounting:	110-	-100-2700-624			
29	CC-691 05/10/22 32lbs @ \$0.90	14.40		210	625			
BREEN OIL COMPANY			CC Accounting:	210-	-100-2700-624			
30	CC-691 05/10/22 Scaffolding	108.00		101	625			
STROBEL'S RENTALS			CC Accounting:	101-	-100-2600-452			
31	CC-691 05/10/22 Scaffolding	108.00		201	625			
STROBEL'S RENTALS			CC Accounting:	201-	-100-2600-452			
32	CC-691 05/11/22 Amp, Pencil Sharpeners	104.67		101	621			
AMAZON.COM			CC Accounting:	101-	-100-2600-610			
33	CC-691 05/11/22 Amp, Pencil Sharpeners	100.56		201	621			
AMAZON.COM			CC Accounting:	201-	-100-2600-610			

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
34	CC-691 05/11/22 Air Handler	145.45		101	621			
AMAZON.COM			CC Accounting:	101-	-100-2600-610			
35	CC-691 05/11/22 Air Handler	139.75		201	621			
AMAZON.COM			CC Accounting:	201-	-100-2600-610			
36	CC-691 05/13/22 Distilled Water	26.86		101	625			
ALBERTSONS			CC Accounting:	101-	-100-2600-610			
37	CC-691 05/13/22 Distilled Water	26.87		201	625			
ALBERTSONS			CC Accounting:	201-	-100-2600-610			
38	CC-691 05/16/22 Pressure Shoe w/Pin, Spring	106.15		101	625			
MISC. VENDOR.			CC Accounting:	101-	-100-2600-610			
39	CC-691 05/16/22 Pressure Shoe w/Pin, Spring	106.15		201	625			
MISC. VENDOR.			CC Accounting:	201-	-100-2600-610			
40	CC-691 05/17/22 MATH - Tape, Tennis Balls, Pre	33.36		201	625			
AMAZON.COM			CC Accounting:	201-	-100-1000-610			
41	CC-691 05/17/22 MATH - Chopsticks, Toothpicks	17.93		201	625			
AMAZON.COM			CC Accounting:	201-	-100-1000-610			
42	CC-691 05/17/22 Nozzle, Brushroll, Belt	39.08		101	625			
PARTS WAREHOUSE			CC Accounting:	101-	-100-2600-610			
43	CC-691 05/17/22 Nozzle, Brushroll, Belt	39.07		201	625			
PARTS WAREHOUSE			CC Accounting:	201-	-100-2600-610			
44	CC-691 05/25/22 AC Fan	29.60		101	625			
MOUSER ELECTRONICS			CC Accounting:	101-	-100-2600-610			
45	CC-691 05/25/22 AC Fan	29.61		201	625			
MOUSER ELECTRONICS			CC Accounting:	201-	-100-2600-610			
46	CC-691 06/01/22 Wall Mounts	98.90		101	621			
AMAZON.COM			CC Accounting:	101-	-100-2600-610			
47	CC-691 06/01/22 Wall Mounts	95.03		201	621			
AMAZON.COM			CC Accounting:	201-	-100-2600-610			
48	CC-692 06/01/22 Parts	73.91		110	625			
AUTOZONE			CC Accounting:	110-	-100-2700-610			
49	CC-692 06/01/22 Parts	73.92		210	625			
AUTOZONE			CC Accounting:	210-	-100-2700-610			
50	CC-692 06/01/22 Parts/Supplies	128.28		110	625			
HOME DEPOT			CC Accounting:	110-	-100-2700-610			
51	CC-692 06/01/22 Parts/Supplies	128.28		210	625			
HOME DEPOT			CC Accounting:	210-	-100-2700-610			
52	CC-692 06/01/22 Pressure Washer Parts	497.50		110	625			
MISC. VENDOR.			CC Accounting:	110-	-100-2700-610			
53	CC-692 06/01/22 Pressure Washer Parts	497.50		210	625			
MISC. VENDOR.			CC Accounting:	210-	-100-2700-610			
54	CC-693 05/13/22 FCS - Groceries	14.05		201	625			
468 MARKET			CC Accounting:	201-	-300-1000-610			
55	CC-693 05/18/22 FCS - Groceries	3.59		201	625			
468 MARKET			CC Accounting:	201-	-300-1000-610			

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
56	CC-694 05/09/22 FCS - Cakes	25.95		201	625		
MICHAEL'S			CC Accounting: 201-		-300-1000-610		
57	CC-694 05/09/22 FCS - Groceries	36.10		201	625		
SMITHS			CC Accounting: 201-		-300-1000-610		
58	CC-694 05/09/22 FCS - Groceries	68.06		201	625		
SAMS CLUB			CC Accounting: 201-		-300-1000-610		
59	CC-694 05/10/22 FCS - Groceries	3.59		201	625		
468 MARKET			CC Accounting: 201-		-300-1000-610		
60	CC-694 05/11/22 FCS - Groceries	8.87		201	625		
468 MARKET			CC Accounting: 201-		-300-1000-610		
61	CC-694 05/12/22 FCS - Groceries	4.98		201	625		
468 MARKET			CC Accounting: 201-		-300-1000-610		
62	CC-694 05/12/22 SCI - BioKit	8.96		201	625		
CAROLINA BIOLOGIC			CC Accounting: 201-		-100-1000-610		
63	CC-695 05/11/22 Superhero Plus Plan	99.99		113	625		
WHIZZIMO, LLC.			CC Accounting: 113-		-280-1000-682		
64	CC-695 05/16/22 Summer Program Supplies	1,287.97		115	625		422
AMAZON.COM			CC Accounting: 115-		-434-1000-610-422		
65	CC-695 05/18/22 HIS - DVD sets	308.93		201	625		
PBS DISTRIBUTION			CC Accounting: 201-		-100-1000-682		
66	CC-695 05/26/22 Greeting Cards	25.29		101	625		
KITSON'S			CC Accounting: 101-		-100-2400-610		
7885 12291S 1214	CASCADE SCHOOL ACTIVITY FUND	2,241.44					
Reimbursement for BPA Nationals travel expenses paid out of Activity Account							
1	06/01/22 BPA Nationals Travel Expenses	2,241.44*		215	451-1000	582	322
7886 12299S 1809	MUST	816.00					
3	JULY22 07/01/22 July Retiree Insurance - CM	778.00*		289	100-1000	260	
4	JULY22 07/01/22 July Retiree Insurance - LC	38.00*		289	100-1000	260	
7887 12305S 1861	THRIVE PASS	26.00					
1	P8263 06/07/22 Dist Ins Share	26.00		101	100-1000	260	
7888 12292S 3987	CULLIGAN	96.00					
1	05/30/22 Water Services	44.16*		101	100-2600	452	
2	05/30/22 Water Services	51.84*		201	100-2600	452	



\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7889	12293S	855 ENERGY WEST	1,329.40					
1		06/27/22 Gas - June 2022	651.40*		101	100-2600	411	
2		06/27/22 Gas - June 2022	226.00*		110	100-2600	411	
3		06/27/22 Gas - June 2022	199.41		201	100-2600	411	
4		06/27/22 Gas - June 2022	252.59*		210	100-2600	411	
7890	12294S	1655 GENERAL DISTRIBUTING CO	140.70					
1		1137244 06/30/22 Welding Gases	140.70		201	300-1000	610	
7891	12295S	3876 HOME DEPOT PRO INSTITUTIONAL	1,243.50					
1		690482765 06/13/22 Scuff Defense, Sliders, Hos	315.50*		101	100-2600	610	
2		690482765 06/13/22 Scuff Defense, Sliders, Hos	303.13*		201	100-2600	610	
3		690738810 06/14/22 Dist House Supplies	71.65*		101	100-2600	610	
4		690738810 06/14/22 Dist House Supplies	68.85*		201	100-2600	610	
5		690822143 06/14/22 Graffiti Remover	93.15*		101	100-2600	610	
6		690822143 06/14/22 Graffiti Remover	89.49*		201	100-2600	610	
7		690992979 06/15/22 Dist House Supplies	53.81*		101	100-2600	610	
8		690992979 06/15/22 Dist House Supplies	51.70*		201	100-2600	610	
9		692765373 06/24/22 Misc Supplies	31.12*		101	100-2600	610	
10		692765373 06/24/22 Misc Supplies	29.90*		201	100-2600	610	
11		66456343 01/22/22 Shop Door	52.85*		101	100-2600	610	
12		66456343 01/22/22 Shop Door	50.77*		201	100-2600	610	
13		667828719 02/09/22 Misc Supplies	63.01*		101	100-2600	610	
14		667828719 02/09/22 Misc Supplies	60.53*		201	100-2600	610	
15		692256894 06/22/22 CREDIT	-46.90*		101	100-2600	610	
16		692256894 06/22/22 CREDIT	-45.06*		201	100-2600	610	
7892	12296S	716 I-STATE TRUCK CENTER	5,672.31					
1		R252046487 06/29/22 Auto Winter Chains for Bus	893.33*		110	100-2700	660	
2		R252046487 06/29/22 Auto Winter Chains for Bus	893.34*		210	100-2700	660	
3		R252046488 06/29/22 Auto Winter Chains for Bus	1,942.82*		110	100-2700	660	
4		R252046488 06/29/22 Auto Winter Chains for Bus	1,942.82*		210	100-2700	660	
7893	12297S	1054 MASBO	150.00					
1		10636 06/24/22 FY23 MASBO Dues	75.00*		101	100-2500	810	
2		10636 06/24/22 FY23 MASBO Dues	75.00		201	100-2500	810	

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
7894	12298S	48 MEADOW GOLD GREAT FALLS	892.76						
1		40030376 06/03/22 Dairy	151.25		112	910-3100	630	26	
2		628401 06/07/22 Dairy	384.19*		112	910-3100	630		
3		629030 06/14/22 Dairy	121.11*		112	910-3100	630		
4		460001155 06/21/22 Dairy	236.21*		112	910-3100	630		
7895	12300S	2788 NATIONAL LAUNDRY	341.71						
1		76619 06/08/22 Kitchen Supplies	104.01		112	910-3100	610		
2		78412 06/15/22 Kitchen Supplies	115.57		112	910-3100	610		
3		80294 06/22/22 Kitchen Supplies	122.13		112	910-3100	610		
7896	12301S	1823 RANDY'S GLASS REPAIR	595.00						
		Transportation Supplies							
		Transportation Supplies							
		Transportation Supplies							
1		2206113 06/15/22 Install Windshield	75.00		110	100-2700	440		
2		2206113 06/15/22 Install Windshield	75.00		210	100-2700	440		
3		2206112 06/15/22 DW 1818 GBN	110.00		110	100-2700	440		
4		2206112 06/15/22 DW 1818 GBN	110.00		210	100-2700	440		
5		2206114 06/15/22 1 DS 1504 GB4	112.50		110	100-2700	440		
6		2206114 06/15/22 1 DS 1504 GB4	112.50		210	100-2700	440		
7897	12302S	1912 SAM AUDRAIN	575.00						
1		06/10/22 Restretch Carpet Dist House	287.50		101	100-2600	340		
2		06/10/22 Restretch Carpet Dist House	287.50		201	100-2600	340		
7898	12303S	1907 SECURRANTY	9,703.80						
1		B97902 06/24/22 Chromebook Insurance	3,055.00	281	128	100-1000	682		
2		B97902 06/24/22 Chromebook Insurance	7,128.00	281	228	100-1000	682		
3		B97902 06/24/22 Discount	-119.80		128	100-1000	682		
4		B97902 06/24/22 Discount	-359.40		228	100-1000	682		
7899	12304S	1760 STRAIGHT FLUSH DRAIN SOLUTIONS,	1,643.00						
1		15969 06/28/22 Sewer Inspection	821.50		101	100-2600	340		
2		15969 06/28/22 Sewer Inspection	821.50		201	100-2600	340		

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
7900	12306S	505 TOWN OF CASCADE	2,017.53					
1		06/23/22 Water/Sewer Services	625.43		101	100-2600	421	
2		06/23/22 Water/Sewer Services	484.21*		110	100-2600	421	
3		06/23/22 Water/Sewer Services	403.51		201	100-2600	421	
4		06/23/22 Water/Sewer Services	504.38*		210	100-2600	421	
7901	12307S	2047 US FOODS	1,708.89					
1		4687028 06/08/22 Food	586.79*		112	910-3100	630	
2		4855357 06/15/22 Food	453.64*		112	910-3100	630	
3		4940926 06/17/22 Food	35.20*		112	910-3100	630	
4		5010418 06/21/22 Food	36.20*		112	910-3100	630	
5		5020786 06/22/22 Food	431.29*		112	910-3100	630	
6		5070471 06/23/22 Food	165.77*		112	910-3100	630	
7902	12308S	1310 BMO HARRIS COMMERCIAL CARD	14,321.71					
1		CC-696 06/13/22 Auto Scrubber Contract	199.83		101	621		
	MARLIN BUSINESS BANK				CC Accounting: 101-	-100-2600-350		
2		CC-696 06/13/22 Auto Scrubber Contract	199.84		201	621		
	MARLIN BUSINESS BANK				CC Accounting: 201-	-100-2600-350		
3		CC-696 06/15/22 HIS - Tribune Subscription	35.21		201	621		
	GREAT FALLS TRIBUNE				CC Accounting: 201-	-100-1000-640		
4		CC-697 06/08/22 Postage	13.85		101	621		
	US POSTAL SERVICE-CASCADE				CC Accounting: 101-	-100-2500-532		
5		CC-697 06/08/22 Postage	18.35		201	621		
	US POSTAL SERVICE-CASCADE				CC Accounting: 201-	-100-2500-532		
6		CC-697 06/10/22 Amazon Business	3.74		128	625		
	AMAZON.COM				CC Accounting: 128-	-100-2500-682		
7		CC-697 06/10/22 Amazon Business	11.21		228	625		
	AMAZON.COM				CC Accounting: 228-	-100-2500-682		
8		CC-697 06/10/22 Misc Office/Classroom Supplies	376.89		101	625		
	AMAZON.COM				CC Accounting: 101-	-100-1000-610		
9		CC-697 06/10/22 Misc Office/Classroom Supplies	362.11		201	625		
	AMAZON.COM				CC Accounting: 201-	-100-1000-610		
10		CC-697 06/10/22 Misc Office/Classroom Supplies	544.49		101	625		
	AMAZON.COM				CC Accounting: 101-	-100-1000-610		
11		CC-697 06/10/22 Misc Office/Classroom Supplies	523.13		201	625		
	AMAZON.COM				CC Accounting: 201-	-100-1000-610		
12		CC-697 06/14/22 Postage	11.55		101	621		
	US POSTAL SERVICE-CASCADE				CC Accounting: 101-	-100-2500-532		
13		CC-697 06/14/22 Postage	15.30		201	621		
	US POSTAL SERVICE-CASCADE				CC Accounting: 201-	-100-2500-532		
14		CC-697 06/14/22 Misc Office Supplies	169.42		101	625		
	STAPLES				CC Accounting: 101-	-100-2500-610		

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
15	CC-697 06/22/22 Office Desks	1,283.92		101	625			
	EPIC OFFICE FURNITURE		CC Accounting:	101-	-100-2500-610			
16	CC-697 06/22/22 Office Desks	1,283.91		201	625			
	EPIC OFFICE FURNITURE		CC Accounting:	201-	-100-2500-610			
17	CC-697 06/23/22 Dist House - Washer/Dryer	742.56		101	625			
	HOME DEPOT		CC Accounting:	101-	-100-2600-660			
18	CC-697 06/23/22 Dist House - Washer/Dryer	713.44		201	625			
	HOME DEPOT		CC Accounting:	201-	-100-2600-660			
19	CC-697 06/23/22 Copy Paper	494.90		115	625		422	
	AMAZON.COM		CC Accounting:	115-	-434-1000-610-422			
20	CC-697 06/23/22 HUDL FB Subscription REFUND	-900.00		201	625			
	HUDL		CC Accounting:	201-	-720-3500-682			
21	CC-697 06/28/22 Misc Office/Classroom Supplies	326.54		101	621			
	AMAZON.COM		CC Accounting:	101-	-100-2600-610			
22	CC-697 06/28/22 Misc Office/Classroom Supplies	313.73		201	621			
	AMAZON.COM		CC Accounting:	201-	-100-2600-610			
23	CC-698 06/08/22 Food	5.78		112	625			
	468 MARKET		CC Accounting:	112-	-910-3100-630			
24	CC-698 06/21/22 Food	14.09		112	625			
	468 MARKET		CC Accounting:	112-	-910-3100-630			
25	CC-698 06/22/22 FS Conference - Hotel	346.98		112	625			
	MISC HOTELS OUT-OF-DIST		CC Accounting:	112-	-910-3100-582			
26	CC-698 06/23/22 FS Conference - Meal	21.88		112	625			
	MISC RESTAURANTS OUT-OF-DIST		CC Accounting:	112-	-910-3100-582			
27	CC-698 06/23/22 FS Conference - Travel	50.00		112	625			
	MISC. VENDOR.		CC Accounting:	112-	-910-3100-582			
28	CC-698 06/23/22 FS Conference - Travel	54.00		112	625			
	MISC. VENDOR.		CC Accounting:	112-	-910-3100-582			
29	CC-698 06/22/22 FS Conference - Hotel - CREDIT	-115.66		112	625			
	MISC HOTELS OUT-OF-DIST		CC Accounting:	112-	-910-3100-582			
30	CC-698 06/24/22 FS Conference - Meal	15.08		112	625			
	MISC RESTAURANTS OUT-OF-DIST		CC Accounting:	112-	-910-3100-582			
31	CC-699 06/09/22 Whiteboards	336.50		101	625			
	AMAZON.COM		CC Accounting:	101-	-100-2600-610			
32	CC-699 06/09/22 Whiteboards	323.30		201	625			
	AMAZON.COM		CC Accounting:	201-	-100-2600-610			
33	CC-699 06/14/22 Printer Port	4.89		101	621			
	AMAZON.COM		CC Accounting:	101-	-100-2600-610			
34	CC-699 06/14/22 Printer Port	4.70		201	621			
	AMAZON.COM		CC Accounting:	201-	-100-2600-610			
35	CC-699 06/14/22 Fitting Kit	56.08		101	621			
	NORTH 40 OUTFITTERS		CC Accounting:	101-	-100-2600-610			
36	CC-699 06/14/22 Fitting Kit	53.89		201	621			
	NORTH 40 OUTFITTERS		CC Accounting:	201-	-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
37	CC-699 06/15/22 Carpet for Offices	1,316.40		101	625		
CARPET GARAGE			CC Accounting:	101-	-100-2600-610		
38	CC-699 06/15/22 Carpet for Offices	1,316.40		201	625		
CARPET GARAGE			CC Accounting:	201-	-100-2600-610		
39	CC-699 06/17/22 Laptop Cases	644.64		128	625		
AMAZON.COM			CC Accounting:	128-	-100-2580-682		
40	CC-699 06/17/22 Laptop Cases	619.36		228	625		
AMAZON.COM			CC Accounting:	228-	-100-2580-682		
41	CC-699 06/20/22 Scaffolding	113.00		101	625		
STROBEL'S RENTALS			CC Accounting:	101-	-100-2600-450		
42	CC-699 06/20/22 Scaffolding	113.00		201	625		
STROBEL'S RENTALS			CC Accounting:	201-	-100-2600-450		
43	CC-699 06/24/22 Main't Supplies	153.92		101	621		
AMAZON.COM			CC Accounting:	101-	-100-2600-610		
44	CC-699 06/24/22 Main't Supplies	147.88		201	621		
AMAZON.COM			CC Accounting:	201-	-100-2600-610		
45	CC-700 06/13/22 Screwdriver	37.18		110	625		
HOME DEPOT			CC Accounting:	110-	-100-2700-610		
46	CC-700 06/13/22 Screwdriver	35.73		210	625		
HOME DEPOT			CC Accounting:	210-	-100-2700-610		
47	CC-700 06/15/22 Light Bulbs	195.11		110	625		
MISC. VENDOR.			CC Accounting:	110-	-100-2700-610		
48	CC-700 06/15/22 Light Bulbs	195.11		210	625		
MISC. VENDOR.			CC Accounting:	210-	-100-2700-610		
49	CC-700 06/20/22 Conference Registration	97.50		110	625		
MAPT			CC Accounting:	110-	-100-2700-582		
50	CC-700 06/20/22 Conference Registration	97.50		210	625		
MAPT			CC Accounting:	210-	-100-2700-582		
51	CC-700 06/30/22 Black Abrasive	30.33		101	621		
HARBOR FREIGHT			CC Accounting:	101-	-100-2600-610		
52	CC-700 06/30/22 Black Abrasive	29.15		201	621		
HARBOR FREIGHT			CC Accounting:	201-	-100-2600-610		
53	CC-700 07/01/22 Misc Supplies	77.25		110	625		
HOME DEPOT			CC Accounting:	110-	-100-2700-610		
54	CC-700 07/01/22 Misc Supplies	74.23		210	625		
HOME DEPOT			CC Accounting:	210-	-100-2700-610		
55	CC-700 06/30/22 Misc Supplies	10.19		110	625		
HARBOR FREIGHT			CC Accounting:	110-	-100-2700-610		
56	CC-700 06/30/22 Misc Supplies	9.80		210	625		
HARBOR FREIGHT			CC Accounting:	210-	-100-2700-610		
57	CC-701 06/19/22 Ceramics Supplies	144.95		217	625		
MICHAEL'S			CC Accounting:	217-	-610-1000-610		
58	CC-701 06/28/22 Ceramics Supplies	484.30		217	625		
ARCHIE BRAY CLAY BUSINESS			CC Accounting:	217-	-610-1000-610		

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
59		CC-702 06/20/22 Glazes	109.80		217	625		
AMAZON.COM				CC Accounting:	217-	-610-1000-610		
60		CC-702 06/20/22 Paint Brushes	128.59		217	625		
AMAZON.COM				CC Accounting:	217-	-610-1000-610		
61		CC-702 06/20/22 Glaze	194.00		217	625		
AMAZON.COM				CC Accounting:	217-	-610-1000-610		
62		CC-702 06/27/22 Glaze	20.97		217	625		
AMAZON.COM				CC Accounting:	217-	-610-1000-610		
63		CC-702 06/27/22	9.99		101	625		
AMAZON.COM				CC Accounting:	101-	-100-1000-610		
7903	12309S	1270 WEX BANK	1,085.23					
1		82190452 06/30/22 June Fuel - Route	278.09*		110	100-2700	624	
2		82190452 06/30/22 June Fuel - Route	278.10*		210	100-2700	624	
3		82190452 06/30/22 June Fuel - Athletics	106.83*		201	720-3500	624	
4		82190452 06/30/22 June Fuel - XCELL	288.40*		115	434-1000	624	422
5		82190452 06/30/22 June Fuel - Drivers Ed	133.81*		218	100-1000	624	
7905	12310S	1214 CASCADE SCHOOL ACTIVITY FUND	317.00					
1		06/30/22 BPA Travel Exp Reimb	317.00*		215	451-1000	582	322
		# of Claims	55	Total:	114,134.10	# of Vendors	43	

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Fund/Account	Amount
101 General Fund	
101	\$22,468.43
110 Transportation	
101	\$11,143.96
112 Food Services	
101	\$15,573.73
113 Tuition	
101	\$504.10
115 Federal Programs	
101	\$4,942.99
128 Technology	
101	\$6,662.00
201 General Fund	
101	\$19,529.06
210 Transportation	
101	\$11,604.18
215 Federal Programs	
101	\$5,003.83
217 Adult Education	
101	\$1,082.61
218 Drivers Education	
101	\$573.81
228 Technology	
101	\$13,436.40
289 Retirement/COBRA Insurance Fund	
101	\$1,609.00
Total:	\$114,134.10

Account	Opening Balance	Receipts				Transfers (+)	Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)	Earnings (+)			Charges (-)		
1 ANNUAL	782.60	628.78	0.00	0.00	0.00		0.00	0.00	153.82	
36 ART	1350.87	0.00	0.00	888.00	0.00		0.00	0.00	2238.87	
2 ATHLETICS	11728.74	3169.90	0.00	4835.94	-803.19		0.00	0.00	12591.59	
5 BAND	3886.25	0.00	0.00	103.00	0.00		0.00	0.00	3989.25	
51 BOOK FAIR	602.74	0.00	-46.00	96.75	0.00		0.00	0.00	653.49	
3 BPA	-3808.30	0.00	-3269.45	6715.89	361.86		0.00	0.00	0.00	
4 CHEER/PEP CLUB	1073.84	0.00	0.00	0.00	0.00		0.00	0.00	1073.84	
60 CLASS OF 2021	0.56	0.00	0.00	0.00	0.00		0.00	0.00	0.56	
16 CLASS OF 2022	609.95	133.65	0.00	0.00	0.00		0.00	0.00	476.30	
61 CLASS OF 2023	1300.57	0.00	0.00	0.00	0.00		0.00	0.00	1300.57	
68 CLASS OF 2025	671.80	0.00	0.00	0.00	0.00		0.00	0.00	671.80	
13 CONCESSIONS	29897.91	213.46	0.00	1936.40	0.00		0.00	0.00	31620.85	
47 COUNSELING	1788.79	0.00	0.00	0.00	0.00		0.00	0.00	1788.79	
32 FCS	0.23	0.00	0.00	0.00	0.00		0.00	0.00	0.23	
15 FFA	2407.26	384.33	-3292.00	4318.00	0.00		0.00	0.00	3048.93	
64 FOOD SERVICE CLEARING	6057.97	6078.16	0.00	20.25	0.00		0.00	0.00	0.06	
12 HS BOYS' BB	148.06	0.00	0.00	0.00	0.00		0.00	0.00	148.06	
46 HS CROSS COUNTRY	868.30	0.00	0.00	0.00	0.00		0.00	0.00	868.30	
38 HS FOOTBALL	-441.33	0.00	0.00	0.00	441.33		0.00	0.00	0.00	
40 HS GIRLS' BB	274.08	0.00	0.00	0.00	0.00		0.00	0.00	274.08	
66 HS GOLF	262.43	0.00	0.00	0.00	0.00		0.00	0.00	262.43	
19 HS HONOR SOCIETY	4163.88	0.00	0.00	0.00	0.00		0.00	0.00	4163.88	
29 HS STUDENT COUNCIL/MBI	810.98	0.00	0.00	0.00	0.00		0.00	0.00	810.98	
37 HS TRACK	692.48	29.83	0.00	0.00	0.00		0.00	0.00	662.65	
10 HS VOLLEYBALL	5084.88	0.00	0.00	0.00	0.00		0.00	0.00	5084.88	
34 HS WRESTLING	1330.12	0.00	0.00	0.00	0.00		0.00	0.00	1330.12	
70 IC PAYMENT	166.39	0.00	0.00	0.00	0.00		0.00	0.00	166.39	
57 JH BOYS BB	1863.06	0.00	0.00	0.00	0.00		0.00	0.00	1863.06	
39 JH FOOTBALL	436.91	0.00	0.00	741.35	0.00		0.00	0.00	1178.26	
56 JH GIRLS BB	492.99	0.00	0.00	0.00	0.00		0.00	0.00	492.99	
35 JH HONOR SOCIETY	206.33	0.00	0.00	0.00	0.00		0.00	0.00	206.33	
53 JH TRACK	704.43	60.00	0.00	0.00	0.00		0.00	0.00	644.43	
54 JH VOLLEYBALL	254.99	0.00	0.00	0.00	0.00		0.00	0.00	254.99	
55 JH WRESTLING	127.37	0.00	0.00	0.00	0.00		0.00	0.00	127.37	
43 JMG	207.32	0.00	0.00	0.00	0.00		0.00	0.00	207.32	
6 JUNIOR TIRP	1.43	0.00	0.00	0.00	0.00		0.00	0.00	1.43	
18 K-8 MISC EARNINGS	3315.52	100.00	0.00	0.00	0.00		0.00	0.00	3215.52	
26 LIVING 2 SERVE	0.16	0.00	0.00	0.00	0.00		0.00	0.00	0.16	
25 REVOLVING	5017.70	1845.16	-30.00	30.00	0.00		0.00	0.00	3172.54	
24 ROBOTICS	96.60	0.00	0.00	0.00	0.00		0.00	0.00	96.60	
9 SCHOLARSHIP	1709.04	0.00	0.00	0.00	0.00		0.00	0.00	1709.04	
33 SHOP FUND	1297.30	0.00	0.00	0.00	0.00		0.00	0.00	1297.30	
31 TECHNOLOGY	9188.96	0.00	-405.00	680.00	0.00		0.00	0.00	9463.96	
17 XCELL	840.39	0.00	0.00	0.00	0.00		0.00	0.00	840.39	
898 MISC EARNINGS	119.08	0.00	0.00	0.00	0.00		0.00	0.00	119.08	
899 MISC CHARGES	-56.14	0.00	0.00	0.00	0.00		0.00	-6.18	-49.96	
Total for Student Accounts	97535.49	12643.27	-7042.45	20365.58				-6.18	98221.53	
Bank Account Totals	97535.49	12643.27	-7042.45	20365.58	0.00		0.00	-6.18	98221.53	
							Bank Balance		98221.53	