

# **CASCADE SCHOOL DISTRICT 3 & B**

Meeting of the Board of Trustees



## **APPENDICES**

June 25, 2024 Regular Board Meeting

# **APPENDIX A**

## Staff Report

Section I – FFA Advisor

Section II – Activities Director

Section III – Superintendent

# SECTION I - FFA ADVISOR

FFA Board Report - June 2024

Happy summer! This month's FFA report will be short.

## 1. Annual Awards Banquet

- a. The end of May we held our Annual FFA Awards Banquet with huge success! Armando Romero catering our meal with barbecued pork ribs and chicken with pasta salad - 10 out of 10! Our FCS class made delicious rolls and desserts.
- b. With roughly 120 people attending, we recognized state teams and ffa degree recipients. We also recognized honorary chapter memberships that went to Dave and Suzi Nelson, Barb Byrne, and Pat and Becky Parker. These three families have gone out of their way to support our FFA Chapter financially and with donation of their precious time and knowledge.
- c. Auction of desserts and leftover ribs and chicken, which Ian McKamey was the auctioneer and did a fabulous job!
  - i. We raised just over \$2,000 during that auction! Lastly, initiating our 2024-2025 officer team.It was a perfect way to end the school year with an amazing group of students!

## 2. Greenhouse Progress -

- a. Electricity
  - i. Barb Byrne has lined up a licensed electrician to install the electrical components to the greenhouse. I met with the gentleman a couple weeks ago and we have a plan for a ground box that will then go into the greenhouse and he will install outlets and lights.
- b. Water and Gas
  - i. Bryan Smith lined up Joe Voss to come up with the backhoe to dig out our waterline (which is 7 feet down...) so we can install the new line into the greenhouse with two faucets, one outside and one inside. Bryan has also been supportive with getting the gas line figured out.

## 3. Grants -

- a. ReachHigherMT / SaferMT - New PPE
  - i. One from ReachHigherMT through a program they support called Safer Montana for getting new PPE out to schools. We received \$850 worth of new welding shop jackets and a new welding hood that will be utilized this fall! With a list of items to be able to order to get as close to \$850 as possible, I ended up with only \$0.53 left so I guess that is pretty close! :)
- b. Montana Farmers Union
  - i. Another grant from Montana Farmers Union is for supporting a community garden project. I just received notification from them yesterday that we made it into their final review panel and should know by the end of June to find out whether we will receive allocations or not.

- c. Peter Nelson
    - i. Completed this grant and typically will not know results for this grant until the fall. Last year, we received over \$6,000 from this generous grant.
  - d. Perkins
    - i. Still actively working on piecing this grant together with help from everyone!
    - ii. Compiling CNA and District Integrated Strategic Action Plan
    - iii. Creating the CLNA and breaking down the roughly \$7,300 allocated to Cascade's CTE programs (FFA, BPA, FCS)
    - iv. Due June 30, 2024
4. Summer Activities -
- a. FFA Alumni Leadership Camp - June 20 - 23, 2024, at Arrowpeak Lodge.
    - i. Clair McKamey is attending.
  - b. Montana Agricultural Opportunities Tour - June 27 - 30, 2024. Hosted by Montana FFA Foundation. Touring agricultural businesses and facilities around Central MT. Staying maining in Great Falls, Fairfield and Shelby.
    - i. Kylee Finn will be attending
  - c. State Fair at Expo Park - July 26 - Aug 3, 2024.
    - i. FFA contests will be held on July 30 - 31
    - ii. Junior Ag Mechanics judging will be held at the Static Chapter Displays in the FFA barn at Expo Park
    - iii. I have been selected (more like volen-told) to fill an opening on the fair board to support the FFA side of activities during the state fair. There are three advisors on this committee, Fairfield, Cascade (now) and Choteau (for one more year, then Conrad).
  - d. Chapter Officer Retreat -
    - i. Retreat will be held during the first week of August (date to be finalized) for three days (two travel days). This is an opportunity for team building with the new officer team, leadership development and building our POA (Program of Activities), which directs our chapter in all the different things we do throughout the year.

As always, thank you for your continued support of our Agriculture program and Cascade FFA Chapter!

Respectfully submitted,  
Jennifer Ward  
Cascade FFA Advisor,  
Agriculture Instructor

# **SECTION II - ACTIVITIES DIRECTOR**

## **Activities Board Report - June 25, 2024**

### **Priorities**

1. Develop sustainable & repeatable processes
2. Football Scoreboard
3. Verify Emergency Action Plans cover athletic facilities/meet MHSA 7/15/2024 deadline
4. Align coaching evaluation & hiring practices with established procedures
5. Assess facilities/identify and prioritize needs
6. Identify opportunities to better recognize student-athletes (eg Academic All-State)

### **Since Last Board Report**

1. Conducted HS Girls Basketball Head Coach interview panel May 23, panel recommends Raija Buley for hire
2. Completed/entered into contract w/Admiral Beverage in exchange for scoreboard sponsorship (\$20,000)
3. Football scoreboard support beams installed; scoreboard installation delayed due to weather; expected installation June 24-28
4. Represented Cascade at Class C Summer Caucus
  - a. Passed Divisional Wrestling Trophy proposal
  - b. Class C Divisional Realignment likely at MHSA Winter Meeting (minimal affect to Cascade)/will align Volleyball, Track & Basketball Districts
5. Completed SY2024/2025 orders for all sports; all items on order
6. Hosted Northern Division Volleyball All-Star Game
7. Advertising HS Track Head Coach position; hiring panel projected week of July 19
8. Met with Band & FFA Advisors for SY2024/25 closeout interviews; developed criteria/forms for future evaluations
9. Reviewed Handbooks for revisions; recommendations submitted
10. Reviewed/revised/submitted coach evaluation forms
11. Conducted HS/JH Track Head Coach evaluations
12. Reviewed and provided recommended changes to Cascade Schools behavior matrix
13. Coordinated CPR class (new MHSA coach requirement) for July 17
14. Interviewed JH Boys Basketball Head Coach candidate, recommend Kory Hastings for hire

### **Upcoming Events (next 30 days)**

1. July 19-21 Breakthrough Basketball Camp (new gym)
2. July 22-25 JH Football Badger Camp
3. July 22-25 HS Football Badger Camp

### **ACTIVITIES UPDATE**

**FFA**

N/A

**BPA**

N/A

**Music**

N/A

**Science Fair**

N/A

**Pep Club**

N/A

**ATHLETICS UPDATE**

**HS Track**

May 24/25 Competed at Class C State Meet (Boys 5th Overall)

- Caiden Sekuterski 1st: Long Jump & Triple Jump; 5th 100M
- Brant Ligameri 2nd, High Jump
- Brent Ethridge 5th, Shot Put

**HS Football**

June 3-5, Attended MSU Team Camp

**HS Volleyball**

June 14, Hosted Northern Division All-Star Game

**XC**

N/A

**JH Football**

N/A

**JH Volleyball**

N/A

**Football Scoreboard**

Delivered April 3

- Support beams installed
- Scoreboard installation/power connected week of June 24
- Community project day approx July 15

### **Coaching Recommendations**

HS Girls Basketball Head Coach: Raija Buley

HS Golf Head Coach: Jason Raether

JH Wrestling Head Coach: Brendan Hensley

JH Boys Basketball Head Coach: Kory Hastings (*pending Background Check*)

#### Fall Assistants

Cross Country Volunteer: Tina Mann

HS Football Assistant 1: Michael Nelson

HS Football Assistant 2: Blake Standley

HS Football Volunteer: John Nelson

JH Football Assistant 1: Joshua Munski

JH Football Volunteer: Dustin Fuller

JH Football Volunteer: Jason Coates

JH Football Volunteer: Lawni Raether

JH Football Volunteer: Kory Hastings (*pending Background Check*)

HS Volleyball Assistant 1: Elyssa Evans

HS Volleyball Volunteer: Sage Butcher

HS Volleyball Volunteer: Amanda Martin

JH Volleyball Assistant 1: Shelbie Jackson (*pending Background Check*)

### **Advisor Recommendations**

FFA: Jennifer Ward

Band: Jeffrey Skogley

Concessions: Armondo Romero

## **SECTION III - SUPERINTENDENT**

06/25/2024

Superintendent's Message to the Board,

I was notified by the Office of Public Instruction (OPI) that we did not receive funding for the 21st century grant. This will be a change as we have used this program to fund xcell, our after school program. I will be recommending that we cut xcell as we no longer have a funding source to support the program. We did not expect to be renewed for the 21st century grant as it is becoming more competitive. That was one of the reasons we tried for a general election levy.

We are planning to use funds from the elementary general election to pay for the early literacy program (Jumpstart Program). This program will replace our Early Kindergarten and some policies are on the agenda that will allow us to help comply with new laws regarding this offering. Some children will be eligible for an increased ANB from the state from this program while some students will need to be subsidized to participate in this program.

We partnered with Admiral Beverage, a Pepsi Company from Worland, WY. This partnership will award us with a \$20,000 payment as well as various other monetary incentives. In turn, we will only sell beverage products provided to us exclusively by Admiral Beverage. This included bottled water. This agreement will last ten years. Several other schools in Montana have made similar partnerships with Admiral Beverage. This will cause an increase in concessions prices. If you would like to discuss this with me or see the contract with Admiral beverage, let me know and we can go into greater detail about this partnership.

OPI is trying a new pilot program in Cascade County. Their goal is to test the viability of a county-wide consortium for Perkins. Perkins grants expand opportunities for every student to explore, choose, and follow Career and Technical Education (CTE) programs of study and career pathways to earn credentials of value. This grant has a heavy administrative burden, which normally discourages smaller districts from applying as the reward is typically not worth the time invested. Partnering with all school districts in the county might allow us to share the administrative burden, reducing administrative costs, and also increasing our grant allocation. This program is still in the early stages and will likely take much of the upcoming school year to work out the viability of a consortium but I see a possible opportunity for the district that I won't pass up as this could bear some good fruit. This might allow us to have more partnerships with local businesses and create more school to work opportunities. I will update as I learn more throughout the upcoming school year.

With Badger Pride,

Levi Collins



Elsie Arntzen, Superintendent

PO Box 202501  
Helena, MT 59620-2501  
406-444-3680  
www.opi.mt.gov

OFFICE OF PUBLIC INSTRUCTION  
STATE OF MONTANA



Putting Montana Students First **A+**

Cascade Elem

PO Box 529

Cascade, MT, 59421

Dear Mr. Collins,

Thank you for submitting your grant application for the 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) afterschool program.

The Montana Office of Public Instruction (OPI) received numerous requests during our current grant cycle, and unfortunately, we are unable to fund every project requesting support.

We regret to inform you that the OPI is unable to provide funding for the Cascade Elem program.

We will inform you of our next grant cycle and hope you will consider applying in the future.

Thank you again for taking the time to apply. We wish you well in the progress of your program.

Sincerely,

*Katie Wardisiani*

Katie Wardisiani

21st CCLC Program Specialist

# **APPENDIX B**

## **Board Report**

Section I – Board Training Hours

# SECTION I - BOARD HOURS

## Cascade Board Hours 2023-2024

NAME	DATE	TRAINING	CREDITS
John Rumney	5/14/24	MCEL	30
<b>Total</b>			<b>30</b>
Iain McGregor	9/7, 9/14, 9/21/23	Back to School Legal Primer	6
	10/5/2023	School Board Leadership Training	6
		Think Tank Thursday	1
<b>Total</b>			<b>13</b>
Ruth Mortag	9/7, 9/14, 9/21/23	Back to School Legal Primer	6
	5/21, 5/22	MCEL	7
<b>Total</b>			<b>13</b>
Chris Wilson	10/16/23	Back to School Legal Primer	6
	12/12/23	MCEL	3
	1/18/24	MCEL	6
	5/22/24	Employment Hot Topics	6
<b>Total</b>			<b>21</b>
Rick Cummings	9/7, 9/14, 9/21/23	Back to School Legal Primer	6
	10/18 - 10/20	MCEL	30
	12/5-6	School Safety Symposium	5
	10 days	Think Tank Thursday	10
<b>Total</b>			<b>51</b>
Mark McKamey	10/19/23	School Board Leadership Training	6
	10/18 - 10/20	MCEL - Bringing AI to Schools	1
		School Safety Symposium	2
		Think Tank Thursday	2
		Budgeting Process	1.5
<b>Total</b>			<b>12.5</b>

# APPENDIX C

## New Business

Section I – MTSBA Ballot

Section II – Cover Letter, Amanda Iverson

Section III – TC Glass Window Quote

Section IV – Handbook Update Summary & Handbooks

Section V – Policies

Section VI – MSGIA Renewals

Section VII – MTSBA Membership Renewal

# SECTION I - MTSBA BALLOT

Please submit your District's 2024 MTSBA Annual Meeting electronic ballot by clicking on the link provided in the message below. Thank you.

## 2024 Ballot

### Montana School Boards Association

To: MTSBA Member District Board Chairs  
From: Lance Melton, MTSBA Executive Director  
Re: Electronic Vote on Association Business  
Date: June 11, 2024

The Annual Meeting held in a hybrid format (in-person and virtual) on June 6, 2024, is typically where the membership votes on the items that require a vote of the membership. Although we had great participation and discussion during this year's Annual Meeting, we did not meet the quorum requirements to conduct business of the Association.

The MTSBA Bylaws provide an alternative process for conducting voting on Association issues (other than at membership meetings) as follows:

*ARTICLE III, SECTION 7. VOTING BETWEEN MEETINGS OF MEMBERS. Voting at times other than at annual or special meetings shall be on ballots distributed by the Executive Director as authorized by the Board of Directors. Such ballots shall contain a full explanation of the question presented, shall indicate the number of votes to be cast by the member school district, shall instruct the manner in which the ballot is to be marked and shall be mailed to the chairperson of each member school board by the Executive Director at least thirty (30) days in advance of the deadline for returning the marked ballots. All ballots cast must be signed by the chairperson of the member school board and shall be tallied by the Executive Director. The results of the balloting shall be provided to the membership via mail and/or electronic means.*

*ARTICLE XII – CONDUCTING BUSINESS THROUGH ELECTRONIC MEANS. The Association may conduct any business via technology and/or other electronic means. Therefore, any reference in these Bylaws to written notice, mailings, signatures, distribution of information, conducting meetings or otherwise conducting any business of the Association shall be construed to specifically authorize such conduct in whole or in part through technological means. Such authority shall include but shall not be construed as being limited to video and conference calls, electronic ballots, electronic meetings, and elections.*

You can familiarize yourself of the items discussed during the June 6, 2024 Annual Meeting by reviewing the attached document entitled "MTSBA June 2024 Ballot."

The issues that require the MTSBA membership vote at this time come as seconded motions from the MTSBA Board of Directors. For ease of reference, the page number associated with each action item in the Annual Meeting booklet is included below:

- Confirmation of MTSBA's Principles & Guidelines (page 12);
- Confirmation of the foundational elements of MTSBA's DNA (page 17);
- FY26 Dues Revenue Estimate (page 34)
  - *NOTE (1): The dues revenue estimate has been adjusted pursuant to motion of the MTSBA Board to ensure no increase in dues revenue from FY25 to FY26. The regular dues formula was estimated to increase dues revenue by \$52,000 and this proposal is to adjust the formula to reduce dues revenue by \$7,000.*
  - *NOTE (2): You are not voting on your District's FY26 Dues; rather, this is the FY26 Dues Revenue Estimate that is calculated pursuant to the MTSBA Bylaws;*
- Consideration of Vision Based Strategic Advocacy Resolution (Initially adopted July 2023, and includes proposed amendment from October 2023 Delegate Assembly) (page 36);
- Consideration of Gap Analysis Resolution (Initially adopted July 2023, and includes proposed amendment from MTSBA Advocacy Committee pursuant to direction from October 2023 Delegate Assembly) (page 37);
- Nomination of Krystal Zentner (MTSBA Region 9 Director and Bridger Trustee) as MTSBA President-Elect -Unanimously nominated by the MTSBA Board of Directors (page 49);
- Nomination of Rick Cummings (MTSBA Region 5 Director and Cascade Trustee) as MTSBA Vice-President - Unanimously nominated by the MTSBA Board of Directors (page 49).

The following is a live link for your Board of Trustees to cast its vote on these items:

[www.surveymonkey.com/r/...](http://www.surveymonkey.com/r/...)

We have also attached a pdf of the electronic ballot so you can download it and/or print it off and review prior to filling it out and submitting the electronic ballot electronically.

Below are the instructions for submitting your Board's vote on these issues:

**INSTRUCTIONS FOR VOTING ON PENDING ASSOCIATION MATTERS:**

1. Your Board should place these issues on your June or July meeting agenda(s), discuss the items referenced above and vote collectively on these issues.
2. Your Board Chair (or the Clerk of the District on the Board's behalf) must click on the link provided and fill out the ballot consistent with the Board Chair's directive. In that regard, you will need to provide:
  - a. The NAME of your school district. *Note: DO NOT submit your district's Number;*

- b. The NAME of the individual submitting the ballot on the district's behalf. *NOTE: The individual submitting the electronic ballot on behalf of your District has to either be: (1) your Board Chair, or (2) your District Clerk on behalf of your Board Chair;*
  - c. Fill out the electronic vote according to the position of your Board on each issue;
  - d. Insert the Board Chair's name. By doing so, this constitutes and has the legal impact of your Board Chair's legal signature; and
  - e. Submit your District's ballot.
3. Your district's electronic ballot needs to be submitted no later than **5:00 p.m., on Wednesday, July 31, 2024**. The link will be closed at that time.

MTSBA will tabulate the electronic ballots submitted in accordance with the weighted votes of each district and inform the membership of the results of this vote on Connect2MTSBA.

Thank you!

-----  
Debra Silk  
Assoc Exec Dir & General Counsel  
Montana School Boards Association  
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Introduction

**Dear MTSBA Member:**

**Although we had great participation at our Annual Meeting held in person and virtually on Thursday, June 6, 2024, we did not meet the quorum requirements necessary to conduct MTSBA business. Therefore, we are conducting the necessary business of the Association at this time via electronic means pursuant to the MTSBA Bylaws.**

**Please cast the vote on behalf of your Board of Trustees on the following items that come as a seconded motion from the MTSBA Board of Directors:**

- 1. Confirmation of MTSBA current Principles and Guidelines;**
- 2. Confirmation of the current foundational elements of MTSBA's DNA;**
- 3. FY26 Dues Revenue Estimate:**

**NOTE (1): The dues revenue estimate has been adjusted pursuant to motion of the MTSBA Board to ensure no increase in dues revenue from FY25 to FY26. The regular dues formula was estimated to increase dues revenue by \$52,000 and this proposal is to adjust the formula to reduce dues revenue by \$7,000.**

**NOTE (2): You are not voting on your District's FY26 Dues; rather, this is the FY26 Dues Revenue Estimate that is calculated pursuant to the MTSBA Bylaws;**

- 4. Vision Based Strategic Advocacy Resolution (Initially adopted July 2023, includes proposed amendment from October 2023 Delegate Assembly) as presented;**
- 5. Gap Analysis Resolution (Initially adopted July 2023, includes proposed amendment from MTSBA Advocacy Committee pursuant to direction from October 2023 Delegate Assembly) as presented;**
- 6. Nomination of Krystal Zentner (MTSBA Region 9 Director and Bridger Trustee) as MTSBA President-Elect; and**
- 7. Nomination of Rick Cummings (MTSBA Region 5 Director and Cascade Trustee) as MTSBA Vice-President.**

**As always, thank you for your time.**

**Lance L. Melton  
MTSBA Executive Director**

\* 1. Please provide the NAME of your School District. Note: Do not provide provide a School District No.

**NAME of your  
District**



\* 2. Please provide the NAME of the individual who is submitting this electronic vote on behalf of the Board of Trustees.

Name

\* 3. Please indicate whether your School District supports or opposes the MTSBA Principles & Guidelines as presented.

- Our School District **approves** the MTSBA Principles & Guidelines as presented.
- Our School District **opposes** the MTSBA Principles & Guidelines as presented.
- Our School District **abstains** from voting on this issue.

\* 4. Please indicate whether your School District supports or opposes the Foundational Elements of MTSBA's Organizational DNA as presented.

- Our School District **approves** the Foundational Elements of MTSBA's Organizational DNA as presented.
- Our School District **opposes** the Foundational Elements of MTSBA's Organizational DNA as presented.
- Our School District **abstains** from voting on this issue.

\* 5. Please indicate whether your School District supports or opposes the FY26 Dues Revenue Estimate. *NOTE (1): The dues revenue estimate has been adjusted pursuant to motion of the MTSBA Board to ensure no increase in dues revenue from FY25 to FY26. The regular dues formula was estimated to increase dues revenue by \$52,000 and this proposal is to adjust the formula to reduce dues revenue by \$7,000. NOTE (2): You are not voting on your District's FY26 Dues; rather, this is the FY26 Dues Revenue Estimate that is calculated pursuant to the member-adopted MTSBA Bylaws.*

- Our School District **approves** the FY25 Dues Revenue Estimate
- Our School District **opposes** the the FY25 Dues Revenue Estimate
- Our School District **abstains** from voting on this issue.

\* 6. Please indicate whether your School District supports or opposes the Vision Based Strategic Advocacy Resolution (Initially adopted July 2023, and includes proposed amendments from October 2023 Delegate Assembly) as presented.

- Our School District **approves** the Vision Based Strategic Advocacy Resolution (Initially adopted July 2023, and includes proposed amendments from October 2023 Delegate Assembly) as presented.
- Our School District **opposes** the Vision Based Strategic Advocacy Resolution (Initially adopted July 2023, and includes proposed amendments from October 2023 Delegate Assembly) as presented.
- Our School District **abstains** from voting on this issue.

\* 7. Please indicate whether your School District supports or opposes the Gap Analysis Resolution (Initially adopted July 2023, and includes proposed amendment from MTSBA Advocacy Committee pursuant to direction from October 2023 Delegate Assembly) as presented.

- Our School District **approves** the Gap Analysis Resolution (Initially adopted July 2023, and includes proposed amendment from MTSBA Advocacy Committee pursuant to direction from October 2023 Delegate Assembly) as presented.
- Our School District **opposes** the Gap Analysis Resolution (Initially adopted July 2023, and includes proposed amendment from MTSBA Advocacy Committee pursuant to direction from October 2023 Delegate Assembly) as presented.
- Our School District **abstains** from voting on this issue.

\* 8. Please indicate whether your School District supports or opposes the nomination of Krystal Zentner (MTSBA Region 9 Director and Bridger Trustee) as MTSBA President-Elect (and unanimously nominated by the MTSBA Board of Directors).

- Our School District **approves** Krystal Zentner as MTSBA President-Elect.
- Our School District **opposes** Krystal Zentner as MTSBA President-Elect.
- Our School District **abstains** from voting on this issue.

\* 9. Please indicate whether your School District supports or opposes the nomination of Rick Cummings (MTSBA Region 5 Director and Cascade Trustee) as MTSBA Vice-President (and unanimously nominated by the MTSBA Board of Directors).

- Our School District **approves** Rick Cummings as MTSBA Vice-President.
- Our School District **opposes** Rick Cummings as MTSBA Vice-President.
- Our School District **abstains** from voting on this issue.

\* 10. Signature of Board Chair. By inserting the name of your Board Chair here, this confirms and has the legal impact of your Board Chair's legal signature.

**Name**

# Amanda Iverson

---

101 Chestnut Valley Rd  
Cascade MT, 59421  
(406)564-6213  
amanda.re.iverson@gmail.com

Cascade Public School Hiring Committee

This letter is to inform you of my interest in the Business Education teaching position currently open at Cascade High School. As a long-time resident of Cascade with over a decade in business and technology experience and a current teaching license in a related field, I am confident that I am the ideal candidate for this position.


For the majority of my life my family members have owned their own businesses, and first as a daughter and now as a wife I have helped support those entrepreneurial endeavors. My dad is the managing partner and CEO of National Speed Sport News and since 2013 I have assisted him with various business activities, from marketing and customer support to bookkeeping. This year I stepped in in a more official capacity as the business manager for Speed Sport.

In 2015 my husband and I started Too Tall Concrete & Stone, LLC and have since built a business with a reputation for exceptional work and professionalism. My role in my husband's business is administrative. I handle all of the bookkeeping, the taxes, and many of the client communications. Through these experiences I have become knowledgeable about the daily operations of business management, social media and traditional marketing, business planning and operations, client communications, business technology, and human resource management.

This experience combined with my teaching credentials and familiarity with the community of Cascade make me an exceptional candidate for the position of Business Teacher at Cascade High School.

I appreciate your consideration and look forward to hearing from you soon.

Best regards,

  
Amanda Iverson

# SECTION III - TC GLASS WINDOW QUOTE



## Quote 101381

Contact

Print

**REQUEST REQUOTE**

This quote needs to be requested

[Request a requote](#)



### Customer

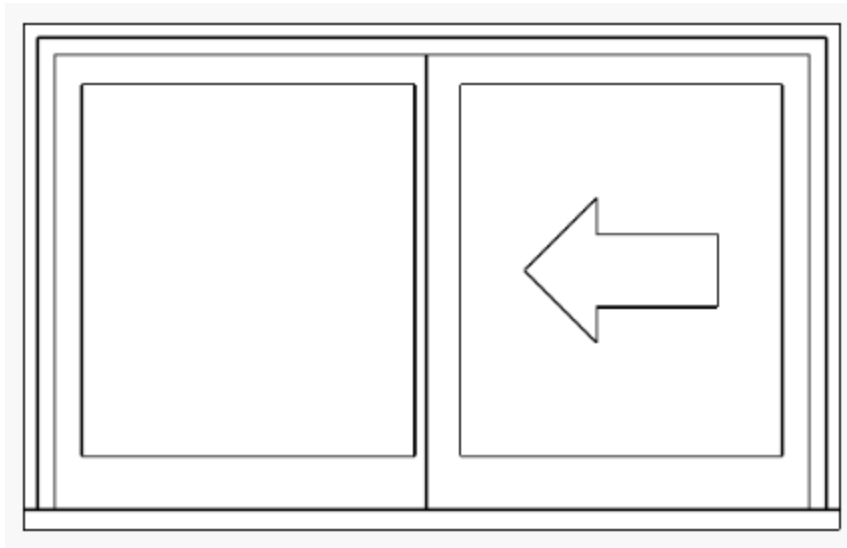
Cascade Public School  
321 Central Ave W  
Cascade MT 59421

**Reference:** Superintendent  
House Windows

**Quoted:** Apr 23, 2024

### Contact

Brian Smith  
  
bryan.smith@cascade.k12.mt.  
us  
 406-468-2267  
 406-799-0403



### Vinyl Window install Service - Beds 1

Tear out old windows. Install vinyl windows with minimal trim work. Insulate and seal.

Alside 80's

Color - Clay

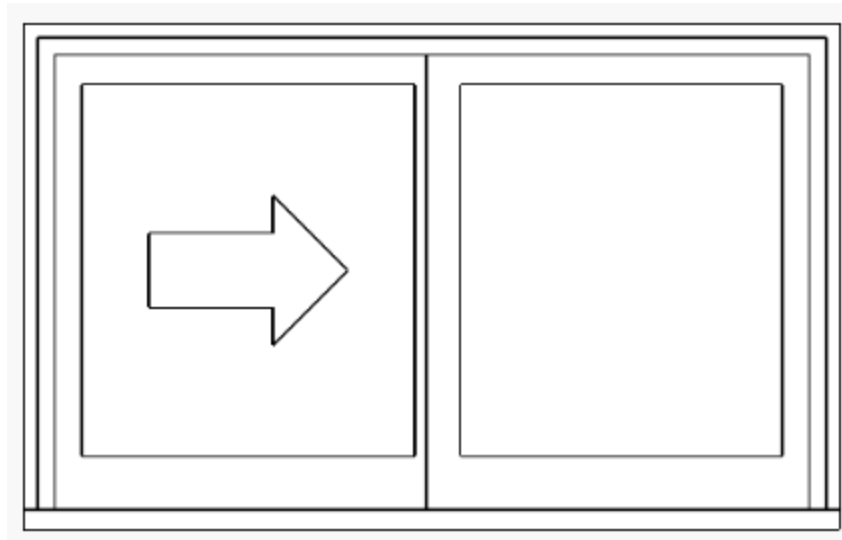
**Quantity:** 2

**Rate:** 1072.68

**Amount**

**2145.36**

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### Vinyl Window install Service - Beds 2

Tear out old windows. Install vinyl windows with minimal trim work. Insulate and seal.

Alside 80's

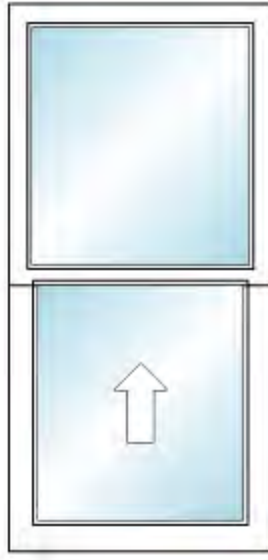
Color - Clay

**Quantity:** 2

**Rate:** 1072.68

**Amount**

**2145.36**



### Vinyl Window install Service - Entry 3

Tear out old windows. Install vinyl windows with minimal trim work. Insulate and seal.

Alside 80's

Color - Clay

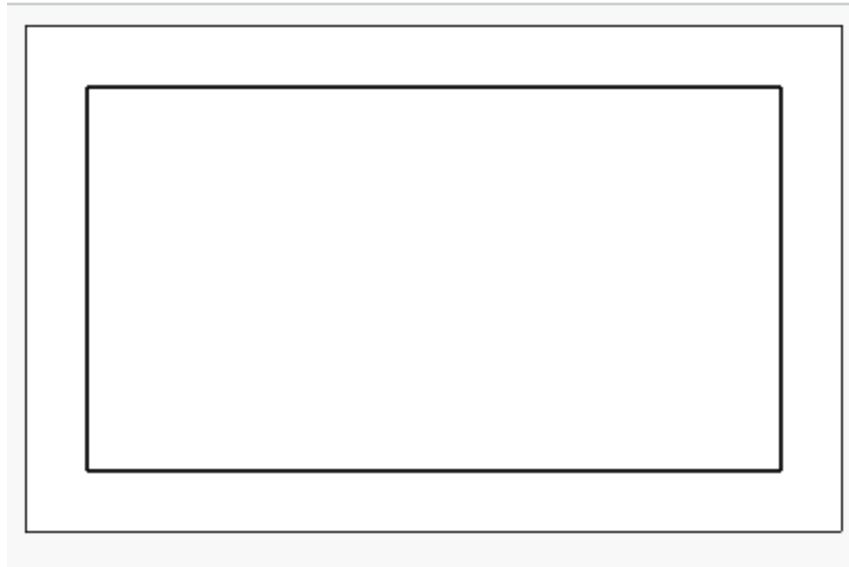
**Quantity:** 2

**Rate:** 1018.33

**Amount**

**2036.66**

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### Vinyl Window install Service - Dining 4

Tear out old windows. Install vinyl windows with minimal trim work. Insulate and seal.

Alside 80's

Color - Clay

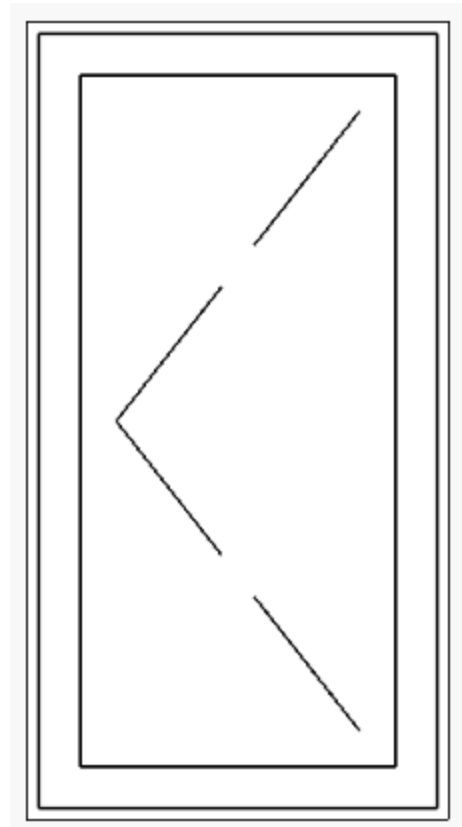
**Quantity:** 1

**Rate:** 1005.08

**Amount**

**1005.08**





### Vinyl Window install Service - Dining 5 & 6

Tear out old windows. Install vinyl windows with minimal trim work. Insulate and seal.

Alside 80's

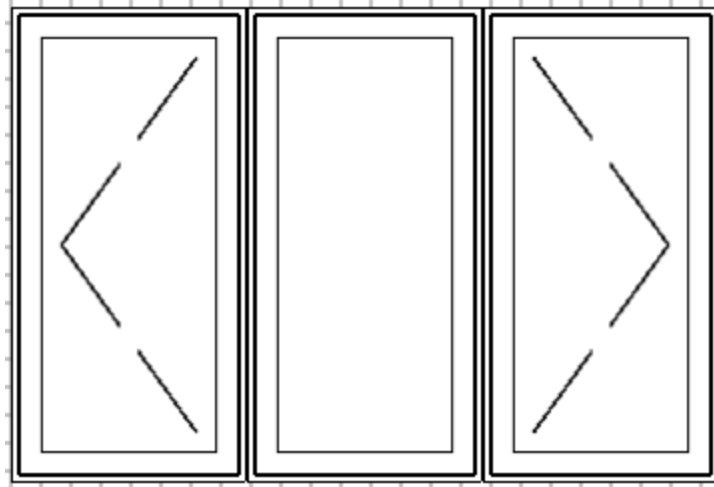
Color - Clay

**Quantity:** 2

**Rate:** 1220.69

**Amount**

**2441.38**



### Vinyl Window install Service - Dining 7

Tear out old windows. Install vinyl windows with minimal trim work. Insulate and seal.

Alside 80's

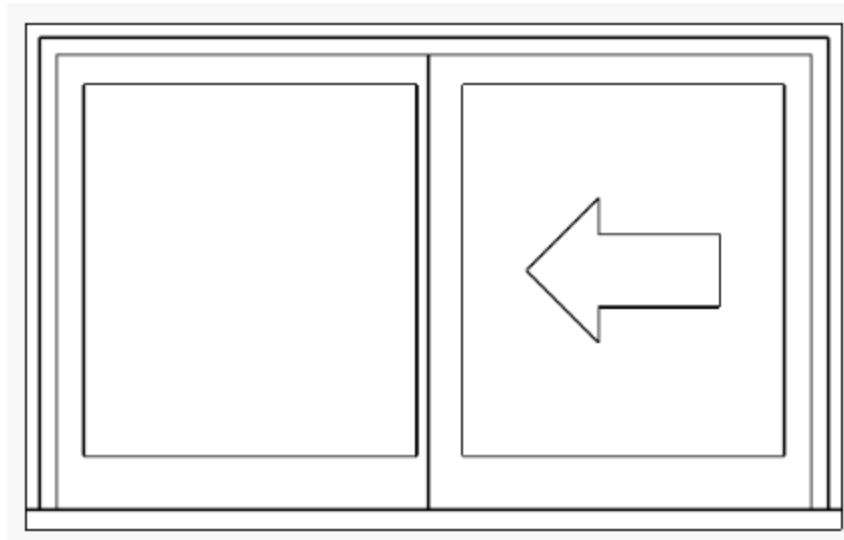
Color - Clay

**Quantity:** 1

**Rate:** 2353.66

<b>Amount</b>	<b>2353.66</b>
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### Vinyl Window install Service - Kitchen 8

Tear out old windows. Install vinyl windows with minimal trim work. Insulate and seal.

Alside 80's

Color - Clay

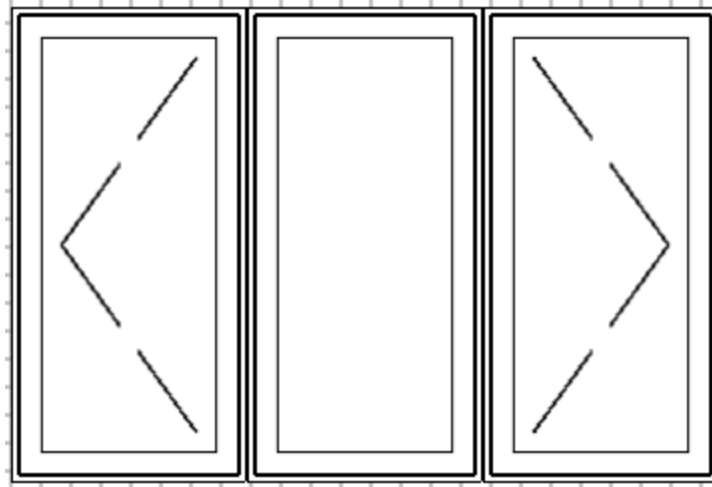
**Quantity:** 1

**Rate:** 1072.68

**Amount**

**1072.68**

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### Vinyl Window install Service - Kitchen 10

Tear out old windows. Install vinyl windows with minimal trim work. Insulate and seal.

Alside 80's

Color - Clay

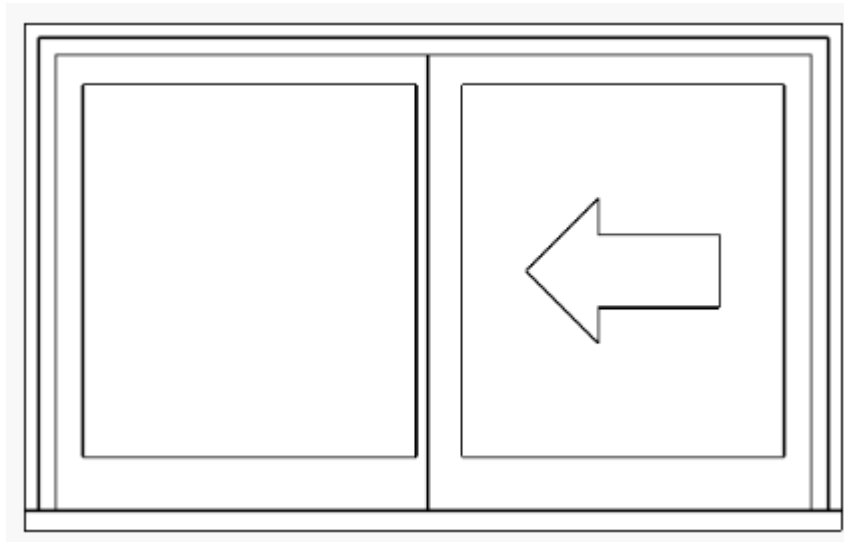
**Quantity:** 1

**Rate:** 2353.66

**Amount**

**2353.66**

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### Vinyl Window install Service - Garage 11

Tear out old windows. Install vinyl windows with minimal trim work. Insulate and seal.

Alside 80's

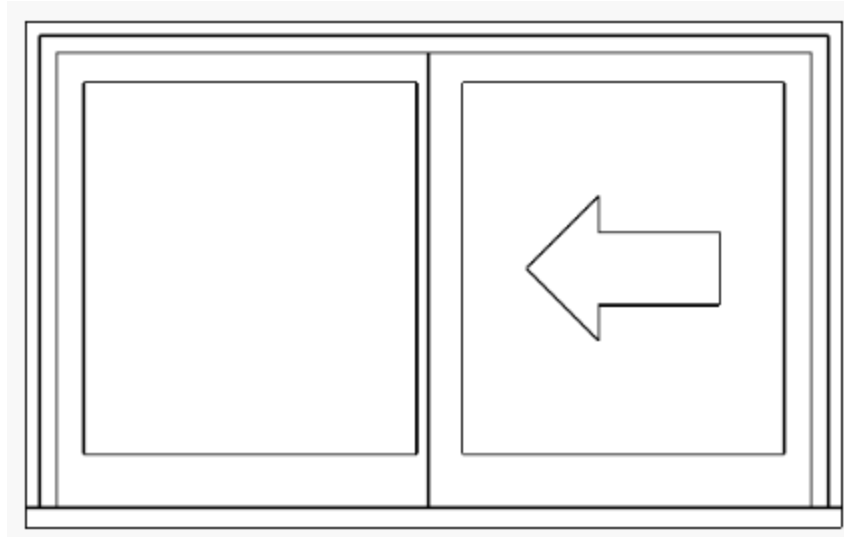
Color - Clay

**Quantity:** 3

**Rate:** 1072.68

**Amount**

**3218.04**



### Vinyl Window install Service - Office 12

Tear out old windows. Install vinyl windows with minimal trim work. Insulate and seal.

Alside 80's

Color - Clay

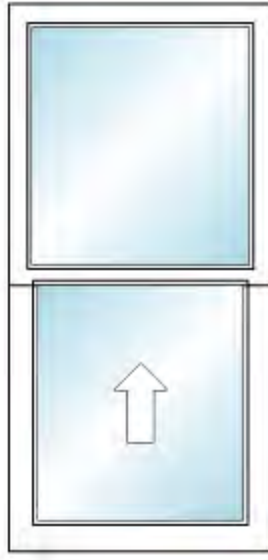
**Quantity:** 1

**Rate:** 1033.65

**Amount**

**1033.65**

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### Vinyl Window install Service - Kids 13

Tear out old windows. Install vinyl windows with minimal trim work. Insulate and seal.

Alside 80's

Color - Clay

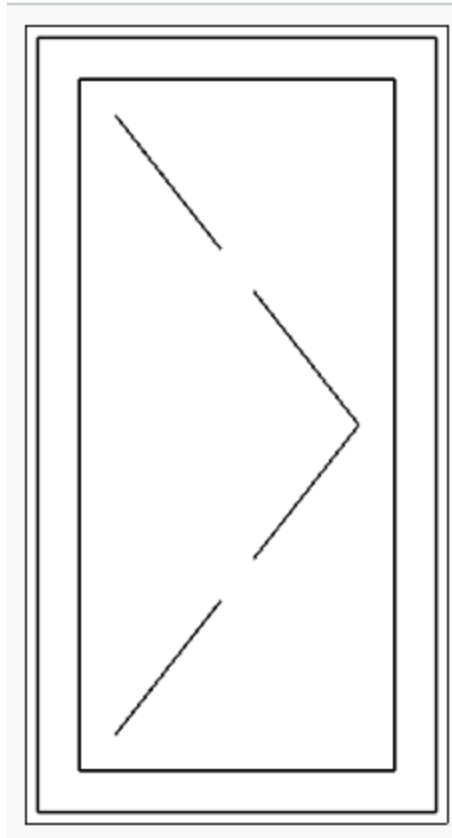
**Quantity:** 1

**Rate:** 1296.39

**Amount**

**1296.39**

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### Vinyl Window install Service - Master 14

Tear out old windows. Install vinyl windows with minimal trim work. Insulate and seal.

Alside 80's

Color - Clay

**Quantity:** 1

**Rate:** 1230.22

**Amount**

**1230.22**





### Vinyl Window install Service - Kitchen 9

Tear out old windows. Install vinyl windows with minimal trim work. Insulate and seal.

Alside 80's

Color - Clay

**Quantity:** 1

**Rate:** 1070.82

**Amount**

**1070.82**

### Travel

**Quantity:** 1

**Rate:** 1330

**Amount**

**1330**

#### TC Glass Service Disclaimer or Terms and Conditions:

We provide manufacturer's standard warranties. Color variances and material finishes to industry standards.

Imperfections allowed to industry standard. No refunds on any items or services. TC Glass is not responsible for unforeseen issues/circumstances or loss while estimating, repairing, servicing or installing onsite. Additional work or materials may be required due to unforeseen issues/circumstances, at which time updated quote or new quote will be provided. Changes will create new lead times. Customer responsible for providing accurate information. Customer

responsible for product once left in their possession. Materials supplied may have imperfections that are allowable per manufacturer's standards.

By confirming, you accept the above mentioned description of work and agree to the price, terms and conditions listed.

All prices are good for 30 days unless noted.

CONDITIONS OF SALE: PAYMENT DUE WITHIN 30 DAYS  
FOLLOWING DATE OF INVOICE.

We accept Amex, Visa, Mastercard, Discover, Check, and Cash.

Subtotal	\$24,732.96
Labor 0%	\$0.00
Tax 0%	\$0.00
<b>Total</b>	<b>\$24,732.96</b>

**REQUEST REQUOTE**  
This quote needs to be requoted

[Request a requote](#)

# SECTION IV - HANDBOOK UPDATES

## SY2024-2024 Handbook Updates

### Coaches, Sponsors, Advisors Activities/Athletics Handbook:

- Update all dates / update table of contents / edit any formatting needed.
- Evaluation (pg. 5):
  - Add language “at least” to evaluation deadline. Need opportunity to give evaluation prior to two weeks.
  - Change amount of time head coach may take to add comments to the evaluation from 20 days to 7 days.
- Extra & Co-Curricular Compensation Matrix (pg. 6):
  - **Remove:** Activities Director – on separate contract/salary
  - **Remove:** Head Cross Country Coach – should be same rate as other head coaches
  - Concessions – increase from starting salary of \$2,100 to \$5,000 and remove percentage of profits language. Concessions advisor’s duties span the entire school year and need to better compensate for time spent prepping, working and clean up at each event.
  - FFA – increase starting stipend of \$2,997 to \$3,997. After analysis of FFA advisor duties, advisor has more events and responsibilities during entire school year than other advisors.
  - Science Fair –
- Fundraising (pg. 12):
  - **Add** language that states: Sales from the concessions will be divided as follows: 40% to the club working the shift, 40% to the athletics fund and 20% will be retained in the concessions fund.
  - Change concessions sign up POC from principal to Activities Director.
  - **Add** language: Monies from fundraising must be turned in as soon as possible for deposit. Checks dated older than 3 months will be voided.
- Coaches Checklist for Finishing Season (pg. 14):
  - **Add** language: The season’s scorebooks should be turned into the Activities Director for recording purposes.
  - **Add** language: Property loss and/or damages: Coaches/advisors are responsible for all school supplied equipment. Any items that are missing and/or damaged at the end of the season/year will be the responsibility of the coach/advisor to repair/replace. Coaches/advisors that have supplied the Athletic Director with an inventory of student-item checkouts can hold the individual student accountable for the specific items. If the inventory checkout list was not provided the coach/advisor will be responsible.
- Academic Eligibility Policy (pg. 16):
  - **Remove:** A student must be receiving a passing grade in ALL classes and maintain at least a 2.0 GPA. Eligibility for passing and GPA will be determined weekly beginning on the third week of each quarter. The Activities Director will print off an Activity Eligibility Report by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. If their name appears on the list, in any class, they will be ineligible for participation in any activities until the following Monday afternoon. Students and parents should continually monitor “Infinite Campus”, MTDA, AP and Dual Credit classes so they are aware of what their student athletes’ grades are in each class. Students are required to provide their grades of their MTDA, AP and Dual Credit classes to the MTDA/Dual Credit/AP teacher every Monday. Students involved in Middle School or High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.
  - **Replace:** The Activity Eligibility Report will be pulled by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. A student must be receiving a passing grade in ALL classes and maintain at least a 2.0 GPA. Eligibility for passing and GPA will be evaluated weekly beginning on the third week of each quarter. In the third week of each quarter, students who appear on the list will have until the following Tuesday (7 days) to improve their grade(s). If their name appears on the list, in any class, for two consecutive weeks, they will be ineligible for participation in any activities until the following Monday afternoon.

Students involved in Middle School or High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.

- 8<sup>th</sup> Grade Participation (pg. 17):
  - Split Volleyball and Basketball – leave basketball as is.
  - **Add** language to volleyball: If the number of 9-12th grade students participating in the sport is less than 17, 8th graders may be eligible to participate. If the coach determines 8th graders may participate, try-outs will be held for all 8th grade students interested. The coach will select which 8th grade students will be brought up to fill the team, but the total number of participants on the team with 8th graders may NOT exceed 19.
- Awards & Honors (pg. 25):
  - Change language: Two awards will be chosen by the Head Coach. The third award will be the Badger Virtues award.
  - Criteria for Athlete of the Year:
    - **Replace** criteria with: An athlete must participate in at least three sports and must have remained eligible for the entirety of the school year. The head coaches may be asked to meet with the Activities Director to discuss and determine one male and one female “Athlete of the Year”. The meeting will occur after District Track and Divisional Golf and before senior graduation. Coaches will be asked to provide their nominations to the Activities Director prior to the meeting. Considerations should be given for athletic achievements and athletic honors. In the event of a tie between two or more athletes of the same gender, the Activities Director will either recommend the title be shared or vote as the tiebreaker.
- Lettering Criteria (pg. 26)
  - **Add** Activity Lettering: All co-curricular activities wishing to have students letter will need to have the specific lettering criteria supplied to the Activities Director in writing. The Advisor will need to supply all students in the program with the lettering criteria at their first meeting.
- A Fact Sheet for PARENTS (pg. 30):
  - **Remove**
- Request for 8<sup>th</sup> Grade Participation form (pg. 37): revamped
- Tryout Determination Form (pg. 39): revamped
- **Add** section “Property Loss and/or Damages”:
  - Lockers are a privilege and are provided free of charge for students’ convenience but remain the property of the school. Loss of locker privileges and/or fines will be assessed for physical damage, defacing of lockers, and sharing lockers or combinations. Students jamming or “fixing” lockers to automatically open are subject to damage fines. Lockers may be inspected from time to time. School officials may hold an inspection of a student’s coat, book bag, purse or other belongings for illegal material. If there is reason to believe that a student is in possession of any item that violates school rules, a search may be required of the student. The school will not be responsible for replacement of lost, damaged, or stolen items. Gym lockers are available for student use. It is expected that students treat these lockers in the same manner as their regular lockers to provide security for their personal belongings. Just as with all lockers, the administration reserves the right to inspect these lockers periodically to ensure the safety of other students. Students must lock their PE lockers to prevent theft. The school will not be responsible for replacement of lost, damaged, or stolen items.
  - Athletic and Activity “gear” including but not limited to uniforms, implements, and equipment are property of the school and is provided for the students to use free of charge. If any items are damaged, defaced or lost by the student it will be the student’s responsibility to pay for replacement(s) or the repair of the item(s). All items checked out to the student must be turned in to the coach/advisor at the end of the season/activity and before any additional items for a new season/activity can be checked out

by the student. If there are fees due to the school because of loss or damage they must be paid before any additional items for a new season can be checked out by the student.

### Student Activities/Athletics Handbook:

- Update all dates / update table of contents / edit any formatting needed.
- Academic Eligibility Policy (pg. 5):
  - Add clarification that the policy carryovers from the spring to the fall.
  - Add language specifically about homeschooled students. The person in charge of the homeschool program must certify grades the same as our admin does, every week on Tues at 10am.
  - **Remove:** A student must be receiving a passing grade in ALL classes and maintain at least a 2.0 GPA. Eligibility for passing and GPA will be determined weekly beginning on the third week of each quarter. The Activities Director will print off an Activity Eligibility Report by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. If their name appears on the list, in any class, they will be ineligible for participation in any activities until the following Monday afternoon. Students and parents should continually monitor “Infinite Campus”, MTDA, AP and Dual Credit classes so they are aware of what their student athletes’ grades are in each class. Students are required to provide their grades of their MTDA, AP and Dual Credit classes to the MTDA/Dual Credit/AP teacher every Monday. Students involved in Middle School or High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.
  - **Replace:** The Activity Eligibility Report will be pulled by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. A student must be receiving a passing grade in ALL classes and maintain at least a 2.0 GPA. Eligibility for passing and GPA will be evaluated weekly beginning on the third week of each quarter. In the third week of each quarter, students who appear on the list will have until the following Tuesday (7 days) to improve their grade(s). If their name appears on the list, in any class, for two consecutive weeks, they will be ineligible for participation in any activities until the following Monday afternoon. Students involved in Middle School or High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.
- **Add** sections:
  - Attendance Eligibility Policy
    - The Attendance Eligibility Report will be pulled by 10 am every Tuesday during the season in concurrence with the academic eligibility report. Students with more than 7 absences/tardies will be ineligible for any activities until they have made up the time in a Friday school (9:00-12:00).
    - Any student who reaches 7 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.
  - Behavior Eligibility Policy
    - All students are expected to uphold our core virtues, Empathy, Responsibility, Integrity, and Resilience. Behavior eligibility for activities is represented in the JH/HS Behavior Matrix. Use the matrix as reference.
- Activity Fees (pg. 6):
  - Increase fee prices – has not been done in many years
    - 6<sup>th</sup>-12<sup>th</sup> increase from \$50 to \$75
    - K-5<sup>th</sup> increase from \$35 to \$75
    - Family Pass increase from \$155 to \$225
    - Add Adult pass at \$100
- 8<sup>th</sup> Grade Participation (pg. 7)
  - Split Volleyball and Basketball – leave basketball as is. Add language to volleyball: If the number of 9-12th grade students participating in the sport is less than 17, 8th graders may be eligible to participate.

If the coach determines 8th graders may participate, try-outs will be held for all 8th grade students interested. The coach will select which 8th grade students will be brought up to fill the team, but the total number of participants on the team with 8th graders may NOT exceed 19.

- **Add** section “District Owned Athletic/Activity Gear”:
  - Athletic and Activity “gear” including but not limited to uniforms, implements, and equipment are property of the school and is provided for the students to use free of charge. If any items are damaged, defaced or lost by the student it will be the student’s responsibility to pay for replacement(s) or the repair of the item(s). All items checked out to the student must be turned in to the coach/advisor at the end of the season/activity and before any additional items for a new season/activity can be checked out by the student. If a student checks out items for a non school team affiliated event the items must be returned within 7 days of checkout. Failure to return items in a timely manner will result in the school marking the items as missing and billing the student for the missing items. If there are fees due to the school because of loss or damage they must be paid before any additional items for a new season can be checked out by the student.
- Add section “Property Loss and/or Damages”:
  - Lockers are a privilege and are provided free of charge for students’ convenience but remain the property of the school. Loss of locker privileges and/or fines will be assessed for physical damage, defacing of lockers, and sharing lockers or combinations. Students jamming or “fixing” lockers to automatically open are subject to damage fines. Lockers may be inspected from time to time. School officials may hold an inspection of a student’s coat, book bag, purse or other belongings for illegal material. If there is reason to believe that a student is in possession of any item that violates school rules, a search may be required of the student. The school will not be responsible for replacement of lost, damaged, or stolen items. Gym lockers are available for student use. It is expected that students treat these lockers in the same manner as their regular lockers to provide security for their personal belongings. Just as with all lockers, the administration reserves the right to inspect these lockers periodically to ensure the safety of other students. Students must lock their PE lockers to prevent theft. The school will not be responsible for replacement of lost, damaged, or stolen items.
  - Athletic and Activity “gear” including but not limited to uniforms, implements, and equipment are property of the school and is provided for the students to use free of charge. If any items are damaged, defaced or lost by the student it will be the student’s responsibility to pay for replacement(s) or the repair of the item(s). All items checked out to the student must be turned in to the coach/advisor at the end of the season/activity and before any additional items for a new season/activity can be checked out by the student. If there are fees due to the school because of loss or damage they must be paid before any additional items for a new season can be checked out by the student.
- Awards & Honors (pg. 18):
  - Change language: Two awards will be chosen by the Head Coach. The third award will be the Badger Virtues award.
  - Criteria for Athlete of the Year:
    - **replace** criteria with: An athlete must participate in at least three sports and must have remained eligible for the entirety of the school year. The head coaches may be asked to meet with the Activities Director to discuss and determine one male and one female “Athlete of the Year”. The meeting will occur after District Track and Divisional Golf and before senior graduation. Coaches will be asked to provide their nominations to the Activities Director prior to the meeting. Considerations should be given for athletic achievements and athletic honors. In the event of a tie between two or more athletes of the same gender, the Activities Director will either recommend the title be shared or vote as the tiebreaker.
- Lettering Criteria (pg. 19)

- **Add** Activity Lettering: All co-curricular activities wishing to have students letter will need to have the specific lettering criteria supplied to the Activities Director in writing. The Advisor will need to supply all students in the program with the lettering criteria at their first meeting.

### Student Handbook:

- Update all dates / update table of contents / edit any formatting needed.
- Junior High and High School (pg. 6):
  - **Add** language: Eligible seniors may qualify for a school to work program. Any school to work or work study programs must have agreed upon goals between the school and cooperating employer. Students participation in these programs require the approval of the school counselor and the principal.
- Summer School (pg. 7):
  - working on agreement with GFPS
- Online Electives (pg. 7):
  - change eligibility of dual enrollment to include the language “to be eligible for these classes you must be at least 16 years of age or a high school junior, must have a cumulative 3.0 GPA, and must be granted permission from the principal.
- Grades (pg. 8):
  - **Add** language: A semester grade is the average of two quarter grades (quarters 1 and 2) and (quarters 3 and 4). Semester grades are reflected on the report card for the 2nd quarter and the 4th quarter. Only semester grades are reflected on students' transcripts.
- Graduation Requirements (pg. 9):
  - **Add** Astronomy to Science and Media Arts to Fine Arts
  - Change VoAg to Ag
  - Change language “a freshman takes Pre-Algebra passes then needs the three required credits for math so takes Pre-Algebra again. They will not be given the 1 credit again” change “three” credits to “two additional” credits
- Certified Copy of Birth Certificate and Complete Immunization (pg. 11):
  - **Add** language: The District also requires a proof of address for in-district enrollment.
- Attendance Policy (pg. 12):
  - **Remove**: Students are responsible for attending class. The learning experiences that take place in the classroom environment are an essential part of the educational process. Absences and tardiness tend to disrupt the continuity of the instructional program and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students and teachers. Missing class hinders a student’s ability to master the subject matter, and this may be reflected in the grade.  
 Grades earned in any course should reflect the student’s fulfillment of academic requirements, achievement, and daily participation. It is the student’s responsibility to develop time management skills, a productive work ethic and accountability for successful preparation for graduation and beyond. The administration does not condone absences that detract from our academics. Such absences include, but are not limited to: skip days, shopping, work (on a job or at home), moving, banking, oversleeping, haircut, tanning, and manicure appointments. **It is also appropriate that family vacations be taken only during school breaks.**
  - **Replace**: A missed school day is a lost opportunity for students to learn. Students who attend school regularly have been shown to achieve at higher levels than student who do not have regular attendance.
  - **Remove**: In cases where a medical note cannot be provided (i.e.: bereavement or family emergency) the student must receive **prior approval from the administration**. A student who leaves school early or



arrives at school late due to an illness, not feeling well, or too tired, is considered too ill to participate in athletics/activities that day and shall not be allowed to attend a practice or contest.

- Move to Eligibility section: 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.
- **Remove:** Students must not leave school during class periods or between classes unless they have reported to the office and received permission from the administration. Students who leave the school building without checking out will accrue an unexcused absence and will be subject to the consequences as for any other unexcused absences. The Cascade County Sheriff's Department will be called to locate any student who cannot be located within 30 minutes of being reported as missing from an assigned class or area.
- **Remove:** If a student is not well enough to attend school he/she is not well enough to attend a team practice or competition either. Documentation from a doctor's office stating the student is not contagious to others must be provided in order to excuse him/her from this requirement.
- Reporting Absences (pg. 13):
  - **Add** language: "or may not excuse themselves for early dismissal." When referring to emancipated minors.
  - **Remove:** but if attendance extends past the five days per quarter your absences will be marked as unexcused unless you provide documentation from a doctor's office, court clerk, etc. Siblings are not permitted to excuse each other. Please send a note, not a verbal message.
  - **Replace:** "may be offered help through the school tutoring services" with "need to contact their teacher(s) for a plan to complete missing work."
  - **Replace:** "dropped from the rolls" with "unenrolled from Cascade Public Schools."
- Classification of Absences (pg. 13):
  - **Remove:**
    - Absence: Students will be marked as unexcused until parent notification is received. Notification must be within 24 hours.
    - Tardy: not in the classroom/seat by the time the bell rings and up to 10 minutes after the bell rings.
    - Excused Absence: Caused by illness, family emergency, medical and/or weather. All other absences will be considered unexcused.
    - Unexcused Absence: Caused by truancy, skipping, or failure to verify an excused absence in a timely manner. Students MUST complete make-up work immediately upon their return.
    - School Related: This is an absence involving participation in school-sponsored activities. Students under school sponsorship are automatically excused. Students away from school in this category are considered present. However, individual teachers (with prior notice) may require students to complete work before the students are absent for the activity.
  - **Replace:**

**Definitions:**

**Absences that are counted against the 7-day absence limit (per semester):** Students are required to make up all work that is missed to gain the necessary skills taught in the course



- **Excused Absences** (EA=Excused, FE=Family Emergency, IL=Illness, V=Vacation, ME=Medical Excused). An absence that had been pre-approved or cleared, within five days of the absence, by a parent or a guardian.
- **Unexcused Absences** (TR=Truant or UA=Absent). An absence that has not been pre-approved or excused, within five days of the absence, by a parent or guardian. Students will be allowed to make-up work missed during unexcused absences at teacher discretion.
- **Tardy** (TD=Tardy) Student is not in the classroom by the time the bell rings and up to 10 minutes after the bell rings. (Any student who is 10 minutes late to a class will receive an unexcused absence for that class. The teacher will record the absence and report to the attendance secretary). Three unexcused tardies in one class constitutes an unexcused absence in that class. This is cumulative for the semester.

**Absences not counted against the 7-day absence limit (per semester):** Students are required to make up all work that is missed to gain the necessary skills taught in the course.

- **SS=School Related:** When a student is absent due to a school-sponsored or school-approved event. These absences must be pre-approved through the attendance office.
- **ISS=ISS, OSS=OSS:** Disciplinary action that results in the exclusion of a student from classes and/or extra-curricular activities for a specified period of time.
- **MX=Medical Exempt:** An absence lasting more than 4 consecutive days that is medically cleared through written documentation from a licensed physician.
- **SD= Snow Day:** Weather related absence when the schools remain in session
- **CT=College Visit** during your Senior year or discretionary administrative approval.
- **BR= bereavement, religious exemptions**

#### **7 – Day Absence Procedure (per semester):**

- If a student accumulates more than 7 total excused or unexcused absences in any class period during a semester, he/she is in violation of the absence limit. **If the student is passing the class with an “A”, “B” or “C”, he/she will receive credit; however, the letter grade will be reflected as a “P” for that class on their permanent transcript. This “P” will be calculated as a 2.0 toward the student’s cumulative GPA.** Students who have a “D” or “F” will maintain those grades.
- Replacing a “P” with a letter grade on permanent student transcript.
  - When a student accumulates more than 7 total excused or unexcused absences in any class period and wishes to reinstate a letter grade he/she needs to do the following:

Contact the Principal to initiate the reinstatement process within 3 days of accumulating more than 7. One of two methods may be used to reinstate a letter grade.

- **Attendance Contract** – student will have zero excused or unexcused absences for 16 consecutive school days or the remainder of the semester, whichever is greater.
- **Hour-For-Hour Makeup.** For every class period you miss more than 7 (per period), you must make up an academic intervention hour (Friday School).
- **NOTE - Any planned absence that may put a student over the limit of 7 must be approved by the administration (i.e. vacations, family trips, educational learning opportunities, etc.)**

- Attendance Flowchart (pg. 14):

- **Replace:** “class period” with “semester/class period”
- Restructure days as follows:
  - 1-6 to 1-4
  - 7-8 to 5-6
  - 9-12 to 7
  - More than 12 to more than 7
- **Add:** “and/or the counselor” with the Principal
- **Replace:** all references to “Saturday school” with “Friday school”
- Tardy Policy (pg. 15):
  - **Remove:** redundant
- Make-Up Work (pg. 15):
  - **Replace:** “If the student has a pre-assigned assignment due during an absence, the student will submit the completed assignment upon returning to school.” With “The general accepted rule for make-up school work will be 1 school day for each excused absence day. A teacher has the right to extend make-up time if they choose. Students participating in school activities are expected to have all work completed prior to activities or to have made arrangements with the teacher on assignment due dates.”
- Perfect Attendance Award (pg. 15)
  - **Remove**
- Code of Conduct – General Info (pg. 16):
  - **Remove:**
    - Book covers are to be used only at the teacher's discretion, but under no circumstances are the fabric covers to be used. No writing or marking is allowed in any textbook.
    - Student guests are not allowed. Exceptions may be granted by the principal.
    - Students participating in any school activity must be present the entire school day of the activity, if the activity is on a school day. If the activity is not on a school day, students must be present the entire last school day before the day of the activity.
    - Homework for ill students will require 24-hour notice before it will be ready to send home.
    - Students withdrawing after 10 school days from the start of a class will receive an “F” for that class.
  - **Replace** with: JH/HS Expectations Matrix (attached at end)
- School-Wide Discipline Process:
  - **Add:** “that represent our core virtues: Integrity, Responsibility, Empathy, and Resilience.”
- Elementary Behavior Matrix (pg. 17):
  - **Replace** with updated version (attached at end)
- JH/HS Behavior Matrix (pg. 18):
  - **Replace** with updated version (attached at end)
- In-School Suspension Rules (pg. 19):
  - **Remove**
- Suspension/Expulsion (pg. 19):
  - **Remove:**
    - Making exuberant attempts of affection towards each other such as kissing, fondling, or any other suggestive expression which is embarrassing to other students or staff members.
    - Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
    - Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
    - Causing or attempting to cause physical injury to another person except in self-defense.
    - Commission of any act which if committed by an adult would be robbery or assault as defined by state law.

- Suspension or expulsion will be mandatory, in accordance with state law.
- Violation of criminal law.
- Violation of District building regulations.
- Violation of District’s policy on dangerous weapons in the school.
- Violation of the District’s illicit drugs and alcohol policy. Suspension or expulsion will be mandatory for sale or distribution of drugs or alcohol in accordance with state law.
- Violation of the District’s smoking and use of tobacco policy. Tobacco products or containers are not allowed on school premises. These products should not be kept in lockers, or on your person, nor on the bus.
- Throwing objects outside of supervised school activities that can cause bodily injury or damage to property.
- Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
- Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
- Committing extortion, coercion or blackmail i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Lying or giving false information, either verbally or in writing, to a school employee.
- Unexcused absence from school.
- Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
- Severe disrespect toward teachers, or any other adults, or fellow students.
- Any student who continues to be a discipline problem will be brought in with parents for a meeting with the student’s teachers and principal(s). The student may be put on a behavioral contract. Violation of the contract could result in a recommendation for expulsion.

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

- **Replace:** “see behavior matrix”
- Dress Code (pg. 21):
  - **Replace:** “without” with “with” when referring to mesh garments
  - **Add:** “Clothing may not cause any undue distraction to the learning environment.”
  - **Remove:** “Facemasks must meet all of the above requirements.”
- PDA (pg. 21):
  - **Remove:**
    - Students shall refrain from all Public Displays of Affection (PDA) while in school or while attending and/or participating in a school-related activity. Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers.
  - **Replace:**
    - A public display of affection (PDA) is any act of intimacy between a couple that is in view of others. Hugging, kissing, or holding your partner's hand in public are some examples of PDA. Sharing a private intimate moment in a public forum such as social media can also be a form of PDA.
- Food and Drinks in Hallways (pg. 22):
  - **Remove:**
    - Food items permitted in the commons, lunchroom, and in classrooms at teachers’ discretion (parties, breakfasts, etc.). No open food or beverages shall be left in the lockers, classrooms or hallways. Capped or lidded bottles containing WATER ONLY are permitted.
  - **Replace:**
    - Food is not allowed in the hallway. Food should be consumed in the cafeteria or the commons as a senior. Any drinks students bring into the building need to have a secure cap.

- Student Personal Property (pg. 22):
  - **Remove:** Keeping hallways free of clutter provides a comfortable place for you and your fellow students to sit and visit.
- Driving and Parking Vehicles (pg. 23):
  - **Replace:** “Decal to be placed on the windshield” with “tag to be displayed in the vehicle.”
  - Formatting: unbold last sentence
- Academic Eligibility Policy (pg. 29)
  - **Remove:** A student must be receiving a passing grade in ALL classes and maintain at least a 2.0 GPA. Eligibility for passing and GPA will be determined weekly beginning on the third week of each quarter. The Activities Director will print off an Activity Eligibility Report by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. If their name appears on the list, in any class, they will be ineligible for participation in any activities until the following Monday afternoon. Students and parents should continually monitor “Infinite Campus”, MTDA, AP and Dual Credit classes so they are aware of what their student athletes’ grades are in each class. Students are required to provide their grades of their MTDA, AP and Dual Credit classes to the MTDA/Dual Credit/AP teacher every Monday. Students involved in Middle School or High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.
  - **Replace:** The Activity Eligibility Report will be pulled by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. A student must be receiving a passing grade in ALL classes and maintain at least a 2.0 GPA. Eligibility for passing and GPA will be evaluated weekly beginning on the third week of each quarter. In the third week of each quarter, students who appear on the list will have until the following Tuesday (7 days) to improve their grade(s). If their name appears on the list, in any class, for two consecutive weeks, they will be ineligible for participation in any activities until the following Monday afternoon. Students involved in Middle School or High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.
- Student Fees, Fines and Charges (pg. 31):
  - Restructure to list all fees

STUDENT FEES, FIINES, AND CHARGES:

Activity Fees:

GENERAL ADMISSION: High School Activities	Adult: \$10.00	Student (K-12): \$8.00
GENERAL ADMISSION: Junior High Activities	Adult: \$6.00	Student (K-12): \$4.00

All-Season Activity Pass:

Student K-12	\$75.00
Adult	\$100.00
Family*	\$225.00

*\*for those living in the same household/college student*

Lunch Fees:

	Breakfast	Lunch	Extra Milk
Students	\$2.00	\$3.25	\$0.65
Adults	\$2.60	\$4.10	\$0.65

Technology Fees:

K-6	\$30.00
7-12	\$50.00
Family (3 or more students)	\$125.00

Chromebook Repair/Part Replacement Fees:

Charger	\$15.00
Screen	\$35.00
Keys	\$10.00/key
Case	\$15.00
Total Replacement	\$275.00

- o **Add** technology fee
- o **Add** policy 7210 reference: “Payments can be made through Infinite Campus or through the office. Notices of account delinquency are sent out through Infinite Campus weekly. When charges exceed \$100.00, letters are sent out to parents/guardians. Per Policy 7210, the District will make an effort to collect all revenues due from all sources. Uncollectible checks may be turned over to the county attorney for collection.”
- Cafeteria (pg. 33)
  - o **Remove:** Breakfast prices are \$1.90 for students, \$2.50 for adults. Lunch prices are \$3.15 for all grade levels. Adult lunches are \$4.00 each.
  - o **Remove:** at \$.65 per carton.
  - o **Remove:** to the food service dept.
  - o **Replace:** submitted to the district
  - o **Remove:** Payments can be made through Infinite Campus or through the office. Money should be put into your child’s account on a regular basis. If charges on a student’s account begin to exceed \$10.00, the student will be told verbally of the charges by the food service staff. If charges continue to go beyond \$20.00, the food service department will contact the parent to make arrangements to pay the charges. If charges exceed \$100, the District office will be notified and parents will be contacted. The food service department will provide statements for any accounts that are less than \$5.00. Statements will also go out with report cards.
- Lunchroom Behaviors (pg. 32):
  - o **Remove:** redundant
- Expected Behaviors (pg. 32):
  - o **Remove:** redundant
- Asbestos Management Plan (pg. 38):
  - o **Remove**
- Elementary Playground Rules (pg. 38):
  - o **Remove:**
    - The following rules will be enforced:
    - Up the stairs and down the slide, only.
    - Up and over the rock wall.
    - Tag is played only on the grass.
    - At least one hand on the monkey bars. No sitting on top.
    - The bridge is for walking.
    - One person down the hill at a time for rolling and sledding. Do not roll into people.
    - Toys stay in the classroom or backpacks.
    - Backpacks stay inside.
    - One hand touch for tag and football.
    - If balls go over the fence, they stay there until an adult gets them.
    - Only basketballs go through the hoops.

- Do not climb on the fence.
  - Wood chips and sticks stay on the ground.
  - Shoes stay on your feet
- Junior High Playground Rules (pg. 39):
  - **Replace:** “Rules” with “Expectations”
  - **Remove:**
    - While at recess we expect students to conduct themselves in a safe and respectful manner. The following rules will be enforced:
    - Students are to play in designated areas only. This does not include the ramp, window areas, and hillside.
    - Throwing or tossing any object(s) that could be harmful to yourself or others such as rocks, sticks, or snowballs is prohibited.
    - All games will be conducted with a sense of fairness and without argument.
    - Any behavior that includes pushing, tackling, hitting/fighting, name-calling, put downs, and/or obscene gestures will not be tolerated.
    - Students who violate any of these rules or conduct themselves in a disrespectful manner as noted by the supervisor may be reported to the principal. Further referrals will require a parent/principal meeting and a plan of improvement before student may be allowed to re-enter the playground for recess.
- Student Conduct on School Buses:
  - **Remove:** redundant
  - **Replace:** “Conduct on the school bus shall follow the expectations outlined on the behavior matrix.”
- Care of Chromebook (pg. 42):
  - **Add:** For a breakdown of the fees for damages, please refer to the fee schedule.
- Technology Use Agreement Signature Form (pg. 43):
  - **Add:** Technology Fees
  - **Remove:** If the student ceases to be enrolled at Cascade Schools, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the device. In addition, the student must also return both the Chromebook charger and the Chromebook case. If one or both of these items are not returned, the student/parent must pay \$25 for the Chromebook charger and/or \$5 for the Chromebook case.
  - **Replace:** At the end of the school year and/or at termination of enrollment at Cascade Schools, the student/parents will return the Chromebook in good working order or pay for the damages/replacement of the device. In addition, the student/parent must also return all accessories issued with the Chromebook, or pay the cost of replacement. Damage and replacement costs are outlined in the fee schedule.



	CLASSROOM	CAFETERIA	HALLWAYS	RESTROOMS	COMMONS	BUS	EXTRA-CURRICULAR ACTIVITIES
INTEGRITY	<ul style="list-style-type: none"> <li>• Be Honest, Humble &amp; do your own work</li> <li>• Respect self, others, and property</li> <li>• Use appropriate language, volume, and tone</li> <li>• Participate cooperatively &amp; be an active learner</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language, volume, and tone</li> <li>• Be patient in line</li> <li>• Only eat your own food.</li> <li>• Keep hands and feet to myself</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate Language volume and tone.</li> <li>• Stay out of others lockers</li> <li>• No PDA</li> <li>• Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate Language volume and tone.</li> <li>• Report concerns to an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate Language volume and tone.</li> <li>• Report concerns to an adult</li> <li>• Follow School Conduct &amp; Dress Code</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate Language volume and tone.</li> <li>• Report concerns to an adult</li> <li>• Be honest with yourself &amp; others</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate Language volume and tone.</li> <li>• Practice Good Sportsmanship &amp; Cheer Appropriately</li> </ul>
RESPONSIBILITY	<ul style="list-style-type: none"> <li>• Plan for absences and make up missed assignments</li> <li>• Arrive quietly and on time</li> <li>• Be prepared, organized, and use class time wisely</li> <li>• Complete all assignments on time</li> <li>• Wait for proper dismissal</li> <li>• Pick up and keep classroom clean</li> </ul>	<ul style="list-style-type: none"> <li>• Leave your space, your table and the rest of the cafeteria clean</li> <li>• Properly dispose of food, trash, and litter</li> <li>• Ask if you want to leave before dismissal.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep the hallways and your lockers clean, pick up your trash.</li> <li>• Keep your Lockers Clean &amp; Secure</li> <li>• Yield to the right side of the hallway while walking.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it clear &amp; clean.</li> <li>• GO, FLUSH, WASH, &amp; Get back to class</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it clear &amp; clean</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it clear &amp; clean</li> <li>• Always follow the bus drivers instructions</li> <li>• Enter &amp; exit the bus on time and quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up trash and keep the areas clean.</li> <li>• Follow Event Etiquette</li> <li>• Stay in designated areas</li> </ul>
EMPATHY	<ul style="list-style-type: none"> <li>• Accept and celebrate differences</li> <li>• Demonstrate collaboration and teamwork</li> <li>• Show compassion and understanding for ourselves and others</li> <li>• Speak positively of ourselves and others</li> <li>• Be Thankful</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite &amp; kind to kitchen staff</li> <li>• Be thankful and say it.</li> </ul>	<ul style="list-style-type: none"> <li>• Smile &amp; Greet others</li> <li>• Let others have their space.</li> <li>• Be courteous of elementary students going to classes</li> <li>• Practice Kindness</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of others.</li> </ul>	<ul style="list-style-type: none"> <li>• Realize that this space belongs to not only the school but to the public</li> </ul>	<ul style="list-style-type: none"> <li>• Be kind and compassionate to others</li> <li>• Show gratitude to the bus drivers - SAY THANK YOU</li> <li>• Do no harm to others and ensure a safe space for all.</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware &amp; considerate of others around you</li> <li>• Include Others</li> <li>• Accept the officials decisions</li> </ul>
RESILIENCE	<ul style="list-style-type: none"> <li>• Work to your potential</li> <li>• Don't settle for "good enough"</li> <li>• Have a growth mindset</li> <li>• Have the courage to communicate &amp; advocate for yourself &amp; others</li> </ul>	<ul style="list-style-type: none"> <li>• Make healthy choices</li> <li>• Take what you eat and eat what you take</li> </ul>	<ul style="list-style-type: none"> <li>• Learn your locker combinations.</li> <li>• Practice Organization &amp; Continuous Cleanliness</li> </ul>			<ul style="list-style-type: none"> <li>• Have the self discipline to remain seated</li> <li>• Demonstrate the willingness to follow ALL bus rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Show Enthusiasm &amp; Pride</li> <li>• Participate with your best effort</li> </ul>



	CLASSROOM	CAFETERIA	HALLWAYS	RESTROOMS	COMMONS	BUS	EXTRA-CURRICULAR ACTIVITIES	PLAYGROUND
INTEGRITY	<ul style="list-style-type: none"> <li>• Be Honest</li> <li>• Do your own work</li> <li>• Respect self, others, and property</li> <li>• Include everyone</li> <li>• Speak quietly, kindly, and positively</li> <li>• Keep comments positive</li> <li>• Be an active learner</li> </ul>	<ul style="list-style-type: none"> <li>• Speak quietly, kindly, and positively</li> <li>• Be patient in line</li> <li>• Only eat your own food.</li> <li>• Keep hands and feet to self</li> <li>• Sit safely</li> <li>• Only take what you signed up for</li> </ul>	<ul style="list-style-type: none"> <li>• Speak quietly, kindly, and positively</li> <li>• Stay out of others lockers</li> <li>• Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate Language volume and tone.</li> <li>• Report concerns to an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate Language volume and tone.</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate Language volume and tone.</li> <li>• Report concerns to an adult</li> <li>• Be honest with yourself &amp; others</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate Language volume and tone.</li> <li>• Practice Good Sportsmanship &amp; Cheer Appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Play nicely</li> <li>• Keep equipment in good shape</li> <li>• Listen to playground supervisor first time</li> <li>•</li> </ul>
RESPONSIBILITY	<ul style="list-style-type: none"> <li>• Arrive quietly and on time</li> <li>• Be prepared, organized, and use class time wisely</li> <li>• Stay on task and pay attention</li> <li>• Complete all work on time</li> <li>• Pick up and keep classroom clean</li> <li>• Use materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Properly dispose of food, trash, and litter</li> <li>• Ask first if you want to leave</li> </ul>	<ul style="list-style-type: none"> <li>• Keep the hallways and your lockers clean, pick up your trash.</li> <li>• Walk in lines, stay in line, stay to the right</li> <li>• Hands stay at your sides</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it clear &amp; clean.</li> <li>• GO, FLUSH, WASH</li> <li>• Be respectful of the facility</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it clear &amp; clean</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it clear &amp; clean</li> <li>• Always follow the bus drivers instructions</li> <li>• Enter &amp; exit the bus on time and quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up trash and keep the areas clean.</li> <li>• Follow Event Etiquette</li> <li>• Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment appropriately</li> <li>• Keep hands, feet, objects to self</li> <li>• Line up when bell rings</li> <li>• Return equipment</li> </ul>
EMPATHY	<ul style="list-style-type: none"> <li>• Be kind and compassionate to others and self</li> <li>• Be a team player</li> <li>• Speak positively of ourselves and others</li> <li>• Be Thankful</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite &amp; kind to kitchen staff</li> <li>• Have gratitude for the meals prepared for you</li> <li>• Say please and thank you</li> </ul>	<ul style="list-style-type: none"> <li>• Let others have their personal space.</li> <li>• Be courteous of students going to classes</li> <li>• Pause for elementary classes</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of others.</li> </ul>	<ul style="list-style-type: none"> <li>• Realize that this space belongs to not only the school but to the public</li> </ul>	<ul style="list-style-type: none"> <li>• Be kind and compassionate to others</li> <li>• Show gratitude to the bus drivers - SAY THANK YOU</li> <li>• Do no harm to others and ensure a safe space for all.</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware &amp; considerate of others around you</li> <li>• Include Others</li> <li>• Accept the officials decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Find a buddy</li> </ul>
RESILIENCE	<ul style="list-style-type: none"> <li>• Always do your best</li> <li>• Have a growth mindset</li> <li>• Stand up for yourself and others</li> <li>• Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li>• Make healthy choices</li> <li>• Take what you eat and eat what you take</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your lockers and hallways clean</li> </ul>			<ul style="list-style-type: none"> <li>• Have the self discipline to remain seated</li> <li>• Demonstrate the willingness to follow ALL bus rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Show Enthusiasm &amp; Pride</li> <li>• Participate with your best effort</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good sport</li> </ul>



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

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

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

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

# Cascade School District



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

### MISSION:

Promoting Excellence for All Students Through:

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

### VISION:

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

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

### GOALS:

- To deliver an academic program that inspires and motivates every student to value education for his/her lifetime.
- Customize and individualize our educational program to meet every student's strengths and needs.
- Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 21<sup>st</sup> century.

- Strategically focus resources on student's achievement and identified wants and needs of the Cascade Community.
- Connect our curriculum and assessment data to common core standards.

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# Introductory Statement

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

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

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

Title VI (Social Security): Karsen Floerchinger

Title VII, Civil Rights or Discrimination Issues: Levi Collins

Title IX: Michael Wilson

Equal Employment Opportunities (EEO): Levi Collins

Americans with Disabilities Act: Levi Collins

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

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

## **ACTIVITIES PHILOSOPHY**

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

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

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

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

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

# I. Supervisor Rules, Regulations & Requirements

## EMPLOYMENT

### *Hiring*

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

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

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

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

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

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

### *MHSA Certification Requirements*

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

### *Evaluation*

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

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

the AD will review the Head Coach Evaluation with the Head Coach. The Head Coach may take up to twenty days following the meeting to add any comments to the evaluation. At the conclusion of the End of Season Interview final coaches pay will be disbursed, but only if all items of the Check Out list have been completed.

***Extra and Co-Curricular Compensation***

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

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

***Discipline and Discharge***

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

## ***Volunteer/Chaperone Policy***

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

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

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

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

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

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

## **KEYS/FOBS**

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

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

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

## **ETHICS & ETIQUETTE**

### ***Coaches Code of Ethics***

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times.

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



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

**As a Coach:**

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

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

**Expected Behavior:**

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

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

**Expected Behavior:**

- Recognize the differences of each student and treat each player as an individual while demonstrating concern for their individual needs and well-being.
- Encourage all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
- Recognize that some physical tasks, drills and demands are not appropriate for all players.
- Recognize that players may vary greatly in physical, social and emotional maturation and considering these factors when setting up competitions and when interacting with players.

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

**Expected Behavior:**

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

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

**Expected Behavior:**

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

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

**Expected Behavior:**

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

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

**Expected Behavior:**

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

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

**Expected Behavior:**

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

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

**Expected Behavior:**

- Become knowledgeable, understanding and supportive of all applicable game rules, league rules, regulations and policies.

- Teach and require compliance of these rules among players.

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

**Expected Behavior:**

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

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

**Expected Behavior:**

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

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

***Code of Ethics***

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

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

***Confidentiality***

**(School Board Policy #5223)**

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

The protection of confidential information is vital to the interests and the success of the students and staff of the District. Such confidential information includes, but is not limited to information about employees, students,

and parents. Employees who improperly use or disclose confidential information will be subject to disciplinary action.

### ***Dress for Activities***

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

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

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

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

## **SUPERVISION**

### ***Facility Supervision***

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

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

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

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

### **Locker Room Rules**

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

### **Open Facilities**

1. "Open Gym" refers to the use of school facilities for recreational activities. The characteristics of an open gym are that:
  - a. The school facilities are available for students to participate in a number of activities.
  - b. The recreational activities are open to all students.
  - c. MHS A definition.
2. The weight room will be open to all students throughout the school year. Students using the weight room must follow the policies and procedures established.
3. No student may use the weight room unless supervised by an adult approved by a supervisor.
4. If coaches/advisors would like to use a facility outside the regular season of sport, a request must be submitted to the Activities Director.

### ***Supervision of Student-Athletes***

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

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

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

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

### **GRIEVANCE PROCEDURE**

#### **(School Board Policy #1700)**

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

### **FINANCIAL RESPONSIBILITIES**

#### ***Clinics***

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

#### ***Fundraising***

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

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

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

Profits from the school's concession stand benefit all student groups. All monies raised are divided among athletics, student publications, all student organizations, and teachers. Advisors, coaches, and all other staff members support this process by working a shift when the concession stand is open for business. Sign-ups for

working the concession stand are done through the principal at the beginning of the school year. Any fundraisers that compete with the sale of food items from the concession will not be permitted. Individual students wishing to raise funds for individual needs cannot conduct a sales campaign in competition with the school concession stand.

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

The Activities Director will approve all Fundraising Requests.

### ***Activity/Fundraiser Request Form***

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

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

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

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

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

### ***Ordering, Purchasing, Requisitions, Purchase Orders***

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

All orders must be placed through the Activities Director on a Student Activity or District Fund Purchase Order Form. Failure to do so may result in the party placing the order being personally responsible. Personnel will not be reimbursed for purchases - no exceptions. Coaches/Advisors must see the District Clerk to request a school activity card in order to make District purchases.

## ***Student Activity Funds***

### **(Board Policy #7425)**

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.

### ***Uniform/Equipment Replacement/Rotation Procedure***

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

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

## **COACH/SPONSOR ADDITIONAL RULES AND REGULATIONS**

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

## **COACHES CHECKLIST FOR FINISHING YOUR SEASON**

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

10. Keys/fobs must be turned in to the Activities Director during your evaluation. If keys/fobs will be needed during off-season training, they must be checked out again.
11. The coaching binder, containing emergency plan, alternative travel forms and physicals must be turned in the day following your last day of competition.
12. Property loss and/or damages: Coaches/advisors are responsible for all school supplied equipment. Any items that are missing and/or damaged at the end of the season/year will be the responsibility of the coach/advisor to repair/replace. Coaches/advisors that have supplied the Athletic Director with an inventory of student-item checkouts can hold the individual student accountable for the specific items. If the inventory checkout list was not provided the coach/advisor will be responsible.

### **COACHES HALL OF FAME CRITERIA**

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



## II. Student/Season Rules, Regulations & Requirements

### ELIGIBILITY FOR PARTICIPATION REQUIREMENTS

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

#### ***MHSA Requirement***

The District will follow the eligibility rules as set forth by the Montana High School Association. A student must be enrolled and have received a passing grade in at least twenty (20) periods of prepared class work or its equivalent in the last previous semester in which the student was in attendance. Failure to meet this requirement will result in one (1) semester of ineligibility. Middle school students will be required to receive a passing grade in ten (10) periods of prepared work per week. Nonpublic or home school students who meet the requirements of 20-5-109 can participate in MHSA member school extra-curricular activities. Refer to MHSA handbook for full stipulations and requirements.

#### ***Academic Eligibility Policy***

~~*A student must be receiving a passing grade in ALL classes and maintain at least a 2.0 GPA. Eligibility for passing and GPA will be determined weekly beginning on the third week of each quarter. The Activities Director will print off an Activity Eligibility Report by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. If their name appears on the list, in any class, they will be ineligible for participation in any activities until the following Monday afternoon. Students and parents should continually monitor "Infinite Campus", MTDA, AP and Dual Credit classes so they are aware of what their student athletes' grades are in each class. Students are required to provide their grades of their MTDA, AP and Dual Credit classes to the MTDA/Dual Credit/AP teacher every Monday. Students involved in Middle School or High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.*~~

The Activity Eligibility Report will be pulled by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. A student must be receiving a passing grade in ALL classes and maintain at least a 2.0 GPA. Eligibility for passing and GPA will be evaluated weekly beginning on the third week of each quarter. In the third week of each quarter, students who appear on the list will have until the following Tuesday (7 days) to improve their grade(s). If their name appears on the list, in any class, for two consecutive weeks, they will be ineligible for participation in any activities until the following Monday afternoon.

Students involved in Middle School or High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.

#### ***Attendance Eligibility Policy***

The Attendance Eligibility Report will be pulled by 10 am every Tuesday during the season in concurrence with the academic eligibility report. Students with more than 7 absences/tardies will be ineligible for any activities until they have made up the time in a Friday school (9:00-12:00).

Any student who reaches 7 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.

## ***Behavior Eligibility Policy***

All students are expected to uphold our core virtues, Empathy, Responsibility, Integrity, and Resilience.

Behavior eligibility for activities is represented in the JH/HS Behavior Matrix. Use the matrix as reference.

### ***Academic Ineligibility***

Academically ineligible participants will be expected to practice, but will not be allowed to participate in games, meets, or performances or travel with the team or group. Students who are ineligible to participate in activities due to inadequate grades, as outlined, are required to sit with their team at competitions or events. However, the coach may decide if they are allowed to sit with the team at away competitions or events if the student finds alternative travel.

### ***Transfer Rule***

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

### ***MHSA Age Rule***

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

### ***Activity Fee***

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

### ***Physical Exams***

#### **(MHSA Handbook: ARTICLE II Section (3) Physical Exam)**

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

### ***8th Grade Participation***

Participation in high school sports by students who are enrolled in 8<sup>th</sup> grade will be at the coach's discretion according to the following guidelines:

1. Football: 8<sup>th</sup> grade students are prohibited from participating in high school football, per MHSA guidelines.
2. Volleyball: If the number of 9-12<sup>th</sup> grade students participating in the sport is less than 17, 8<sup>th</sup> graders may be eligible to participate. If the coach determines 8<sup>th</sup> graders may participate, try-outs will be held for all 8<sup>th</sup> grade students interested. The coach will select which 8<sup>th</sup> grade students will be brought up to fill the team, but the total number of participants on the team with 8<sup>th</sup> graders may NOT exceed 19.
3. ~~Volleyball~~ & Basketball: If the number of 9-12<sup>th</sup> grade students participating in the sport is less than 14, 8<sup>th</sup> graders may be eligible to participate. If the coach determines 8<sup>th</sup> graders may participate, try-outs will be held for all 8<sup>th</sup> grade students interested. The coach will select which 8<sup>th</sup> grade students will be

brought up to fill the team, but the total number of participants on the team with 8<sup>th</sup> graders may NOT exceed 16.

4. Cross Country: If the number of 9-12<sup>th</sup> grade students participating in the sport is less than 3 for either boys' or girls' teams, 8<sup>th</sup> graders may be eligible to participate. If the coach determines 8<sup>th</sup> graders may participate, try-outs will be held for all 8<sup>th</sup> grade students interested. The coach will select which 8<sup>th</sup> grade students will be brought up to fill the team.
5. Golf: Students may be eligible to participate.
6. Track: Students may be eligible to participate, but MHSAA guidelines must be followed.
7. Wrestling: Students may be eligible to participate as long as they meet the minimum high school weight requirement.

Coaches are not required to allow 8<sup>th</sup> graders to participate on the team, no matter if the minimum participation requirements are met or not. If coaches determine they will allow 8<sup>th</sup> grade participation, they must file the 8<sup>th</sup> Grade Participation Request Form with the Activities Director. The Activities Director and Superintendent will approve or deny the request. Upon approval, the head coach must hold tryouts, if applicable. The Tryout Form must be used for the tryout process. Coaches must then file the Tryout Determination Form with the Activities Director, as well as copies of the individual Tryout Forms for all participating students. **Coaches may NOT allow 8<sup>th</sup> graders to begin participation until all forms are filed, reviewed and approved by administration and tryouts are completed, if applicable.**

If 8<sup>th</sup> graders are brought up to fill the team, they are expected to participate in competitions, not just practices. All eighth-grade students participating in a high school contest must adhere to all other MHSAA rules and guidelines. The student cannot compete concurrently on the high school team and the junior high school team in the same sport. If an eighth grader quits the high school team(s), he/she can return to eighth grade participation but cannot compete again at the high school level for that sport.

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

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

### **PARTICIPANT SELECTION POLICY**

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

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

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

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

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

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

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

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

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

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

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

## **CODE OF CONDUCT - ACTIVITIES**

### ***Extra - and Co - Curricular Chemical Use Policy***

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

#### **Policy Coverage**

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

#### **Policy Duration**

This policy is in effect each school year from the date of the first practice for fall activities until the last day of school or activities, whichever is later. Violations are cumulative, through the student's period of

attendance in grades 6-8 and in grades 9-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

### **Student and Parent/Legal Guardian Due Process**

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

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

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

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

### ***Violation of Rules***

#### **First Violation**

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

#### **Second Violation**

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

#### **Third Violation**

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

#### **Further Violations**

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

Coaches/Advisors policies may exceed these rules.

### ***Suspension or Exclusion from Team***

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

### ***Student and Parent/Legal Guardian Due Process***

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

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

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

## **PROPERTY LOSS AND/OR DAMAGES**

Lockers are a privilege and are provided free of charge for students' convenience but remain the property of the school. Loss of locker privileges and/or fines will be assessed for physical damage, defacing of lockers, and sharing lockers or combinations. Students jamming or "fixing" lockers to automatically open are subject to damage fines. Lockers may be inspected from time to time. School officials may hold an inspection of a student's coat, book bag, purse or other belongings for illegal material. If there is reason to believe that a student is in possession of any item that violates school rules, a search may be required of the student. The school will not be responsible for replacement of lost, damaged, or stolen items. Gym lockers are available for student use. It is expected that students treat these lockers in the same manner as their regular lockers to provide security for their personal belongings. Just as with all lockers, the administration reserves the right to inspect these lockers periodically to ensure the safety of other students. Students must lock their PE lockers to prevent theft. The school will not be responsible for replacement of lost, damaged, or stolen items.

Athletic and Activity "gear" including but not limited to uniforms, implements, and equipment are property of the school and is provided for the students to use free of charge. If any items are damaged, defaced or lost by the student it will be the student's responsibility to pay for replacement(s) or the repair of the item(s). All items checked out to the student must be turned in to the coach/advisor at the end of the season/activity and before any additional items for a new season/activity can be checked out by the student. If there are fees due to the school because of loss or damage they must be paid before any additional items for a new season can be checked out by the student.

## **CELL PHONE USE BY STUDENTS AND STAFF**

### ***Students Use of Mobile Devices***

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

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

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

### ***Employee Use of Mobile Devices***

**(School Board Policy #5630 & # 8123)**

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

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

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

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

## **SOCIAL MEDIA/NETWORKING POLICY**

**(School Board Policy #5460)**

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

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

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

## **COMPETITIONS & PRACTICES**

### ***Scheduling Practice Times and Contests***

The Activities Director shall work with the coach/sponsor/advisor in scheduling all practice times and M.H.S.A. contests. Every effort shall be made to keep prime time varsity scheduling for female and male activities equal. Under no circumstances is a coach/sponsor/advisor to schedule an event without prior knowledge and consent of the Activities Director. This includes summer camps.

When there is conflict in prime-time use of a facility, the District will have those parties involved work out an equitable schedule for facility use. If this cannot be done, the Activities Director will present the parties involved with an equitable schedule, which will be strictly adhered to. M.H.S.A. scheduled events take precedence over practice times.

### ***Family Night***

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

## ***Open Gym***

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

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

## **TRAVEL**

### ***Rosters***

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

### ***Transportation to and from Contests:***

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

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

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

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

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

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

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

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



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

### ***Out of State Trips***

#### **(School Board Policy #2320)**

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

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

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

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

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

### ***Overnight Policy***

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

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

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

### ***Travel List for Coaches***

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

### ***Meal Procedure***

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

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

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

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

*Sample Trip Itinerary*

**Trip Itinerary**

November 4-5

Trip to Wibaux (State Football Playoff)

**FRIDAY, Nov. 4**

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

**SATURDAY, Nov. 5**

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

**Reminders:**

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

**Coaches Name:** \_\_\_\_\_

**Phone # in case of emergencies:** \_\_\_\_\_

### III. Awards & Honors

Each Boys and Girls sport will be provided with Three (3) post-season awards paid for by the school. ~~Awards may be the Head Coach's choosing.~~ Two awards will be chosen by the Head Coach. The third award will be the Badger Virtues award.

#### CRITERIA FOR ATHLETE OF THE YEAR

An athlete must participate in at least three sports and must have remained eligible for the entirety of the school year. The head coaches may be asked to meet with the Activities Director to discuss and determine one male and one female "Athlete of the Year". The meeting will occur before senior graduation. Coaches will be asked to provide their nominations to the Activities Director prior to the meeting. Considerations should be given for athletic achievements and athletic honors. In the event of a tie between two or more athletes of the same gender, the Activities Director will either recommend the title be shared or vote as the tiebreaker. ~~and be nominated by two or more head coaches to be considered for "Athlete of the Year". Once nominated, the determination of one male and one female "Athlete of the Year" will be based upon the total points gained from the following four categories:~~

##### ~~1. TEAM AWARDS~~

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

##### ~~2. ATHLETIC ACHIEVEMENT~~

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

~~1 point — An individual or team member achieving a 2<sup>nd</sup> place finish at district (GBB, GVB, T, BBB):~~

~~2 points — An individual or team member achieving a 3<sup>rd</sup> place conference win (BFB), a 1<sup>st</sup> place district win (BBB, GBB, T, GVB), or a 4<sup>th</sup> place divisional win (W, G):~~

~~3 points — An individual achieving a 3<sup>rd</sup> place divisional finish (W, G):~~

~~4 points — An individual or team member achieving a 2<sup>nd</sup> place conference or divisional title (BFB, BBB, W, G, T, GBB, CC, GVB):~~

~~5 points — An individual or team member achieving a 1<sup>st</sup> place conference or divisional title (BFB, BBB, W, T, G, CC, GBB, GVB)~~

~~6 points — An individual or team member achieving a 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> place State Title (BFB, BBB, W, T, G, CC, GBB, GVB)~~

~~7 points — An individual or team member achieving a 2<sup>nd</sup> or 3<sup>rd</sup> place State Title (BFB, BBB, W, T, G, CC, GBB, GVB)~~

~~8 points — An individual or team member achieving a 1<sup>st</sup> place State Title (BFB, BBB, W, T, G, CC, GBB, GVB)~~

##### ~~3. ATHLETIC HONORS~~

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

~~1 point — An individual or team member achieving an Honorable Mention at the conference or divisional level (BFB, BBB, GBB, GVB)~~

~~2 points — An individual or team member nominated to a 2<sup>nd</sup> Team All Conference or Division: (BFB, BBB, T, GBB, GVB)~~

~~3 points — An individual or team member nominated to a 1st Team All Conference or Division: (BFB, BBB, T, GBB, GVB)~~

~~3 points — An individual or team member achieving an Honorable Mention at the State level (BFB, BBB, GBB, GVB)~~

~~4 points — An individual or team member nominated to a 2<sup>nd</sup> Team All State (BFB, BBB, T, W, G, GBB, GVB, CC)~~

~~5 points — An individual or team member nominated to a 1<sup>st</sup> Team All State (BFB, BBB, T, W, G, GBB, GVB, CC)~~

#### ~~4. ACADEMICS AND CITIZENSHIP~~

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

~~6 points — Academic All State~~

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

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

### **CRITERIA FOR INDUCTION INTO THE ATHLETES HALL OF FAME**

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

### **LETTERING CRITERIA**

#### ***Athletic Lettering***

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

#### ***Band/Chorus Lettering***

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

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

#### ***Activity Lettering***

All co-curricular activities wishing to have students letter will need to have the specific lettering criteria supplied to the Activities Director in writing. The Advisor will need to supply all students in the program with the lettering criteria at their first meeting.

#### ***Academic Lettering***

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

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

AND

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

# **IV. Health, Safety & Discrimination**

## **RULES & PROCEDURES**

### ***Assumption of Risk Statement & Liability***

#### **(School Board Policy #2151)**

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

### ***Accident Report Form and Procedure***

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

### ***Bullying, Harassment, Intimidation, Hazing Policy***

#### **(School Board Policy #3226)**

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

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

### **Reporting**

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

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

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

**Exhaustion of Administrative Remedies:**

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

***Abused and Neglected Child Reporting***

**(School Board Policy #5232, 5232F, MCA 41-3-201)**

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

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

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

***Concussion Education and Compliance***

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

**Concussion Form**

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

### WHAT IS A CONCUSSION?

A concussion is a brain injury that:

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

### WHAT ARE THE SYMPTOMS OF A CONCUSSION?

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

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

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

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

### HOW CAN I PREVENT A CONCUSSION?

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

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

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



### **~~WHAT IS A CONCUSSION?~~**

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

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

### **~~WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?~~**

#### **~~Signs Observed by Parents or Guardians~~**

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

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

#### **~~Symptoms Reported by Athlete~~**

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

### **~~HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?~~**

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

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

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

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

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

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

### **~~Be Prepared~~**

~~A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump~~

~~or blow to the head can be serious. Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.~~

## SIGNS AND SYMPTOMS OF A CONCUSSION

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

### ***Procedure for Dealing with Injured Athletes***

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

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

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

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

1. Follow all guidelines as outlined in the Emergency Action Plan located in the coaching binder
2. Coach in charge will make an immediate general assessment of the injury, checking for:
  - a. First, any sign of unresponsiveness
  - b. Second, ABCs (Airway, Breathing, Circulation)
  - c. Third, for gross deformities, i.e. apparent fractures
  - d. Fourth, for general athletic injuries.
3. In the event of a serious injury, the coach-in-charge must decide whether or not to call an ambulance. **DO**

### NOT MOVE A SERIOUSLY INJURED ATHLETE!!!

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

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

### ***Medication Policy/Administering Medicines to Students***

#### **(School Board Policy #3416)**

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

### ***Drug-Free Workplace***

#### **(School Board Policy #5226)**

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

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

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

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

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

***Tobacco Free Schools/Workplace***

**(School Board Policy #8225)**

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

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

***Sex Based Discrimination and Title IX***

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

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

***Sexual Harassment Policy***

**(School Board Policy #3225)**

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

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

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

- Submission is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education;
- Creating an intimidating, hostile or offensive employment or educational environment.
- An intimidating hostile or offensive employment or educational environment or educational environment means an environment in which:
- Unwelcome sexually-oriented jokes, innuendos, obscenities, pictures/posters or any action with sexual connotation makes a student or employee feel uncomfortable; or
- An aggressive, harassing behavior in the workplace or school that affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex
- FOR A COMPLETE DESCRIPTION of the District Sexual Harassment Policy refer to Policy Descriptor Code: BP 3225 and 5012 and/or contact the Superintendent.

***Title IX and Non-Discrimination Policy***

**(School Board Policy #5010)**

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

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

***Video Surveillance***

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment.

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

***Cascade School District  
Request for 8th Grade Participation***

*This form must be completed and filed with the Activities Director by the Head Coach of the sport requesting 8th grade participation on their team. The guidelines set forth in the Student Activities/Athletic Handbook & Coaches/Sponsors/Advisors/Activities/Athletic Handbook for 8th grade participation must be met for this request to be considered. The coach understands that 8th graders may not start participation in the sport until the form is filed with the Activities Director and the Activities Director & Superintendent review and approve or deny the request. If your team is Co-Ed, a separate request form must be filed for each team.*

*School Year:* \_\_\_\_\_

*Head Coach:* \_\_\_\_\_

*High School Sport:* \_\_\_\_\_

*Number of participating athletes in grades 9-12:* \_\_\_\_\_

*Number of 8th grade students requested to participate:* \_\_\_\_\_

*Additional information:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Signature of Head Coach:* \_\_\_\_\_ *Date:* \_\_\_\_\_

---

*Date Received by Administration:* \_\_\_\_\_

*Administration Determination:*  *APPROVE*  *DENY*

*Activities Director Signature:* \_\_\_\_\_

*Superintendent Signature:* \_\_\_\_\_

*\*Upon approval of this form, the coach may hold tryouts for 8th graders, if applicable. After completion of try-outs, the Tryout Determination Form must be filed with the Activities Director.*



## Cascade School District Request for 8th Grade Participation

This form must be completed and filed with the Activities Director by the Head Coach of the sport requesting 8th grade participation on their team. The guidelines set forth in the Student Activities/Athletic Handbook & Coaches/ Sponsors/ Advisors/ Activities/Athletic Handbook for 8th grade participation must be met for this request to be considered. The coach understands that 8th graders may not start participation in the sport until the form is filed with the Activities Director and the Activities Director & Superintendent review and approve or deny the request. Each 8th grade participant must complete a form.

School Year: \_\_\_\_\_ High School Sport: \_\_\_\_\_

Head Coach: \_\_\_\_\_

Number of participating athletes in grades 9-12: \_\_\_\_\_

Number of 8th grade students requested to participate: \_\_\_\_\_

8th grade student name: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Eight grade student athlete has completed tryouts and  has or  has not made the High School team.

Signature of Head Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received by Administration: \_\_\_\_\_

Administration Determination:     APPROVE             DENY

Activities Director Signature: \_\_\_\_\_

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

*\*Upon approval of this form, the coach will hold tryouts for 8th graders. After completion of tryouts, the Tryout Determination Form must be filed with the Activities Director.*





## Cascade School Tryout Form

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

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

Sport: \_\_\_\_\_

Head Coach: \_\_\_\_\_

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

Criteria	Very Strong	Strong	Proficient	Weak	Very Weak	Notes
Technique & Skills:						
Judgement & Focus:						
Offense:						
Defense:						
Attitude:						
Teamwork:						

**Comments:**

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Head Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Caseade School District  
Tryout Determination Form***

*School Year:* \_\_\_\_\_

*Head Coach:* \_\_\_\_\_

*High School Sport:* \_\_\_\_\_

*Date tryouts were held:* \_\_\_\_\_

*Number of 8th grade students needed to fill team:* \_\_\_\_\_

*Number of 8th grade students participating in tryouts:* \_\_\_\_\_

*Name of all 8th grade students participating in tryouts:*

<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

***Check the boxes next to those who were selected to participate on the high school team.  
Copies of the individual tryout form must be provided to the Activities Director upon  
completion and determination.***

*Signature of Head Coach:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Signature of Activities Director:* \_\_\_\_\_ *Date:* \_\_\_\_\_



## ALTERNATIVE TRAVEL FORM

Transportation of students to and from school-sponsored activities is provided by the District transportation system in accordance with District policy. All participants must travel to all out of town activities with the group and return with their group on the bus.

If a situation develops where it becomes necessary for a parent/guardian to transport his/her child to an activity, an Alternative Travel Form to Activities must be submitted to the attendance office at least two school days prior to the activity. Prior permission needs to be granted by the administration.

Students must be signed out by a legal guardian following an activity if they are not riding the bus home. The coach/advisor must personally release the student to the parent designee after the game. Students may travel home with the legal guardian of another teammate or adult designee if there is advance consent providing, in writing, two school days prior to the trip. Students will not be released to another student for transportation.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on a field trip or other school activities only with prior administrative approval.

This completed form needs to be turned into the Activities Director for final approval two school days prior to the event.

I, \_\_\_\_\_, the undersigned parent/guardian of \_\_\_\_\_, understand the following CHS Policies and Procedures regarding student out of town activity travel:

- Travel by private transportation rather than school assigned carriers is prohibited unless approved in advance.
- When traveling out of town, students must travel on the bus or other official transportation to the event unless prior written arrangements have been made by the parent.
- Special circumstance travel requests by parents should be directed to the head coach.

I understand that if I have arranged, through prior written approval, to transport my son/daughter to any out of town site, the duty and responsibility of the school, coach/advisor, and School District 3&B has ended when my son/daughter is released into my care.

I also release and discharge the school district, to the full extent permitted by law, from any and all claims arising out of the alternative transportation arrangements made by me for my son/daughter.

I hereby request permission from the school, and grant my own permission, for the above listed student to use alternative transportation as outlined.

**Date of Trip** \_\_\_\_\_ **Event** \_\_\_\_\_

**Reason for Alternative Travel**  TO/  FROM \_\_\_\_\_

**Name of Adult Transporting Student** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Coach/Advisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**AD Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# Cascade School District



## Coaches/Sponsors/Advisors/Activities/Athletics Handbook

### ACKNOWLEDGEMENT FORM

This handbook describes important information about Cascade Public Schools, and I understand that I should consult the administration regarding any questions not answered in the handbook.

Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Trustees of Cascade School District has the ability to adopt any revisions to the policies in this handbook.

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

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

**Printed Name of Coach/Advisor:** \_\_\_\_\_

**Signature of Coach/Advisor:** \_\_\_\_\_

**Sport/Activity:** \_\_\_\_\_

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

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

# Cascade School District



## Student Activities/Athletic Handbook

### MISSION:

Promoting Excellence for All Students Through:

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

### VISION:

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

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

### GOALS:

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

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# Introductory Statement

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

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

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

## **ACTIVITIES PHILOSOPHY**

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

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

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

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

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



# I. General Rules, Regulations & Requirements

## ELIGIBILITY FOR PARTICIPATION REQUIREMENTS

### *Requirements*

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

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

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

### *MHSA Requirement*

The District will follow the eligibility rules as set forth by the Montana High School Association. A student must be enrolled and have received a passing grade in at least twenty (20) periods of prepared class work or its equivalent in the last previous semester in which the student was in attendance. Failure to meet this requirement will result in one (1) semester of ineligibility. Middle school students will be required to receive a passing grade in ten (10) periods of prepared work per week. Nonpublic or home school students who meet the requirements of 20-5-109 can participate in MHSA member school extra-curricular activities. Refer to MHSA handbook for full stipulations and requirements.

### *Academic Eligibility Policy*

~~A student must be receiving a passing grade in ALL classes and maintain at least a 2.0 GPA. Eligibility for passing and GPA will be determined weekly beginning on the third week of each quarter. The Activities Director will print off an Activity Eligibility Report by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. If their name appears on the list, in any class, they will be ineligible for participation in any activities until the following Monday afternoon. Students and parents should continually monitor "Infinite Campus", MTDA, AP and Dual Credit classes so they are aware of what their student athletes' grades are in each class. Students are required to provide their grades of their MTDA, AP and Dual Credit classes to the MTDA/Dual Credit/AP teacher every Monday. Students involved in Middle School or High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.~~

The Activity Eligibility Report will be pulled by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. A student must be receiving a passing grade in ALL classes and maintain at least a 2.0 GPA. Eligibility for passing and GPA will be evaluated weekly beginning on the third week of each quarter. In the third week of each quarter, students who appear on the list will have until the following Tuesday (7 days) to improve their grade(s). If their name appears on the list, in any class, for two consecutive weeks, they will be ineligible for participation in any activities until the following Monday afternoon.

Students involved in Middle School or High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.

### ***Attendance Eligibility Policy***

The Attendance Eligibility Report will be pulled by 10 am every Tuesday during the season in concurrence with the academic eligibility report. Students with more than 7 absences/tardies will be ineligible for any activities until they have made up the time in a Friday school (9:00-12:00).

Any student who reaches 7 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.

### ***Behavior Eligibility Policy***

All students are expected to uphold our core virtues, Empathy, Responsibility, Integrity, and Resilience.

Behavior eligibility for activities is represented in the JH/HS Behavior Matrix. Use the matrix as reference.

### ***Academic Ineligibility***

Academically ineligible participants will be expected to practice, but will not be allowed to participate in games, meets, or performances or travel with the team or group. Students who are ineligible to participate in activities due to inadequate grades, as outlined, are required to sit with their team at competitions or events. However, the coach may decide if they are allowed to sit with the team at away competitions or events if the student finds alternative travel.

### ***Transfer Rule***

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

### ***MHSA Age Rule***

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

### ***Activity Fee***

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

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

**Students wishing to participate in any athletic, cheer, or band activity MUST purchase an activity pass.**

The money raised from this fee helps with the financial support of the activity that the student benefits from, though it pays for only a small portion of the actual expense of the activity.

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

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

## **Activity Fees**

## Student All-Season Activity Pass

<del>6th-12th grade</del>	<del>\$50.00</del>
<del>K-5th grade</del>	<del>\$35.00</del>
Students K-12	\$75.00
Adults	\$100.00
Family All-Season Activity Pass	<del>\$155.00</del> \$225.00

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

### *Physical Exams*

#### (MHSА Handbook: ARTICLE II Section (3) Physical Exam)

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

### *8th Grade Participation*

Participation in high school sports by students who are enrolled in 8<sup>th</sup> grade will be at the coach's discretion according to the following guidelines:

1. Football: students are prohibited from participating in high school football, per MHSА guidelines.
2. Volleyball: If the number of 9-12<sup>th</sup> grade students participating in the sport is less than 17, 8<sup>th</sup> graders may be eligible to participate. If the coach determines 8<sup>th</sup> graders may participate, try-outs will be held for all 8<sup>th</sup> grade students interested. The coach will select which 8<sup>th</sup> grade students will be brought up to fill the team, but the total number of participants on the team with 8<sup>th</sup> graders may NOT exceed 19.
3. ~~Volleyball~~ & Basketball: If the number of 9-12<sup>th</sup> grade students participating in the sport is less than 14, 8<sup>th</sup> graders may be eligible to participate. If the coach determines 8<sup>th</sup> graders may participate, try-outs will be held for all 8<sup>th</sup> grade students interested. The coach will select which 8<sup>th</sup> grade students will be brought up to fill the team, but the total number of participants on the team with 8<sup>th</sup> graders may NOT exceed 16.
4. Cross Country: If the number of 9-12<sup>th</sup> grade students participating in the sport is less than 3 for either boys' or girls' team, 8<sup>th</sup> graders may be eligible to participate. If the coach determines 8<sup>th</sup> graders may participate, try-outs will be held for all 8<sup>th</sup> grade students interested. The coach will select which 8<sup>th</sup> grade students will be brought up to fill the team.
5. Golf: Students may be eligible to participate.
6. Track: Students may be eligible to participate, but MHSА guidelines must be followed.
7. Wrestling: Students may be eligible to participate as long as they meet the minimum high school weight requirement.

Coaches are not required to allow 8<sup>th</sup> graders to participate on the team, no matter if the minimum participation requirements are met or not. If coaches determine they will allow 8<sup>th</sup> grade participation, they must file the 8<sup>th</sup> Grade Participation Request Form with the Activities Director. The Activities Director and Superintendent will approve or deny the request. Upon approval, the head coach must hold tryouts, if applicable. The Tryout Form must be used for the tryout process. Coaches must then file the Tryout Determination Form with the Activities Director, as well as copies of the individual Tryout Forms for all participating students. **Coaches may NOT**

**allow 8<sup>th</sup> graders to begin participation until all forms are filed, reviewed and approved by administration and tryouts are completed, if applicable.**

If 8<sup>th</sup> graders are brought up to fill the team, they are expected to participate in competitions, not just practices. All eighth-grade students participating in a high school contest must adhere to all other MHSAA rules and guidelines. The student cannot compete concurrently on the high school team and the junior high school team in the same sport. If an eighth grader quits the high school team(s), he/she can return to eighth grade participation but cannot compete again at the high school level for that sport.

Students who are not participating in activities or have not yet purchased an all-season activity pass will be charged gate prices for each event they attend as a spectator. Activity pass fees will not be refunded. Prices may be adjusted at the discretion of the administrator for special events.

### ***Parent Meeting***

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

## **DUAL ACTIVITY IN A SEASON**

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

## **PARTICIPANT SELECTION POLICY**

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

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

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

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

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

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

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

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

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

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

#### **School Suspension**

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

## **CODE OF CONDUCT**

### ***Cell Phone Use by Students***

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

### ***PDA: Public Display of Affection***

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

### ***Extra - and Co - Curricular Chemical Use Policy***

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

#### **Policy Coverage**

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

#### **Policy Duration**

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

### **Student and Parent/Legal Guardian Due Process**

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

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

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

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

### ***Violation of Rules***

#### **First Violation**

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

#### **Second Violation**

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

#### **Third Violation**

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

#### **Further Violations**

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

Coaches/Advisors policies may exceed these rules.

### ***Suspension or Exclusion from Team***

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

### ***Student and Parent/Legal Guardian Due Process***

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

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

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

## **CODE OF ETHICS**

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

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

## **DRESS FOR ACTIVITIES**

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

## **DISTRICT OWNED ATHLETIC/ACTIVITY GEAR**

Athletic and Activity "gear" including but not limited to uniforms, implements, and equipment are property of the school and is provided for the students to use free of charge. If any items are damaged, defaced or lost by the student it will be the student's responsibility to pay for replacement(s) or the repair of the item(s). All items checked out to the student must be turned in to the coach/advisor at the end of the season/activity and before any additional items for a new season/activity can be checked out by the student. If a student checks out items

for a non school team affiliated event the items must be returned within 7 days of checkout. Failure to return items in a timely manner will result in the school marking the items as missing and billing the student for the missing items. If there are fees due to the school because of loss or damage they must be paid before any additional items for a new season can be checked out by the student.

### **PROPERTY LOSS AND/OR DAMAGES**

Lockers are a privilege and are provided free of charge for students' convenience but remain the property of the school. Loss of locker privileges and/or fines will be assessed for physical damage, defacing of lockers, and sharing lockers or combinations. Students jamming or "fixing" lockers to automatically open are subject to damage fines. Lockers may be inspected from time to time. School officials may hold an inspection of a student's coat, book bag, purse or other belongings for illegal material. If there is reason to believe that a student is in possession of any item that violates school rules, a search may be required of the student. The school will not be responsible for replacement of lost, damaged, or stolen items. Gym lockers are available for student use. It is expected that students treat these lockers in the same manner as their regular lockers to provide security for their personal belongings. Just as with all lockers, the administration reserves the right to inspect these lockers periodically to ensure the safety of other students. Students must lock their PE lockers to prevent theft. The school will not be responsible for replacement of lost, damaged, or stolen items.

### **HOMELESS STUDENT RIGHTS**

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



# **I. Health & Safety**

## **RULES & PROCEDURES**

### ***Assumption of Risk Statement & Liability***

**(School Board Policy #2151)**

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

### ***Accident Report Form and Procedure***

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

## **INSURANCE AND INJURY**

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

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

## **VIDEO SURVEILLANCE**

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The District may choose to make video recordings a part of a student’s educational record or of a staff member’s personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

## **CONCUSSION EDUCATION AND COMPLIANCE**

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

## **Concussion Form**

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

### **A Fact Sheet for ATHLETES**

#### **WHAT IS A CONCUSSION?**

A concussion is a brain injury that:

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

#### **WHAT ARE THE SYMPTOMS OF A CONCUSSION?**

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

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

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

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

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

#### **HOW CAN I PREVENT A CONCUSSION?**

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

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

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

## A Fact Sheet for PARENTS

### WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

### WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

#### Signs Observed by Parents or Guardians

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

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

#### Symptoms Reported by Athlete

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

#### Be Prepared

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

### HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

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

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

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

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

## SIGNS AND SYMPTOMS OF A CONCUSSION

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

### III. Travel Guidelines

#### TRANSPORTATION TO AND FROM CONTESTS

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

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

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

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

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

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

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

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

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

#### SCHOOL SPONSORED TRIPS

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

## STUDENT MEALS

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

## **IV. Awards & Honors**

Each Boys and Girls sport will be provided with Three (3) post-season awards paid for by the school. *Awards may be the Head Coach's choosing.* Two awards will be chosen by the Head Coach. The third award will be the Badger Virtues award.

## CRITERIA FOR ATHLETE OF THE YEAR

An athlete must participate in at least three sports and must have remained eligible for the entirety of the school year. The head coaches may be asked to meet with the Activities Director to discuss and determine one male and one female “Athlete of the Year”. The meeting will occur before senior graduation. Coaches will be asked to provide their nominations to the Activities Director prior to the meeting. Considerations should be given for athletic achievements and athletic honors. In the event of a tie between two or more athletes of the same gender, the Activities Director will either recommend the title be shared or vote as the tiebreaker. *and be nominated by two or more head coaches to be considered for “Athlete of the Year”. Once nominated, the determination of one male and one female “Athlete of the Year” will be based upon the total points gained from the following four categories:*

### **~~1. TEAM AWARDS~~**

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

### **~~2. ATHLETIC ACHIEVEMENT~~**

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

~~1 point — An individual or team member achieving a 2<sup>nd</sup>-place finish at district (GGB, GVB, T, BBB).~~

~~2 points — An individual or team member achieving a 3<sup>rd</sup>-place conference win (BFB), a 1<sup>st</sup>-place district win (BBB, GGB, T, GVB), or a 4<sup>th</sup>-place divisional win (W, G).~~

~~3 points — An individual achieving a 3<sup>rd</sup>-place divisional finish (W, G).~~

~~4 points — An individual or team member achieving a 2<sup>nd</sup>-place conference or divisional title (BFB, BBB, W, G, T, GGB, CC, GVB).~~

~~5 points — An individual or team member achieving a 1<sup>st</sup>-place conference or divisional title (BFB, BBB, W, T, G, CC, GGB, GVB).~~

~~6 points — An individual or team member achieving a 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup>-place State Title (BFB, BBB, W, T, G, CC, GGB, GVB).~~

~~7 points — An individual or team member achieving a 2<sup>nd</sup> or 3<sup>rd</sup>-place State Title (BFB, BBB, W, T, G, CC, GGB, GVB).~~

~~8 points — An individual or team member achieving a 1<sup>st</sup>-place State Title (BFB, BBB, W, T, G, CC, GGB, GVB).~~

### **~~3. ATHLETIC HONORS~~**

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

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

#### ~~4. ACADEMICS AND CITIZENSHIP~~

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

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

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

### **CRITERIA FOR INDUCTION INTO THE ATHLETES HALL OF FAME**

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

### **LETTERING CRITERIA**

#### ***Athletic Lettering***

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

#### ***Band/Chorus Lettering***

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

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

### ***Activity Lettering***

All co-curricular activities wishing to have students letter will need to have the specific lettering criteria supplied to the Activities Director in writing. The Advisor will need to supply all students in the program with the lettering criteria at their first meeting.

### ***Academic Lettering***

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

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

### **AND**

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



# Cascade School District



## Student Activities/Athletic Handbook

### STUDENT/PARENT ACKNOWLEDGEMENT FORM

The student activities/athletic handbook describes important information about Cascade Public Schools, and I understand that I should consult the administration regarding any questions not answered in the handbook.

Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Trustees of Cascade School District has the ability to adopt any revisions to the policies in this handbook.

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

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

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Printed Name of Parent/Guardian) \_\_\_\_\_ Date: \_\_\_\_\_

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

# Cascade School District



## Student Handbook

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

#### **MISSION:**

Promoting Excellence for All Students Through:

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

#### **VISION:**

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

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

#### **GOALS:**

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

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# **Introductory Statement:**

## **To Students and Parents:**

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

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

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

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

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

## **School Song**

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

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

# I. Academic Requirements

## ELEMENTARY SCHOOL

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

### *Marking Policy*

#### **Grades K1-K**

4 Advanced - exceeds expectations	3 Proficient - Meets expectations
2 Nearing Proficient - Making progress	1 Novice - Area of concern
N/A Not <u>A</u> ssessed	TNG - <u>T</u> aught <u>N</u> ot <u>G</u> raded

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

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

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

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

### *Elementary Honor Roll*

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

## JUNIOR HIGH AND HIGH SCHOOL

- Students must carry at least 7 class periods per day per semester.
- Eligible seniors may qualify for a school to work program. Any school to work or work study programs must have agreed upon goals between the school and cooperating employer. Students participation in these programs require the approval of the school counselor and the principal.
- (24) credits are required for graduation.
- Standard diplomas will be issued to students who have completed graduation requirements.
- Students suspended from a class will receive a S/F (suspended-failed) notation on their transcript.
- A maximum of 2 high school periods per semester will be accepted following the regulations attended below (Alternative Means for Earning High School Credit).
- Selected 8th Grade students may take advanced level (HS) Math classes, however these classes will NOT count toward the 3 Credit HS Graduation requirements. The three (3) HS Math credits must be obtained while attending the high school.

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

It is recognized that the best possible means for earning credit for graduation from Cascade High School is to do so while attending regular classes during the day. Opportunities for earning credit by an alternative method are



discouraged, but may be granted under the following circumstances:

- A student needs an alternate method to obtain an additional number of credits for graduation.
- A student needs to repeat a required course for graduation.
- An alternate method of earning credit will be granted only if it is not possible to take the class while in regular attendance at Cascade High School.

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

The following alternatives exist for earning high school course credit:

### **Summer School**

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

### **Online Electives**

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

Dual Enrollment classes are offered through Great Falls College. To be eligible for these classes you must be at least 16 years of age or a high school junior, **have a cumulative 3.0 GPA and receive permission from the principal**. Only courses numbered 100 and above are eligible for dual credit. Some courses require placement scores from the ACT or Accuplacer. See the counselor to schedule your Accuplacer exam if you need to test into a course. The student is responsible for Great Falls College fees.

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

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

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

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

Testing Requirements: Advanced Placement courses allow students to experience a college level curriculum

with college level testing expectations. All students in all AP courses must take a final exam. They may choose between the College Board exam or the teacher prepared final exam.

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

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

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

Only those courses approved and audited as AP by the College Board process can have the 5.0-point value. Students and parents are encouraged to contact the principal for questions and additional information.

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

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

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

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

#### **Grades**

All quarter and semester grades are due at the end of that grading period. Only the principal may grant exceptions. A semester grade is the average of two quarter grades (quarters 1 and 2) and (quarters 3 and 4). Semester grades are reflected on the report card for the 2nd quarter and the 4th quarter. Only semester grades are reflected on students' transcripts.

#### **Honor Roll**

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

#### ***Eighth Grade Celebration***

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

#### ***Graduation***

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

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

### Graduation Requirements

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

#### Communication Arts:

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

#### Science:

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

#### Health Enhancement:

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

#### VoAg:

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

#### Business:

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

#### Math:

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

#### Fine Arts:

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

#### Family & Consumer Science:

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

#### Social Studies:

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

*Total Credits Required to Graduate = 24*

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

*Animal Science may count for a Science credit OR a VoAg credit, but not both.*

## II. Attendance

### ADMITTANCE TO THE DISTRICT

#### *Age Requirements*

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

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

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

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

#### *Certified Copy of Birth Certificate and Complete Immunization*

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

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

Immunization documentation of protection against measles and rubella with 2 doses, 1st dose of vaccine on or after 1st birthday, is now required for vo-tech centers, colleges and universities as well as elementary and secondary school. 4 doses of DTap, DT, Td or Tdap, only if the 4 dose is given on or after 4th birthday. If a student is 7 years or older who has not completed the DTap requirements, he/she must receive additional doses of Tdap or Td vaccine to become current. 3 doses of the polio vaccine, only if the 3rd dose is given on or after the 4th birthday. Students entering 7th grade will need a Tdap vaccine if they haven't received one within the past five years.

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

## **PART-TIME STUDENTS**

**(Board Policy #3150)**

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

As per Board policy, a part-time student cannot receive honors and awards reserved for full-time students, including but not limited to participating in Grade 8 or Cascade High School graduation/commencement ceremonies.

## **ATTENDANCE POLICY**

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

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

A missed school day is a lost opportunity for a student to learn. Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance.

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

### ***Attendance the Day of an Activity***

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

written approval.

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

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

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

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

## **ABSENCES**

### ***Reporting Absences***

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

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

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

Please do not send students to school if they are ill or have been exposed to a contagious illness. Students missing three consecutive days for injury or illness ~~may be offered help through the school tutoring services.~~ **need to contact their teacher(s) for a plan to complete their missing work.** Students absent for 10 consecutive days will be ~~dropped from the rolls~~ unenrolled from **Cascade Public Schools** (as per state law).

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

### ***Classification of Absences***

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

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

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



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

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

### **Definitions:**

**Absences that are counted against the 7-day absence limit (per semester):** Students are required to make up all work that is missed to gain the necessary skills taught in the course

- **Excused Absences** (EA=Excused, FE=Family Emergency, IL=Illness, V=Vacation, ME=Medical Excused). An absence that had been pre-approved or cleared, within five days of the absence, by a parent or a guardian.
- **Unexcused Absences** (TR=Truant or UA=Absent). An absence that has not been pre-approved or excused, within five days of the absence, by a parent or guardian. Students will be allowed to make-up work missed during unexcused absences at teacher discretion.
- **Tardy** (TD=Tardy) Student is not in the classroom by the time the bell rings and up to 10 minutes after the bell rings. (Any student who is 10 minutes late to a class will receive an unexcused absence for that class. The teacher will record the absence and report to the attendance secretary). Three unexcused tardies in one class constitutes an unexcused absence in that class. This is cumulative for the semester.

**Absences not counted against the 7-day absence limit (per semester):** Students are required to make up all work that is missed to gain the necessary skills taught in the course.

- **SS=School Related:** When a student is absent due to a school-sponsored or school-approved event. These absences must be pre-approved through the attendance office.
- **ISS=ISS, OSS=OSS:** Disciplinary action that results in the exclusion of a student from classes and/or extra-curricular activities for a specified period of time.
- **MX=Medical Exempt:** An absence lasting more than 4 consecutive days that is medically cleared through written documentation from a licensed physician.
- **SD= Snow Day:** Weather related absence when the schools remain in session
- **CT=College Visit** during your Senior year or discretionary administrative approval.
- **BR= bereavement, religious exemptions**

### **7 – Day Absence Procedure (per semester):**

- If a student accumulates more than 7 total excused or unexcused absences in any class period during a semester, he/she is in violation of the absence limit. **If the student is passing the class with an “A”, “B” or “C”, he/she will receive credit; however, the letter grade will be reflected as a “P” for that class on their permanent transcript. This “P” will be calculated as a 2.0 toward the student’s cumulative GPA.** Students who have a “D” or “F” will maintain those grades.
- Replacing a “P” with a letter grade on permanent student transcript.
  - When a student accumulates more than 7 total excused or unexcused absences in any class period and wishes to reinstate a letter grade he/she needs to do the following:  
Contact the Principal to initiate the reinstatement process within 3 days of accumulating more than 7. One of two methods may be used to reinstate a letter grade.



- **Attendance Contract** – student will have zero excused or unexcused absences for 16 consecutive school days or the remainder of the semester, whichever is greater.
- **Hour-For-Hour Makeup.** For every class period you miss more than 7 (per period), you must make up an academic intervention hour (Friday School).

- **NOTE** - Any planned absence that may put a student over the limit of 7 must be approved by the administration (i.e. vacations, family trips, educational learning opportunities, etc.)

*Attendance Flowchart*

Number of excused or unexcused absences per semester/class period	Attendance Flowchart
1-6 1-4	<p>Call from the attendance office or automated dialer (this happens for each absence starting at 1.)</p> <p>Classroom teacher recognizes that absences may be a concern with the student. Teacher conferences with the student and <b>documents the contact.</b></p> <p><b>Teacher may contact parent/guardian at this point.</b> Teacher documents the contact. Teacher explains to student opportunities for making up missed classwork (if parent/guardian is contacted that may be explained to them as well.)</p>
7-8 5-6	<p>Call from the attendance office or automated dialer (this happens for each absence starting at 1.)</p> <p>Classroom teacher recognizes that absences are a concern with the student. Teacher conferences with the student and documents the contact.</p> <p><b>Teacher will contact parents/guardians.</b> Teacher documents the contact. Teacher explains to student and parent/guardian opportunities for making up missed classwork.</p> <p>Teacher will assign classroom intervention if the student is behind academically (i.e. contract, <del>Saturday</del> Friday school, detention, etc.) Teacher notifies both the student and parent/guardian of the intervention type and time.</p> <p>Classroom teacher notifies the Principal.</p> <p>The Principal <b>and/or the counselor may</b> visit with the student and the parent/guardian. The Principal will document the visit.</p>
9-12 7	<p>Call from the attendance office or automated dialer (this happens for each absence starting at 1.)</p> <p>Teacher <b>continues</b> to conference with the student and parent/guardian regarding absences, opportunities for make-up, and class status.</p> <p>The Principal will conference with the student and the parent/guardian. The principal will document the conference.</p> <p>Interventions may be assigned by the Principal (i.e. medical only, contract, <del>Saturday</del> Friday school, detention, etc.) The principal notifies both the student and parent/guardian of the intervention type and time.</p>
	<p>Call from the attendance office or automated dialer (this happens for each absence starting at 1.)</p>

<p><b>More than <del>12</del> 7</b></p>	<p>Interventions may be assigned by the Principal (i.e. medical only, contract, <del>Saturday</del> <b>Friday</b> school, detention, etc.) The principal notifies both the student and parent/guardian of the intervention type and time.          If a student has an “A”, “B”, or “C” in a class, the letter grade will be reflected as a “P” and the student receives credit; however, that letter will be reflected as a 2.0 on GPA.          Students receiving an “F” will not receive credit.          Possible truancy citation by law enforcement/SRO.</p>
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School District **Policy #3215** provides for a uniform grievance procedure that can be initiated in the event that the parent or guardian has a complaint about how this attendance policy is implemented. The parents of students in grades K1-12 are strongly encouraged to send their children every day that school is in session. Teaching cannot take place and learning will not happen if the child is not present on a daily basis. Every day is important. A child’s academic success, social growth, and development as an individual can only progress with a commitment to faithfully attend school. Parents are asked to keep children home during bouts of illness so as not to spread disease or sickness to other children. Make-up work can always be arranged with the classroom teacher.

***Tardy Policy***

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

~~For students who are tardy to any class, detention will be served the following day. A student will serve one lunch detention for every tardy they receive to any class.~~

***Make-Up Work***

It is reasonable to expect that some coursework cannot be replicated due to the nature of the assignment. However, it is the student’s responsibility to inquire about make-up course work. The student should know assignment expectations and due dates. Students must make prior arrangements with their teacher for planned absences. ~~If the student has a pre-assigned assignment due during an absence, the student will submit the completed assignment upon returning to school.~~ The general accepted rule for make-up school work will be 1 school day for each excused absence day. A teacher has the right to extend make-up time if they choose. Students participating in school activities are expected to have all work completed prior to activities or to have made arrangements with the teacher on assignment due dates.

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

- ~~PERFECT ATTENDANCE AWARD(s)~~

### III. Code of Conduct for All Students

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

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

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

#### **ADD EXPECTATIONS MATRIX**

#### **SCHOOL-WIDE DISCIPLINE PROCESS**

We believe that effective schools have unconditional positive regard for students, treat all students with dignity and respect, and maintain a positive and proactive focus in developing socially and academically competent students **that represent our core virtues: Integrity, Responsibility, Empathy, and Resilience.**

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

## Elementary Behavior Matrix

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

<b>Infraction</b>	<b>Minor Definition</b>	<b>Major Definition</b>
<b>Inappropriate Language</b>	Student engages in low intensity instance of inappropriate language.	Verbal messages that include swearing, name calling or use of words in an inappropriate way.
<b>Physical Contact/Aggression/Fighting</b>	Student engages in non-serious but inappropriate physical contact.	Actions involving serious physical contact where injury may occur (e.g. hitting, kicking, hair pulling, etc.)
<b>Defiance/Disrespect/Non-Compliance</b>	Student engages in brief or low-intensity failure to respond to adult requests.	Refusal to follow directions, talking back and/or socially rude interactions.
<b>Disruption</b>	Student engages in low-intensity but inappropriate disruption.	Behavior causing an interruption in a class or activity. Disruption may include sustained loud talk, yelling or screaming, horseplay or roughhousing, and/or sustained out-of-seat behavior.
<b>Property Misuse/Damage/Vandalism</b>	Student engages in low-intensity misuse of property. Writing on tables, breaking pencils, crayons, etc.	Student participates in an activity that results in destruction or disfigurement of property.
<b>Technology Violation</b>	Student engages in non- serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, cameras, and / or computer.	Student engages in a seriously inappropriate (as defined by school) use of cell phone, pager, music/video players, cameras, and/or computer.
<b>Lying/Cheating</b>	Student delivers low intensity message(s) that are untrue and/or involve cheating.	Student delivers serious message(s) that are untrue and/or deliberately violate rules.
<b>Harassment</b>	Student delivers disrespectful, low intensity messages (verbal or gestural) to another person such as rumors, facial expressions, inappropriate exclusion, etc.	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other classification.
<b>Theft</b>	N/A	Student is in possession of, having passed on, or being responsible for removing someone else's property.
<b>Truancy</b>	N/A	Student receives an "unexcused absence for 1/2 day or more.
<b>Bullying</b>	N/A	Intentional intensive behavior, repeated over time, that involves an imbalance of power.
<b>Inappropriate Location/Out of Bounds Area</b>	N/A	Student is in an area that is outside of school boundaries (as defined by school).
<b>5 Tune-Up Slips</b>	N/A	Student receives 5 tune-up slips.

**JH/HS Behavior Matrix**

Listed below are the probable specific consequences for violating specific school rules for grades 7-12. The administration may **CHOOSE** from the options listed. The administration has the responsibility to determine the best way to bring about the desired change in student behavior and may, in special cases, select an option not listed. Built into each level is a “severe clause” whereby the classroom teacher/administration may skip all steps and remove a student from the classroom if misbehavior is severe enough to cause disruption to the learning atmosphere. Where several options are listed, the administration may **CHOOSE ANY OR ALL** of the options:

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

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

### **~~In-School Suspension Rules~~**

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

### **Friday School**

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

- In order for students to earn credit for attending Friday School, they must be on time and must have assigned work to keep them busy for the full 3 hours.
- It is the student's responsibility to bring school assignments to work on for the time they are assigned to Friday School. If the student does not bring assigned work, the teacher will provide appropriate assignments.
- Students will not be allowed candy, pop, etc. to eat during Friday School.
- Students are expected to show respect to the classroom and teacher during Friday School.
- Bathroom and drink breaks will be given. Students will not be allowed to leave the room at any time other than that stated.
- Only students assigned by the administration will be allowed to attend Friday School for discipline reasons.
- Students who do not come prepared to work and abide by the rules, will have their parents phoned to come and get them. After a meeting with the teacher, the student will either be reassigned to Friday School or suspended from school.

### **Suspension/Expulsion**

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

- ~~● Making exuberant attempts of affection towards each other such as kissing, fondling, or any other suggestive expression which is embarrassing to other students or staff members.~~
- ~~● Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.~~
- ~~● Causing or attempting to cause damage to private property or stealing or attempting to steal private property.~~

- ~~● Causing or attempting to cause physical injury to another person except in self-defense.~~
- ~~● Commission of any act which if committed by an adult would be robbery or assault as defined by state law.~~
- ~~● Suspension or expulsion will be mandatory, in accordance with state law.~~
- ~~● Violation of criminal law.~~
- ~~● Violation of District building regulations.~~
- ~~● Violation of District's policy on dangerous weapons in the school.~~
- ~~● Violation of the District's illicit drugs and alcohol policy. Suspension or expulsion will be mandatory for sale or distribution of drugs or alcohol in accordance with state law.~~
- ~~● Violation of the District's smoking and use of tobacco policy. Tobacco products or containers are not allowed on school premises. These products should not be kept in lockers, or on your person, nor on the bus.~~
- ~~● Throwing objects outside of supervised school activities that can cause bodily injury or damage to property.~~
- ~~● Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.~~
- ~~● Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.~~
- ~~● Committing extortion, coercion or blackmail i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.~~
- ~~● Lying or giving false information, either verbally or in writing, to a school employee.~~
- ~~● Unexcused absence from school.~~
- ~~● Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.~~
- ~~● Severe disrespect toward teachers, or any other adults, or fellow students.~~
- ~~● Any student who continues to be a discipline problem will be brought in with parents for a meeting with the student's teachers and principal(s). The student may be put on a behavioral contract. Violation of the contract could result in a recommendation for expulsion.~~

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

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

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

#### **Readmission after Suspension**

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

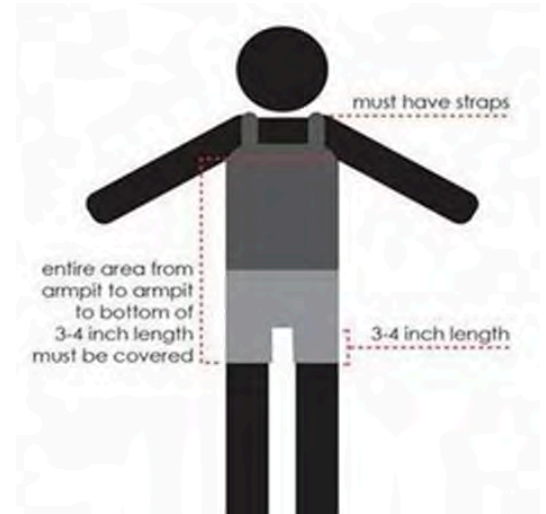
## CAMPUS CONDUCT

### *Student Dress and Personal Appearance*

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

#### **Minimum Requirements**

- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image). Tops must have shoulder straps. Rips or tears in clothing should be lower than 3 to 4 inches in length.
- Health regulations require shoes to be worn at all times. Slippers, pajamas, and bedroom attire are not appropriate for school.
- Winter coats, long coats, Blankets must be kept in Lockers throughout the school day.
- See-through or mesh garments must be worn with ~~out~~ appropriate coverage underneath that meet the minimum requirements of the dress code.
- Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.



#### **Additional Requirements**

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

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



### ***PDA: Public Display of Affection***

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

A public display of affection (PDA) is any act of intimacy between a couple that is in view of others. Hugging, kissing, or holding your partner's hand in public are some examples of PDA. Sharing a private intimate moment in a public forum such as social media can also be a form of PDA.

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

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

Food is not allowed in the hallway. Food should be consumed in the cafeteria or the commons as a senior. Any drinks students bring into the building need to have a secure cap.

## **STUDENT PERSONAL PROPERTY**

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

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

### ***Bikes, Skateboards, Rollerblades and Skates***

A bike rack is provided for bicycles belonging to our students. Bicycles must be placed in the rack. Skateboards are not to be used before, during or after school. Please leave this equipment at home.

### ***Cell Phones***

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

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

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

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

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

The District recognizes the importance of cell and smartphones in students' lives. See Policy #3630. Student possession and use of cellular phones, and other electronic signaling devices, and bluetooth electronic devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

High School Students may use cellular phones, and other electronic signaling devices on campus before and after school, during passing time and during students designated lunch break. Junior High Students may use cellular phones, and other electronic signaling devices on campus before and after school, and during students designated lunch break. Use of cellphones or other electronic devices outside of designated times is unauthorized. Unauthorized use disrupts the instructional program and distracts from the learning environment. Only school administration can authorize the use of cellphones during class time. Therefore, unauthorized possession or use is grounds for confiscation of the device by school officials, including classroom teachers.

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

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

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

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

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

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

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

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

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

All vehicles driven to school by students must be parked on school premises. Student vehicles may not be parked off campus while the student is attending school. Vehicles are to be left on the premises until the close of the school day unless special permission is granted by the principal. Parking of students' vehicles will be limited to the parking area north of the school. Do not park on the edge of the roadway leading into the parking area. Do not park in reserved areas such as guests and handicap. All vehicles driven to school for class or for school activities and parked on campus during school or an activity are to be registered with the attendance office. Driving students are to complete and file a registration form with the school secretary and will be given a parking ~~decal to be placed on the windshield.~~ tag be displayed in the vehicle. All unauthorized or unidentified vehicles parked for more than 24 hours on campus will be towed at the owner's expense. Extreme caution and

safety should be used while driving your vehicle on and off school premises. Careless or reckless driving will not be tolerated. Failure to comply with safe driving rules could lead to loss of driving privileges and suspension from school. Local police will handle all traffic violations and complaints.

Students will be permitted to drive during school hours, such as during lunchtime or to and from scheduled appointments, if and only if the Parental Waiver for Student Driving during School Hours is signed and returned to the school secretary. Only students who belong to the same household are permitted to ride together during school hours.

## **VIOLENCE/DISRESPECT/HAZING**

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

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

### ***Bullying Policy***

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

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

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

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

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

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

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

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

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

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

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

### ***Sexual Harassment***

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

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

### ***Reporting Harassment***

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

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

### ***Substitutes/Guest Teachers***

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

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

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

## **STUDENT CONDUCT OFF-SCHOOL GROUNDS**

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

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

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

## **OTHER ETHICAL STUDENT CONDUCT**

### ***Dance Code Regulations***

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

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

### ***Drug Detection Dogs***

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

### ***Gambling Policy***

(School Board Policy #3345)

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

***Gun-Free School Policy***  
**(School Board Policy #3311)**

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

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

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

The District will refer to law enforcement for immediate prosecution of any person who possesses, carries, or stores a weapon in a school building, except as provided below, and the District may take disciplinary action as well in the case of a student. In addition, the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building. For the purposes of this section only, "school building" means all buildings owned or leased by a local school district that are used for instruction or for student activities; "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nunchaku; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

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

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. This policy does not apply to on-duty law enforcement personnel. The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior. The

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

***Gang Activity***

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

***Search and Seizure***

**(School Board Policy #3231)**

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

## IV. Extracurricular

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

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

### **STUDENT ELIGIBILITY/EXTRACURRICULAR PROCEDURES**

In order to be eligible for activities a student must be in regular attendance at school. Eligibility for passing will be determined weekly. The District eligibility rules apply to all extracurricular (athletics) and co-curricular (clubs, organizations, Science Fair, Pep/Cheer, band, choir, etc.) activities. Students not meeting District eligibility requirements are allowed to participate in practice. Ineligible students will not participate in any activity or contest representing the District or any co-curricular activity taking place outside class time. Students in co-curricular activities are not allowed to participate in an activity that takes place outside the regularly scheduled class time.

#### ***Academic Eligibility Policy***

~~*A student must be receiving a passing grade in ALL classes and maintain at least a 2.0 GPA. Eligibility for passing and GPA will be determined weekly beginning on the third week of each quarter. The Activities Director will print off an Activity Eligibility Report by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. If their name appears on the list, in any class, they will be ineligible for participation in any activities until the following Monday afternoon. Students and parents should continually monitor "Infinite Campus", MTDA, AP and Dual Credit classes so they are aware of what their student athletes' grades are in each class. Students are required to provide their grades of their MTDA, AP and Dual Credit classes to the MTDA/Dual Credit/AP teacher every Monday. Students involved in Middle School or High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.*~~

The Activity Eligibility Report will be pulled by 10 am every Tuesday during the season. This report will show all participants with a failing grade in any classes. A student must be receiving a passing grade in ALL classes and maintain at least a 2.0 GPA. Eligibility for passing and GPA will be evaluated weekly beginning on the third week of each quarter. In the third week of each quarter, students who appear on the list will have until the following Tuesday (7 days) to improve their grade(s). If their name appears on the list, in any class, for two consecutive weeks, they will be ineligible for participation in any activities until the following Monday afternoon.

Students involved in Middle School or High School activities who fail a class at the end of the quarter will be ineligible for 16 school days and must make arrangements with their teacher for extra help.

#### ***Attendance Eligibility Policy***

The Attendance Eligibility Report will be pulled by 10 am every Tuesday during the season in concurrence with the academic eligibility report. Students with more than 7 absences/tardies will be ineligible for any activities until they have made up the time in a Friday school (9:00-12:00).

Any student who reaches 7 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.



## **Behavior Eligibility Policy**

All students are expected to uphold our core virtues, Empathy, Responsibility, Integrity, and Resilience.

Behavior eligibility for activities is represented in the JH/HS Behavior Matrix. Use the matrix as reference.

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

To attend a post-season event, the following must be done to obtain permission to attend:

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

## **ASSUMPTION OF RISK STATEMENT**

**(School Board Policy #2151)**

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

## **FUNDRAISING**

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

# V. General Information

## BOARD POLICY

The District School Board Policy is available for inspection on the school's website.

## STUDENT FEES, FINES, AND CHARGES

(School Board Policy #7210)

### **Cascade Schools Fee Schedule:**

Activity Admission Fees		
GENERAL ADMISSION: High School Activities	Adult: \$10.00	Student (K-12): \$8.00
GENERAL ADMISSION: Junior High Activities	Adult: \$6.00	Student (K-12): \$4.00

All-Season Activity Pass	
Student K-12	\$75.00
Adult	\$100.00
Family*	\$225.00

*\*for those living in the same household/college student*

Lunch Fees			
	Breakfast	Lunch	Extra Milk
Students	\$2.00	\$3.25	\$0.65
Adults	\$2.60	\$4.10	\$0.65

Technology Fees	
K-6	\$30.00
7-12	\$50.00
Family (3 or more students)	\$125.00

Chromebook Repair/Part Replacement Fees	
Charger	\$15.00
Screen	\$35.00
Keys	\$10.00/key
Case	\$15.00
Total Replacement	\$275.00

Within the concept of free public education, the District will provide an educational program for students as free of costs as possible. The Board may charge a student a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goals of the District or for any course or activity taking place outside normal school functions. The Board may waive fees in cases of financial hardship.

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing the collection of fees and asks the Superintendent to make annual reports to the Board regarding fee schedules. The Board also may require fees for actual cost of breakage and for excessive supplies used in commercial, industrial arts, music, domestic science, science, or agriculture courses. The District holds a student responsible for the cost of replacing materials or property that are lost or damaged because of negligence. A building administrator will notify a student and parent regarding the nature of violation or damage, how restitution may be made, and how an appeal may be instituted.

Payments can be made through Infinite Campus or through the office. Notices of account delinquency are sent out through Infinite Campus weekly. When charges exceed \$100.00, letters are sent out to parents/guardians. Per Policy 7210, the District will make an effort to collect all revenues due from all sources. Uncollectible checks may be turned over to the county attorney for collection. Additionally, the District may withhold a student's grades or diploma until restitution is made. **Students who have outstanding fees at the start of each quarter will not be allowed to participate in any activity until the fees have been paid.** A student or parent may appeal the imposition of a charge for damages to the Superintendent and to the Board.

## **EMERGENCY CLOSURES**

**(School Board Policy #2221, 221P)**

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

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

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

## **FAMILY INVOLVEMENT**

### ***Parent/Teacher Conferences***

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

### ***Family Night***

The Cascade School Board has designated Wednesday evening as Family Night. There will be no school related student activities scheduled after 6:00 PM on Wednesdays. It is further recommended that no activities be scheduled for students in grades K1-5 after 5:00 PM on Wednesdays.

## **LUNCH & RECESS**

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

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

## ***JH Lunch Schedule***

11:42 am - 12:08 pm

## ***HS Lunch Schedule***

12:12 Pm - 12:40 pm

### ***Cafeteria***

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

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

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

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

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

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

### ***Lunchroom Behaviors***

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

### ***Expected Behaviors:***

- ~~1. Walk to the lunchroom with hallway behavior.~~
- ~~2. Cutting and grabbing food from others isn't appropriate.~~
- ~~3. Hand sanitizer is available by the door if wanted.~~
- ~~4. Get silverware needed for lunch.~~
- ~~5. Once in the serving area, no talking and keep your hands and feet in your space so that lunch requests can be heard.~~
- ~~6. Look at and listen to the server and know what you want for lunch.~~
- ~~7. Wait at the end of the tray area for computer space.~~
- ~~8. Type in your number at the computer.~~
- ~~9. Dump tray. Elementary grades K1-4 ask for okay, urging some healthy items to be eaten.~~
- ~~10. Clean your area.~~

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

## **FEDERAL PROGRAM INVOLVEMENT**

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

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

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

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

**(School Board Policy #3125, 3125F)**

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

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

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

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

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

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

## **LAW ENFORCEMENT**

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

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify the parent unless the interviewer raises what the principal considers to be a valid objection. Per State Law, a parent is NOT required to be present during questioning.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection. The principal will cooperate fully regarding the conditions of the interview, if the questioning is part of a child abuse investigation.

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

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

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

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

## **STUDENT RECORDS**

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

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

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

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

Certain officials from various governmental agencies may have limited access to the records. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks

or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

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

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

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

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

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

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

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

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

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

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

- The right to a copy of any school student record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information concerning the parent’s or guardian’s child.

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

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

***Married Students***

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

**HEALTH**

The District is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. To achieve that goal, The District will provide all students (K1-12) the opportunity, support, and encouragement to be physically active on a regular basis. The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. Further, foods and beverages sold or served at school (during regular school hours) will meet the nutrition recommendations of the U.S. Dietary Guidelines for America.

***Wellness Policy Guidelines and Goals***

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



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

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

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

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

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

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

### ***Health Checkups***

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

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

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

### ***Head Lice***

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

### ***Insurance***

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

### ***Medication***

The administration of medication to students in schools is permitted with written authorization of a physician or dentist and that of a parent, guardian, or caretaker relative. Proper authorization forms must be on file at the office for a student who needs to carry and self-administer specific medication on school grounds or at school sponsored activities. The authorization form must be completed by the prescribing physician and an authorizing parent, guardian, or caretaker relative. When applicable, and Education Authorization Affidavit must be completed and signed by a caretaker relative for the current school year. Students who self-administer using epinephrine during school hours must immediately report to the school office, classroom teacher, or principal so that follow-up care can be provided.

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

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

- Child's name

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

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

The school will:

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

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

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

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

## **SCHOOL BUILDING**

### ***Elementary Playground***

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

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

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

*The following rules will be enforced:*

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

Students are required to be appropriately dressed for the weather when at recess. This includes waterproof boots/hats/gloves or mittens when temperatures and precipitation dictates their use. Students won't be allowed to linger in the hallway or to go to any classroom without prearranged hall/classroom pass. Any student who refuses to cooperate with any faculty or staff member at the school, while they are under the jurisdiction of

school time or any school sponsored event or program at The District or away, who threatens or indicates the same by gestures will be suspended from school. All CPS staff have authority to redirect any CPS student.

### **Junior High Playground ~~Rules~~ Expectations**

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

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

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

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

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

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

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

#### **General Information**

- The bus driver will stop only at designated stops.
- No firearms, illegal drugs, alcohol, matches, cigarette lighters or tobacco products are allowed on the bus.
- Observe the same rules on all trips under school sponsorship.
- Students riding school buses to any school activity will ride to and return from that activity on the school bus. The only exception will be if students' parents present a note of permission to the advisor. Any other arrangements must be made through the principal prior to the trip.
- Never tamper with the bus or the bus equipment.
- Remember you are a representative of the District when riding buses to other communities. Be respectful, courteous, and polite to those you see.
- No drinks allowed on bus unless secured in a container with a screw top lid.
- No animals or pets are permitted on the bus.
- No adult riders (parents or guests) are permitted on route buses.
- No food or drink on the buses, including after school activity bus.

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

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

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

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

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

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

### ***Guest Riders***

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

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

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

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

~~The principal will determine if the offense warrants parent notification.~~

~~These offenses warranting parent notification will result in:~~

- ~~First Offense: A warning card describing the incident will be sent home. The card must be signed by the parent and presented by the student to the driver for signature when the student next boards the bus and~~

~~must then be returned to the principal.~~

- ~~● Second Offense: A card clearly labeled as Offense #2 will necessitate the parents appearing with the child in a meeting with the principal before the student may ride the bus again. A disciplinary plan will be developed with a possibility of up to 15 days lost bus ridership.~~
- ~~● Third Offense: A third offense card (so labeled) will result in suspension of bus riding privileges for a period of up to 30 days with possible additional disciplinary actions assigned by the principal.~~
- ~~● Any further offense will result in up to 45 days lost ridership or a maximum of permanent lost-ridership.~~
- ~~● Riding days lost during the last month of school will carry from school year to school year.~~
- ~~● Excessively dangerous behavior will result in immediate disciplinary action by the principal.~~

Conduct on the school bus shall follow the expectations outlined on the behavior matrix.

## **USE OF TECHNOLOGY- CHROMEBOOK AGREEMENT**

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

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

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

### ***Ownership of the Chromebook***

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

### ***Care of the Chromebook***

In order to instill and create a sense of responsibility with the students, the student is responsible for the cost of any damage to the issued Chromebook. For a breakdown of the fees for damages, please refer to the fee schedule.

### ***Responsibility for the Chromebook***

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

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

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

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

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

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

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

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

### ***Technology Use Agreement Signature Form***

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

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

# K-12 TECHNOLOGY USE AGREEMENT

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

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

## Cascade Public Schools K-12 Technology Use Agreement

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

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

**Student Signature:** \_\_\_\_\_

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

**Parent(s)/Guardian(s) PRINTED Name(s):** \_\_\_\_\_

**Parent(s)/Guardian(s) Signature(s):** \_\_\_\_\_



# Cascade Public Schools Parental Waiver for Student Driving during School Hours

I am the legal parent/guardian of a student enrolled at Cascade Public Schools. I hereby grant permission for my child to drive during school hours, specifically during lunchtime and/or to and from scheduled appointments. By signing this waiver, I acknowledge and agree to the terms and conditions outlined below:

1. **Driver Eligibility:** I certify that my child possesses a valid driver's license and has completed any necessary driver's education requirements as mandated by state law.
2. **Vehicle Ownership and Insurance:** I confirm that the vehicle my child will be driving during school hours belongs to me or is under my legal guardianship. I further certify that the vehicle is currently insured in compliance with the minimum requirements of the state.
3. **Compliance with Traffic Laws:** I understand that my child is expected to abide by all traffic laws and regulations while operating the vehicle during school hours. This includes but is not limited to obeying speed limits, traffic signals, and other applicable rules of the road.
4. **Responsibility for Damages or Incidents:** I acknowledge that I am solely responsible for any damages, accidents, or incidents that may occur while my child is driving during school hours. The school, its staff, and its representatives will not be held liable for any such occurrences.
5. **Limitations on Driving:** I authorize my child to drive only during lunchtime or for scheduled appointments that occur during school hours. My child will not be permitted to use the vehicle for any other purposes during the school day without prior approval from the school administration.
6. **Emergency Contact Information:** I will provide accurate and up-to-date emergency contact information to the school, which will be used in case of any emergencies or accidents involving my child while driving during school hours.
7. **Revocation of Driving Privileges:** I understand that the school reserves the right to revoke my child's driving privileges during school hours if there is any violation of school rules, traffic laws, or if deemed necessary for safety reasons.
8. **Indemnification and Hold Harmless:** I agree to indemnify and hold harmless the school, its employees, representatives, and affiliates from any claims, damages, or liabilities arising out of or related to my child's driving during school hours.

I have carefully read and understood the contents of this waiver, and I voluntarily grant permission for my child to drive during school hours for the specific purposes mentioned above. I acknowledge that I am aware of the potential risks involved, and I release the school from any liability arising from my child's driving activities during the designated school hours.

**Student's Name:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Parent/Guardian's Name:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

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

**School Representative's Signature:** \_\_\_\_\_

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



## Student Directory Information Notification

Please request, sign and return the form 3600F to the school within ten (10) days of the receipt of this notice **ONLY** if you do not want directory information about your child disclosed to third parties in accordance with the Family Educational Rights and Privacy Act (FERPA). If we receive no response by that date, we will disclose all student directory information at our discretion and/or in compliance with law.

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

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

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

# Cascade School District



## Student Handbook

### STUDENT/PARENT ACKNOWLEDGEMENT FORM

The student handbook describes important information about Cascade Public Schools, and I understand that I should consult the administration regarding any questions not answered in the handbook. Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Trustees of Cascade School District has the ability to adopt any revisions to the policies in this handbook.

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

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

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

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

# SECTION V - POLICIES (REQUIRED)

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

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2  
3 **INSTRUCTION**

2132

4 page 1 of 3

5 Student and Family Privacy Rights

6  
7 All fundamental parental rights are exclusively reserved to the parent of a child without  
8 obstruction or interference by a government entity as consistently recognized in state and federal  
9 courts and as required by state and federal law and District policy.

10  
11 Surveys - General

12  
13 All surveys requesting personal information from students, as well as any other instrument used  
14 to collect personal information from students, must advance or relate to the District's educational  
15 objectives as identified in Board Policy. This applies to all surveys, regardless of whether the  
16 student answering the questions can be identified and regardless of who created the survey. A  
17 parent or guardian shall have the right to opt the child out of any survey or data collection by a  
18 school district that would capture data for inclusion in the statewide data system so long as the  
19 survey does not request or require disclosure of personal information. Surveys requesting or  
20 requiring disclosure of personal information shall require parental consent as described in this  
21 policy. A parent may not opt out of data collection that is necessary and essential for establishing  
22 a student's education record.

23  
24 Surveys Created by a Third Party

25  
26 Before the District administers or distributes a survey created by a third party to a student, the  
27 student's parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time  
28 of their request.

29  
30 This section applies to every survey: (1) that is created by a person or entity other than a District  
31 official, staff member, or student, (2) regardless of whether the student answering the questions  
32 can be identified, and (3) regardless of the subject matter of the questions.

33  
34 Surveys Requesting Personal Information

35  
36 School officials and staff members shall not request, nor disclose, the identity of any student who  
37 completes ANY survey containing one (1) or more of the following items:

- 38  
39 1. Political affiliations or beliefs of the student or the student's parent/guardian;  
40 2. Mental or psychological problems of the student or the student's family;  
41 3. Behavior or attitudes about sex;  
42 4. Illegal, antisocial, self-incriminating, or demeaning behavior;  
43 5. Critical appraisals of other individuals with whom students have close family  
44 relationships;  
45 6. Legally recognized privileged or analogous relationships, such as those with lawyers,  
46 physicians, and ministers;

- 1 7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian;
- 2 8. Income (other than that required by law to determine eligibility for participation in a
- 3 program or for receiving financial assistance under such program).

4  
5 The student’s parent(s)/guardian(s) may:

- 6
- 7 1. Inspect the survey within a reasonable time of the request; and/or
- 8 2. Refuse to allow their child to participate in any survey requesting personal information.
- 9 The school shall not penalize any student whose parent(s)/guardian(s) exercise this
- 10 option.

11  
12 No student in the District shall be required, as part of any applicable program, to submit to any  
13 survey, analysis, or evaluation that ~~includes requests or requires the disclosure of~~ the above-  
14 noted personal information in this section without the prior consent of the student (if the student  
15 is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior  
16 written consent of the parent. This provision specifically documents the arrangements taken to  
17 protect student privacy in accordance with 20 USC § 1232h(c)(1)(a)(b).

#### 18 Instructional Material

19  
20  
21 A student’s parent(s)/guardian(s) may, within a reasonable time of the request, inspect any  
22 instructional material used as part of their child’s educational curriculum.

23  
24 The term “instructional material,” for purposes of this policy, means instructional content that is  
25 provided to a student, regardless of its format, printed or representational materials, audio-visual  
26 materials, and materials in electronic or digital formats (such as materials accessible through the  
27 Internet). The term does not include academic tests or academic assessments.

#### 28 29 Collection of Personal Information From Students for Marketing Prohibited

30  
31 The term “personal information,” for purposes of this section only, means individually  
32 identifiable information including: (1) a student’s or parent’s first and last name, (2) a home or  
33 other physical address (including street name and the name of the city or town), (3) telephone  
34 number, or (4) a Social Security identification number.

35  
36 The District will not collect, disclose, or use student personal information for the purpose of  
37 marketing or selling that information or otherwise providing that information to others for that  
38 purpose.

39  
40 The District, however, is not prohibited from collecting, disclosing, or using personal  
41 information collected from students for the exclusive purpose of developing, evaluating, or  
42 providing educational products or services for, or to, students or educational institutions such as  
43 the following:

- 44
- 45 1. College or other post-secondary education recruitment or military recruitment;
- 46 2. Book clubs, magazines, and programs providing access to low-cost literary products;

3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education-related activities;
6. Student recognition programs.

Notification of Rights and Procedures

This policy shall be posted on the District’s website and provided in a manner specified in accordance with law and policy. The Superintendent or designee shall notify students’ parents/guardians of:

1. This policy as well as its availability from the administration office upon request;
2. How to opt their child out of participation in activities as provided in this policy;
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled;
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student, when the student turns eighteen (18) years of age or is an emancipated minor.

*NOTE: This policy must be adopted in consultation with parents. 20 U.S.C. § 1232h(c)(1). Therefore, MTSBA recommends that, at a minimum, Boards specifically note this on their meeting agendas and request public comment prior to adoption.*

Cross Reference:      2311    Instructional Materials  
                                  3200    Student Rights and Responsibilities  
                                  3410    Student Health/Physical Screenings/Examinations

Legal Reference:      20 U.S.C. 1232h                      Protection of Pupil Rights  
                                  Section 40-6-701, MCA              Fundamental Parental Rights  
                                  Chapter 676 (2023)                    Fundamental Parental Rights

Policy History:

Adopted on:

Reviewed on:

Revised on:

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

2  
3 **STUDENTS**

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4  
5 Entrance, Placement, and Transfer

6  
7 Entrance, Date, and Age

8  
9 The trustees will enroll and admit a child to a school in the district when the child is 5 years of  
10 age or older on or before the tenth (10<sup>th</sup>) day of September of the school year in which the child  
11 is to enroll but is not yet 19 years of age who is a resident of the District. Parents may request a  
12 waiver of the age requirement. All waivers are granted in the sole discretion of the Trustees.

13  
14 Non-resident students may be admitted at the discretion of the Trustees. Children will be  
15 enrolled in the grade identified in accordance with District policy or at the discretion of the of the  
16 administration in consultation with the student's parents or guardians. The District requires  
17 proof of identity and an immunization record for every child to be admitted to District schools.

18  
19 The Trustees may at their discretion assign and admit a child to a school in the district who is  
20 under 5 years of age or an adult who is 19 years of age or older if there are exceptional  
21 circumstances that merit waiving the age provision. Students enrolled by the Trustees under this  
22 provision shall find the student's exceptional circumstances:

23  
24 (a) the child under 5 is determined by the trustees to be ready for kindergarten and the  
25 child's parents have requested early entry into the district's regular 1-year kindergarten  
26 program;

27 (b) the child under 5 is being admitted into an early literacy targeted intervention  
28 classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165;  
29 or

30 (c) the adult is 19 years of age or older and in the trustees' determination would benefit  
31 from educational programs offered by a school of the district.

32  
33 The trustees may also admit an individual who has graduated from high school but is not yet 19  
34 years of age even though no special circumstances exist for waiver of the age provision of this  
35 Policy.

36  
37 The trustees shall assign and admit a child who is enrolled in a nonpublic or home school and  
38 who meets the age and residency requirement of this policy on a part-time basis at the request of  
39 the child's parent or guardian consistent with the provisions of Policy 3150. A part time enrollee  
40 shall be calculated for purposes of ANB consistent with Policy 3121.

41  
42 School Entrance

- 1 1. The District requires that a student’s parents, legal guardian, or legal custodian present  
2 proof of identity of the child<sup>1</sup> to the school within forty (40) days of enrollment, as well  
3 as proof of residence in the District. Students who are not residents of the District may  
4 apply for admission pursuant to Policy 3141. For the purposes of this section “proof of  
5 identity” means a certified copy of a birth certificate, a certified transcript or similar  
6 student records from the previous school, or any documentary evidence that a school  
7 district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA  
8
- 9 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a  
10 child must have been immunized against varicella, diphtheria, pertussis, tetanus,  
11 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents  
12 approved by the department. Immunizations may not be required if a child qualifies for  
13 conditional attendance or an exemption is filed as provided by Montana law.  
14
- 15 3. The above requirements are not to serve as barriers to immediate enrollment of students  
16 designated as homeless or foster children as required by the Every Student Succeeds Act  
17 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work  
18 with the local child welfare agency, the school last attended, or other relevant agencies to  
19 obtain necessary enrollment documentation and ensure a student receives education  
20 services in the best interests of the child. The Superintendent or designee shall serve as  
21 point of contact with all applicable agencies to review records, facilitate services and  
22 resolve disputes.  
23

#### 24 Placement

25

26 The District goal is to place students at levels and in settings that will increase the probability of  
27 student success. Developmental testing, together with other relevant criteria, including but not  
28 limited to health, maturity, emotional stability, and developmental disabilities, may be  
29 considered in the placement of all students. Final disposition of all placement decisions rests  
30 with the principal, subject to review by the Superintendent or the Board.  
31

#### 32 Children of Relocated Military Families

33

34 The Board shall assign and admit a child whose parent or guardian is being relocated to Montana  
35 under military orders to a school in the district and allow the child to preliminarily enroll in  
36 classes and apply for programs offered by the District prior to arrival and establishing residency.  
37

38 The student will be placed in student data management system as soon as enrolled under this  
39 provision. The student will attend classes during preliminary enrollment and the Board  
40 authorizes the administration to provide offsite instruction to the student if not present in the  
41 District. The District will include a student enrolled under this provision as part of the  
42 calculation of ANB.  
43

#### 44 Transfer

45

46 District policies regulating the enrollment of students from other accredited elementary and

1 secondary schools are designed to protect the educational welfare of children.

2  
3 Elementary Grades (K-8)

4  
5 A student transferring into the District will be admitted and placed  
6 subject to observation by appropriate teachers and a building principal during a probation period  
7 of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a  
8 student, school personnel will conduct an educational assessment to determine appropriate grade  
9 and level placement.

10  
11 Secondary Grades (9-12) Credit Transfer

12  
13 A transfer of credits from any secondary school is subject to a satisfactory examination of the  
14 following:

- 15
- 16 1. Appropriate certificates of school accreditation;
- 17 2. Length of course, school day, and school year;
- 18 3. Content of applicable courses;
- 19 4. School building as it relates to credit earned (i.e., lab areas for appropriate science or  
20 vocational instruction);
- 21 5. Appropriate evaluation of student performance leading toward credit issuance.
- 22

23 The District will follow Montana Accreditation Rules and Standards, along with local alternate  
24 procedures for earning credit, in reviewing requests for transfer of credits. High school  
25 principals have authority for approving credit transfers, subject to review by the Superintendent  
26 or the Board.

27		
28	Cross Reference:	3150 Part Time Attendance
29		3121 Attendance and Enrollment
30		
31	Legal Reference:	§ 20-5-101, MCA Admittance of child to school
32		§ 20-5-403, MCA Immunization required – release and
33		acceptance of immunization records
34		§ 20-5-404, MCA Conditional attendance
35		§ 20-5-405, MCA Medical or religious exemption
36		§ 20-5-406, MCA Immunization record
37		§ 44-2-511, MCA School enrollment procedure
38		10.16.3122, ARM Local Educational Agency Responsibility
39		For Students with Disabilities
40		10.55.601, et seq., ARM Accreditation Standards: Procedures
41		Chapter 617 (2023) Enrollment on Part Time Basis
42		

43  
44 Policy History:

45 Adopted on:

46 Reviewed on:



1 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, offsite instructional  
17 setting or remote instruction from the public schools of the district;
- 18  
19 • Unable to attend school due to a medical reason certified by a medical doctor and  
20 receiving individualized educational services supervised by the district, at district  
21 expense, at a home or facility that does not offer an educational program;
- 22  
23 • Unable to attend school due to the student's incarceration in a facility, other than a youth  
24 detention center, and who is receiving individualized educational services supervised by  
25 the district, at district expense, at a home or facility that does not offer an educational  
26 program;
- 27  
28 • Living with a caretaker relative under Section 1-1-215, MCA;
- 29  
30 • Receiving special education and related services, other than day treatment, under a  
31 placement by the trustees at a private nonsectarian school or private program if the  
32 student's services are provided at the district's expense under an approved individual  
33 education plan supervised by the district;
- 34  
35 • Participating in the Running Start Program at district expense under Section 20-9-706,  
36 MCA;
- 37  
38 • Receiving education services, provided by the district, using appropriately licensed  
39 district staff at a private residential program or private residential facility licensed by the  
40 Department of Public Health and Human Services;
- 41  
42 • Enrolled in an educational program or course provided at district expense using remote  
43 instruction consistent with Policies 2050, 2168, and 2170. The student:
  - 44 • must meet the residency requirements for that district as provided in 1-1-215;
  - 45 • shall live in the district and must be eligible for educational services under the  
46 Individuals With Disabilities Education Act or under 29 U.S.C. 794; or

- attend school in the district must be enrolled in the educational program or course under a mandatory attendance agreement as provided in 20-5-321; or
- must be receiving remote instruction under 20-7-118(1)(c).

- A student enrolled on a part time basis consistent with Policy 3110, 3150, 3121P;
- A student of the district completing work on a proficiency basis in accordance with Sections 20-9-311(4)(d) and 20-9-324(18)(b), MCA;
- A student enrolled by the Board for exceptional circumstances as defined in applicable District policies and in accordance with Section 20-5-101, MCA.
- A student the child is being admitted into an early literacy targeted intervention classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165 in a manner consistent with Seciton 20-9-311(3)(e), 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 21years 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.



1 Chapter 580 (2023) - Remote Instruction  
2 Chapter 307 (2023) – Transformational Learning  
3  
4 Policy History:  
5 Adopted on:  
6 Reviewed on:  
7 Revised on:

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3 **PERSONNEL**

5325

4  
5 Breastfeeding in the School and Workplace

6  
7 Recognizing that breastfeeding is a normal part of daily life for mothers and infants and that  
8 Montana law authorizes mothers to breastfeed their infants where mothers and children are  
9 authorized to be, the District shall support women who want to continue breastfeeding after  
10 returning from maternity leave.

11  
12 The District shall provide reasonable unpaid break time each day to an employee who needs to  
13 express milk for a child. The District is not required to provide break time if to do so would  
14 unduly disrupt the District’s operations. Supervisors are encouraged to consider flexible  
15 schedules when accommodating employees’ needs. Building administrators are authorized to  
16 work with teachers to provide students necessary time to express milk for a child.

17  
18 The District shall make reasonable efforts to provide a room or other location, other than a toilet  
19 stall, where an employee or student can express breast milk and access to a place to store  
20 expressed breast milk safely in accordance with generally accepted safety standards. The  
21 available space shall include the provision for lighting and electricity for the pump apparatus. If  
22 possible, supervisors and building administrators shall ensure that those employees or students in  
23 need of such accommodations shall be aware of them prior to maternity leave.

24	Legal Reference:	§ 39-2-215, MCA	Public employer policy on support of women and
25			breastfeeding – unlawful discrimination
26		§ 39-2-216, MCA	Private Place for nursing mothers
27		§ 39-2-217, MCA	Break time for nursing mothers
28		37.111.811, ARM	Physical Requirements
29			
30			

31  
32 Policy History:

33 Adopted on:

34 Reviewed on:

35 Revised on:

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**NONINSTRUCTIONAL OPERATIONS**

Bus Routes and Schedules

The Superintendent’s designee is responsible for scheduling bus transportation, including determination of routes and bus stops. Such routes are subject to approval of the county transportation committee. The purpose of bus scheduling and routing is to achieve maximum service with a minimum fleet of buses consistent with providing safe and reasonably equal service to all bus students.

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. A school bus route shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness, and convenience of its operation, including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turnaround points, capacity of bus, and related factors.
2. The District may extend a bus route across another transportation service area, if it is necessary in order to provide transportation to students in the District’s own transportation service area. A district may not transport students from outside its transportation service area.
3. No school child attending an elementary school shall be required to ride the school bus under average road conditions more than one (1) hour without consent of the child’s parent or guardian.
4. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
5. Parents should be referred to the Superintendent for any request of change in routes, stops, or schedules.

The Board reserves the right to change, alter, add, or delete any route at any time such changes are deemed in the best interest of the District, subject to approval by the county transportation committee.

Bus Stops

Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions.

1 Bus stops shall be chosen with safety in mind. Points shall be selected where motorists  
2 approaching from either direction will have a clear view of the bus for a distance of  
3 approximately 150 feet in cities and approximately 500 feet in other areas before the bus is  
4 stopped to receive or discharge school children on the highway or street so motorists can see the  
5 bus lights.

6  
7 School loading and unloading zones are to be established and marked to provide safe and orderly  
8 loading and unloading of students. The principal of each building is responsible for the conduct  
9 of students waiting in loading zones.

10  
11 The Board of Trustees shall approve all school bus stops requiring a child to cross a roadway.

### 12 13 Delay in Schedule

14  
15 The driver is to notify the administration of a delay in schedule. The administration will notify  
16 parents on routes and radio stations, if necessary.

### 17 18 Responsibilities - Students

19  
20 Students must realize that safety is based on group conduct. Talk should be in conversational  
21 tones at all times. There should be no shouting or loud talking which may distract the bus driver.  
22 There should be no shouting at passersby. Students should instantly obey any command or  
23 suggestions from the driver and/or his/her assistants.

### 24 25 Responsibilities - Parents

26  
27 The interest and assistance of each parent is a valued asset to the transportation program.  
28 Parents' efforts toward making each bus trip a safe and pleasant experience are requested and  
29 appreciated. The following suggestions are only three of the many ways parents can assist:

- 30  
31 1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.  
32 2. Properly prepare children for weather conditions.  
33 3. Encourage school bus safety at home. Caution children regarding safe behavior and  
34 conduct while riding the school bus.

### 35 36 Safety

37  
38 The Superintendent will develop written rules establishing procedures for bus safety and  
39 emergency exit drills and for student conduct while riding buses.

40  
41 If the bus and driver are present, the driver is responsible for the safety of his/her passengers,  
42 particularly for those who must cross a roadway prior to loading or after leaving the bus. Except  
43 in emergencies, no bus driver shall order or allow a student to board or disembark at other than  
44 his/her assigned stop unless so authorized by the Superintendent. In order to assure the safety of  
45 all, the bus driver may hold students accountable for their conduct during the course of





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

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3 **NONINSTRUCTIONAL OPERATIONS**

8121

4

5 District-Owned Vehicles

6

7 The District owns and maintains certain vehicles. Included among them are pickups, school  
8 buses, and vans. These are for use by properly authorized personnel of the District for District  
9 business purposes.

10

11 Accidents involving District-owned vehicles, regardless of citation or injury, will be reported to  
12 the Superintendent or designee immediately. Drivers shall make themselves readily available for  
13 questioning by the District or its designees, absent the need for immediate medical attention.

14

15 Any driver who receives a citation for a driving violation while operating a District vehicle shall  
16 personally pay all fines levied. All citations received while the driver is a District employee,  
17 whether operating a District vehicle or not, must be reported and may result in disciplinary action  
18 up to and including termination.

19

20 Bus and Vehicle Maintenance, District

21

22 Buses used in the District's transportation program shall be in safe and legal operating condition.  
23 All buses shall be inspected by the Department of Justice, Montana Highway Patrol, before the  
24 beginning of each semester. The Superintendent will establish a specific list of tasks bus drivers  
25 will perform on a daily basis. All other District vehicles shall be maintained following  
26 established programs developed by the Superintendent.

27

28

29

30 Policy History:

31 Adopted on:

32 Reviewed on:

33 Revised on:

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

2  
3 **NONINSTRUCTIONAL OPERATIONS**

8132

4  
5 Activity Trips

6  
7 Transportation

8  
9 In addition to buses and standard passenger vehicles owned or insured by the District, the Board  
10 authorizes the Superintendent or designee to utilize a passenger vehicle that is designed to  
11 transport 8 to 15 passengers and is the size and style of vehicle necessary to meet  
12 the needs of the district insured in accordance with the minimum coverage requirements to  
13 transport students to and from school sponsored events and activities. Drivers for vehicles under  
14 this section shall be licensed as required by state standards for the vehicle in use. The  
15 Superintendent or designee is authorized to complete a driving record background check for  
16 designated drivers.

17  
18 The use of ~~school~~ district owned buses and passenger vehicles is strictly limited to school  
19 activities. Buses and vehicles may not be loaned or leased to non-school groups, unless  
20 permission is specifically granted by the Board. Buses will be operated by a qualified bus driver  
21 on all activity runs, and only authorized activity participants, professional staff, and chaperones  
22 assigned by the administration may ride the bus.

23  
24 A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will  
25 remain with the professional staff member in charge on the bus, and one (1) copy will be given  
26 to the Secretary before the bus departs.

27  
28 Staff shall not use personal vehicles to transport students for any purpose without the  
29 documented authorization of the Superintendent or designee.

30  
31 Lodging

32  
33 Students and staff shall be lodged at safe and suitable hotels or rental properties for all District-  
34 approved or sponsored activities, events, and trips. When utilizing a rental property, the premises  
35 shall be reviewed by the administration to confirm it is in an appropriate location and that the  
36 host/owner does not reside in the property or will otherwise have access to students. Steps shall  
37 be taken to ensure students do not engaged in improper conduct including review of the floorplan  
38 to ensure separation and placement of supervisors. The rental platform should have terms of  
39 service which shall permit the district to cancel or seek redress in the event the property is  
40 unsatisfactory or unsafe. Students and staff shall not be lodged in private residences without the  
41 authorization of the administration and consent of parents. Any person present in a private  
42 residence lodging students and staff shall comply with the provisions of Policy 5430.

43  
44 **Optional:** When practicable, the principal shall take necessary precautions to avoid having  
45 students sharing beds in hotel rooms during school sponsored trips. **End Optional Language**

1 **Optional:** The District shall not share hotel rooms with other schools unless there is an executed  
2 cooperative or cost-sharing agreement which details behavior expectations and supervisory  
3 responsibility for all students within the hotel room. **End Optional Language**

4  
5 Room Assignments

6  
7 The District shall promptly notify parents if, and provide the opportunity to consent before, the  
8 parent’s student would share a room or sleeping quarters with an individual of the opposite sex  
9 on a school-sponsored trip. A child whose parent does not provide consent must be permitted to  
10 attend the trip and must be provided with reasonable accommodations that do not require the  
11 child to share a room or sleeping quarters with an individual of the opposite sex.

12  
13 District Policy

14  
15 All student and staff policies and procedures will be in effect during District-approved or  
16 sponsored activities, events, and trips. Each chaperone present on the activity, trip or event shall  
17 comply with Policy 5430 and complete a volunteer agreement form at Policy 5430F. No  
18 improper conduct is permitted under any circumstances.

19  
20 Legal Reference: Title 40, Chapter 6, Part 7 Rights of Parents

21  
22 Policy History:

23 Adopted on:

24 Reviewed on:

25 Revised on:

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

2  
3 **NONINSTRUCTIONAL OPERATIONS**

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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 the local  
9 building code inspector or authority and DPHHS or the local health authority for review and  
10 approval. Plans shall include the following where 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;

- 1
- 2 (r) Specifications showing gas supply lines serving science laboratories, consumer
- 3 science, industrial arts, and other rooms utilizing multiple outlets will have a
- 4 master shut-off valve that is readily accessible to the instructor or instructors-in-
- 5 charge without leaving the classroom or storage area;
- 6 (s) Specifications showing industrial arts classrooms or buildings and other rooms
- 7 using electrically will operated instruction equipment which presents a significant
- 8 safety hazard to the student utilizing such equipment shall be supplied with a
- 9 master electric switch readily accessible to the instructor or instructors-in-charge
- 10 without leaving the classroom or storage area.
- 11 (t) Specifications showing that janitorial storage spaces will be lockable, have
- 12 sufficient storage are for equipment and chemicals; and be vented to the outside of
- 13 the building.
- 14 (u) Specifications showing that hot and cold water shall be provided to handwashing
- 15 sinks and shower facilities. Hot water shall not be below 100° F nor exceed a
- 16 temperature of 120° F.
- 17 (v) Documentation showing DPHHS the use of radon prevention strategies in new
- 18 construction.
- 19 (w) Demonstration that, to maximum extent feasible, the altered or newly construction
- 20 portion of the facility is readily accessible and usable by persons with disabilities
- 21 consistent with currently applicable ADA accessibility standards.
- 22

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

#### 28 Change of Use in Existing Building

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

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

#### 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.

1  
2 Contractor Surety Bonds and Insurance

3  
4 A bid bond must accompany each contractor’s bid or other security authorized by state law in the  
5 amount of at least ten (10) percent of the total bid amount, excluding taxes. Any bid, which is not  
6 successful, shall entitle the bidder to a refund of its security or bond. The successful bidder shall  
7 have his/her bond or security retained until such a time as it is determined that the bidder shall  
8 complete the contract. All bids received shall specify whether the District or the contractor shall  
9 carry fire, liability, or other insurance during construction.

10  
11 The successful bidder is required to execute and deliver to the Board a good and sufficient  
12 performance bond with two (2) or more sureties or a licensed surety company which shall state that  
13 the contractor shall execute and faithfully perform the provisions of the contract and shall pay all  
14 subcontractors and materialmen as required by law.

15  
16 Architect and Engineering Services

17  
18 The Superintendent shall invite architects and/or engineers to express interest in performing such  
19 necessary planning services for the District. Advertising shall be designed to reach a wide  
20 geographical area to help ensure gender and minority applicant consideration.

21  
22 Interested firms will be requested to submit a state of qualifications and performance data to enable  
23 the Board to determine which architectural or engineering firm will best serve the needs of the  
24 District. Criteria for selection of a firm shall include, but not be limited to, quality and breadth of  
25 staff, design of similar projects, production capability, supervision and quality control, relationship  
26 with clients, cost estimates and budget control.

27  
28 The Superintendent is directed to establish necessary procedures to solicit and screen qualified  
29 engineers and architects. The Superintendent shall recommend one or more firms to the Board for  
30 its consideration. The Board and the successful architectural or engineering firm shall enter into a  
31 contract for the necessary services. In the event the Board and the selected firm are unable to  
32 negotiate a fair and reasonable fee, the trustees may select another firm provided reasonable public  
33 notice of the selection is given.

34  
35 Educational Specifications

36  
37 Facilities shall be designed to accommodate the educational and instructional needs of the District.  
38 The professional experience and judgment of staff shall be solicited in developing such educational  
39 specifications. The law requires that special attention be given to accessibility to the education  
40 program by students of both genders and those with disabilities. The Superintendent shall see that  
41 all construction projects comply with the requirements for accessibility for individuals with  
42 disabilities and comparability and equity between the genders. The architect shall be responsible  
43 for ensuring compliance with state and federal laws including access for individuals with  
44 disabilities and requirements for gender comparability and equity.

45  
46 When the Board considers major remodeling or building a facility, it shall endeavor to seek facility  
47 expertise in all affected program areas as well as comments from faculty, students, and community.

48  
49 Legal Reference: § 2-2-303, MCA Agreements to appoint relative to office

1	§ 18-2-402, MCA	Standard prevailing rate of wages
2	§ 18-2-430, MCA	Preference of Montana labor in public works - wages
3	§ 18-2-404, MCA	Approval of contract – bond
4	§ 18-2-201, MCA, et seq	Performance, Labor, and Material bonds
5	§ 20-9-204, MCA	Conflicts of interest, letting contracts and calling for
6	bids	
7	§50-1-206, MCA	Regulation in schools on matters of health
8	§20-6-631,MCA	When contracts for architectural services required
9	§20-6-633, MCA	Hiring for architectural services authorized
10	37.111.804, ARM	Preconstruction Review
11	37.111.805, ARM	Existing Building – Change of Use
12	10.55.701(s), ARM	Board of Trustees
13	10.55.701(l), ARM	Board of Trustees
14		
15		
16		

17 Policy History:

18 Adopted on:

19 Reviewed on:

20 Revised on:

21

22



# SECTION V - POLICIES (RECOMMENDED)

1 \_\_\_\_\_ **Public Schools**

2  
3 **INSTRUCTION**

2162P2

4  
5 Procedure For Education of Students With Disabilities Under Section 504 of the Rehabilitation  
6 Act of 1973

7  
8 **1. Free Appropriate Public Education:** The district will provide a free appropriate  
9 public education to school-age children with disabilities in the district's jurisdiction regardless of  
10 the nature or severity of the person's disability.

11  
12 **2. Child Find:** The district will annually undertake to identify and locate every qualified  
13 disabled students residing in the district's jurisdiction who is not receiving a public education and  
14 take appropriate steps to notify disabled children and their parents or guardians of the district's  
15 responsibilities under Section 504.

16  
17 **3. Equal Educational Opportunity:** The district will provide students with disabilities  
18 an equal opportunity to participate in and benefit from the educational services it provides to  
19 non-disabled students. The teachers of disabled students will meet comparable standards for  
20 certification that teachers of non-disabled students meet. Facilities will be of comparable quality  
21 and appropriate materials and equipment will be available.

22  
23 **4. Confidentiality of Information:** The confidentiality of student records will be  
24 maintained throughout the period of time when such records are collected, stored, disclosed or  
25 destroyed by the district.

26  
27 **5. Parent Involvement:**

28  
29 (a) Initial Evaluation. The district will obtain the consent of parents or guardians before  
30 conducting an initial evaluation of a student. The district will notify parents or guardians of the  
31 evaluation results.

32  
33 (b) Initial Placement. The district will notify parents or guardians before initially placing  
34 a disabled student or any decision to not place a student and the reasons for the decision.

35  
36 (c) Significant Change in Placement. The District will notify parents or guardians before  
37 implementing a significant change in the student's placement.

38  
39 (d) Right to Challenge. The district will notify parents or guardians of their right to  
40 review and challenge the district's program and placement decisions if they disagree with them.

41  
42 (e) Meetings. Section 504 does not give parents or guardians the right to participate in a  
43 meeting during which their child's program is designed and placement is determined, as does the  
44 IDEA. However, this practice is recommended.

45  
46 **6. Participation in the Least Restrictive Environment:**

1  
2 (a) Academic setting. To the maximum extent appropriate, the district will educate  
3 disabled students with non-disabled students. In order to remove a child from the regular  
4 educational environment, the district must demonstrate that education of the student in the  
5 regular environment with the use of supplementary aids and services cannot be achieved  
6 satisfactorily for the disabled student. Whenever the district places a student in a setting other  
7 than the regular education environment, it will take into account the proximity of the alternate  
8 setting to the student's home.

9  
10 (b) Non-academic setting. In providing or arranging for the provision of non-academic  
11 and extra-curricular services and activities, including meals, recess periods and the services and  
12 activities, the district will ensure that disabled students participate with non-disabled students in  
13 such activities and services to the maximum extent appropriate.

## 14 15 7. Referral and Screening:

16  
17 (a) **Referral:** If a parent or guardian, teacher, counselor or administrator believe they are  
18 observing in a student substantially limited performance in one or more major life activities that  
19 is believed to be caused by a physical or mental impairment, the concerned individual should  
20 complete a referral form from the counselor or request assistance from Section 504 Coordinator  
21 to serve the student.

22  
23 (b) **Screening:** A designated building team will review referrals to determine if an  
24 evaluation is appropriate. If an evaluation appears to be necessary because of the student's needs  
25 or is believed to need special education or related services, the district will obtain written consent  
26 from parents or guardians to perform an evaluation and/or gather additional information and will  
27 provide parents with a written statement of their rights under Section 504. If the building team  
28 determines that an evaluation is not necessary, it will provide written notice to parents/guardians,  
29 and forward the results of the screening to the source of the referral.

## 30 31 8. Evaluations:

32  
33 (a) **Significant Change in Placement:** If a student is believed to be disabled and needs,  
34 or is believed to need, special education or related services, the district shall evaluate the student  
35 prior to placement and before any subsequent "significant change in that placement." An  
36 evaluation need not include formal or written assessments but may involve, in appropriate  
37 circumstances, a review and consideration of existing information. Examples of significant  
38 changes in placement include:

- 39  
40 (i) Expulsion;  
41 (ii) Suspensions which exceed ten consecutive days in a school year;  
42 (iii) Cumulative short-term suspensions which create a pattern of exclusion;  
43 (iv) Transferring a student to home instruction; and/or  
44 (v) Graduation from high school.

1           **(b) Tests and Evaluation Materials:** The district will establish procedures for evaluation  
2 and placement which assure that tests and other evaluation materials:

- 3  
4           (i)     Have been validated for the specific purpose for which they are used and are  
5 administered by trained personnel in the specific areas of educational need'  
6           (ii)    Are tailored to assess educational need and are not merely used to measure IQ and  
7           (iii)   Reflect aptitude or achievement or whatever else the tests purport to measure and  
8 do not reflect the student's impaired sensory, manual or speaking skills (unless the  
9 test is designed to measure these particular deficits).

10  
11           **9. Mitigating Measures:** The determination of whether a student is substantially limited  
12 in one or more major life activities will be made without regard to any ameliorative effects of  
13 mitigating measures which include, but are not limited to: medication, medical supplies,  
14 equipment, appliances, low-vision devices, prosthetics, hearing aids and cochlear implants or  
15 other implantable hearing devices, mobility devices, oxygen therapy equipment and supplies,  
16 assistive technology, reasonable accommodations, auxiliary aids or services; or learned  
17 behavioral or adaptive neurological modifications. However, ameliorative effects of mitigating  
18 measures may be relevant as to whether a student needs any specific accommodation or a 504  
19 accommodation plan.

20  
21 Low vision devices do not include ordinary eyeglasses or contact lenses. The ameliorative effects  
22 of ordinary eyeglasses or contact lenses shall be considered in determining whether the  
23 impairment substantially limits a major life activity.

24  
25           **10. Temporary Impairments:** A student with a temporary impairment falls within the  
26 scope of Section 504 if the temporary impairment substantially limits one or more of the  
27 student's major life activities. A temporary impairment is one with an actual or expected duration  
28 of six months or less.

29  
30           **11. Placement Procedures:** The Section 504 team will convene to review all evaluation  
31 results, determine eligibility as a student with a disability under Section 504 and document the  
32 meeting in writing. The team composition may vary according to the needs of the student.

33  
34 In interpreting evaluation data and in making placement decisions, the district will:

35  
36           (a) draw upon information from a variety of sources, including aptitude and achievement  
37 tests, teacher recommendations, physical condition, social or cultural background and adaptive  
38 behavior;

39  
40           (b) establish procedures to ensure that information obtained from all such sources is  
41 documented and carefully considered;

42  
43           (c) ensure that the placement decision is made by a group of persons, including persons  
44 knowledgeable about the student, the meaning of the evaluation data, and the placements  
45 options; and  
46

1 (d) ensure that the student is educated with the student's non-disabled peers to the  
2 maximum extent appropriate.

3  
4 Parents and guardians of students who have a plan developed under Section 504 will be provided  
5 a copy of the district policy (*see Policy 3305*) on the use of seclusion and restraint at the time  
6 that the plan is created.

7  
8 If the district affords a free appropriate education to a student but the parent chooses to place the  
9 child elsewhere, the district is not responsible to pay for the out-of-district placement.

10  
11 **12. Reevaluations:** The district will provide for periodic reevaluation of disabled  
12 students. A reevaluation is also required before any "significant change of placement," as defined  
13 above in Part 8.

14  
15 **13. Programming to Meet Individual Needs:** The district recognizes that to be  
16 appropriate, educational programs for students with disabilities must be designed to meet their  
17 individual needs to the same extent that the needs of non-disabled students are met. A  
18 documented procedure, such as the development of an individualized accommodation plan by a  
19 knowledgeable team of educational professionals, may be appropriate.

20  
21 **14. Non-Academic Services:** The district will provide nonacademic and extracurricular  
22 services and activities in such a manner as is necessary to afford disabled students an equal  
23 opportunity for participation in such services and activities. Nonacademic and extracurricular  
24 services and activities may include counseling services, physical recreation athletics,  
25 transportation, health services, recreational activities, interest groups or clubs sponsored by the  
26 district, referrals to agencies which provide assistance to disabled persons and employment of  
27 students, including both employment by the district and assistance in making available outside  
28 employment. The district will observe reasonable health and safety standards for all students.

29  
30  
31 (a) **Counseling Services:** In providing personal, academic or vocational counseling,  
32 guidance or placement services to its students, the district will provide these services without  
33 discrimination on the basis of disability. The district will ensure that qualified students with  
34 disabilities are not counseled toward more restrictive career objectives than are non- disabled  
35 students with similar interests and abilities.

36  
37 (b) **Physical Education and Athletics:** In providing physical education courses and  
38 athletics and similar programs and activities to any of its students, the district will not  
39 discriminate on the basis of disability. If the district offers physical education courses and  
40 operates or supports interscholastic, club or intramural athletics, it will provide an equal  
41 opportunity for qualified students with disabilities to participate in these activities.

42  
43 **15. Preschool and Adult Education Programs:** In the operation of preschool  
44 education, or day care program or activity, or an adult education program or activity, the district  
45 will not, on the basis of disability, exclude qualified students with disabilities from the program

1 or activity and will take into account the needs of such persons in determining the aid, benefits or  
2 services to be provided under the program or activity.

3  
4 **16. Disciplinary Exclusion:**

5  
6 (a) **Exclusions:** Students with disabilities are protected from being improperly excluded  
7 from school for disciplinary reasons. Certain disciplinary exclusions of disabled students from  
8 school constitute a significant change in the student's educational placement. A disciplinary  
9 change in the student's educational placement occurs if the student has been suspended for more  
10 than ten consecutive days or if the disciplinary exclusions constitute a "pattern of exclusion"  
11 (defined below). Such disciplinary exclusions, which are change of placement, cannot be  
12 implemented unless the district first determines that the student's misconduct which led to the  
13 disciplinary exclusion was not a manifestation of the student's disability.

14  
15 (b) **Manifestation Determinations:** If a disciplinary exclusion (suspension or expulsion)  
16 which constitutes a change in placement is implemented, the school principal or educational staff  
17 person responsible for the imposition of discipline must ensure that a group of qualified  
18 professionals (the student's Section 504 team) determine whether or not the misconduct is a  
19 manifestation of the student's disability.

20  
21 The misconduct is considered a manifestation of the disability if the conduct was caused by, or  
22 had a direct and substantial relationship to the student's disability. This manifestation  
23 determination will take into account the student's current evaluation and individualized  
24 accommodation plan under Section 504.

25  
26 Under Section 504, there is no obligation to provide educational services during periods of long-  
27 term suspension or expulsion when the student's misconduct has been properly determined not to  
28  
29 be disability-related. However, state law requires the district to provide educational services to  
30 all students during a period of suspension or expulsion (See Policy/Procedure 3241).

31  
32 If a student's misconduct is determined to be a manifestation of the student's disability,  
33 procedures in to address the disability be instituted in lieu of either long-term suspension or  
34 expulsion.

35  
36 (c) **Conduct That Is a Manifestation of a Disability.** When a student has engaged in  
37 misconduct which is a manifestation of to his or her disability, expulsion and/or long term  
38 suspension should not be imposed if it would result in a change in educational placement (a  
39 disciplinary exclusion from school of over ten consecutive days or exclusions which constitutes a  
40 pattern of exclusion). Days will be measured cumulatively over the period of the entire school  
41 year, with any short-term suspensions as counting toward the cumulative total.

42  
43 When a student's misconduct is related to a disability, additional evaluations and/or a change of  
44 placement should be considered. In this circumstance, the Section 504 team will meet to  
45 determine if there is a need for further evaluation or a change of program. If further evaluation is  
46 recommended, it will be conducted as soon as reasonably possible.

1  
2 (d) **Pattern of Exclusion.** Suspension or emergency expulsion of a disabled student may  
3 occur, without the need to determine if there is a causal connection with the disability, if the  
4 suspension or emergency expulsion is ten consecutive days or less, or if more than ten  
5 cumulative days is not a pattern of exclusion. A pattern of exclusion occurs if:

- 6  
7 (i) The removal is for more than ten school days in a year; and  
8 (ii) The student's behavior is substantially similar to the behavior that he/she was  
9 previously removed for.

10  
11 Additional factors to consider are the length of each removal (the total amount of time the  
12 student has been removed, and the proximity of the removals to one another), and the school  
13 must determine on a case-by-case basis whether a pattern of removals is significant enough to  
14 constitute a change in placement.

15  
16 (e) **Right to Challenge.** Students and their parent/guardian will be notified of the results  
17 of the manifestation decision and of their right under the law to challenge this decision.

18  
19 (f) **Drugs or Alcohol.** Students who are considered disabled under Section 504 are  
20 subject to the same disciplinary processes and results as non-disabled students for misconduct  
21 regarding the use, sale or possession of drugs or alcohol at school.

22  
23 17. **Restraint or Isolation.** Restraint or seclusion of students who have a Section 504  
24 plan will be authorized only under the limited circumstances specified in Policy 3305 and each  
25 incident will require reporting and parent/guardian notification as specified in that policy and  
26 procedure.

27 18. **Transportation:** If the district places a student in a program not operated by the  
28 district, the district will assure that adequate transportation to and from the program is provided  
29 at no cost to the parent.

30  
31 Because the district provides transportation to all its students within a certain geographic area, it  
32 will not discriminate in its provision of transportation to students with disabilities.

33  
34 If the district proposes to terminate a qualified disabled student's bus transportation for  
35 inappropriate bus behavior, the district will first determine the relationship between the student's  
36 behavior and his or her disabling condition. The parent or guardian will be provided with notice  
37 of the results of such determinations and of their right to challenge such determinations.

38  
39 19. **Procedural Requirements:** The district will ensure compliance with the  
40 requirements of Section 504 by doing the following:

41  
42 (a) **Assurance.** Provide written assurance of non-discrimination whenever the district  
43 receives federal money;

44  
45 (b) **Designation of Employee.** Designate an employee to coordinate the district's Section  
46 504 compliance activities.

1  
2 (c) **Grievance Procedures.** Provide grievance procedures to resolve complaints of  
3 discrimination. Students, parents or employees are entitled to file grievances. The grievance  
4 procedures for the district are set out in Policy 1700;

5  
6 (d) **Notice.** Provide notice to students, parents/guardians, employees, unions and  
7 professional organizations of the district's nondiscrimination policy in admission and access to  
8 programs and activities, and in treatment and employment. Notice will also specify the Section  
9 504 coordinator for the district;

10  
11 (e) **Locate.** Annually undertake to identify and locate all Section 504 qualified disabled  
12 children in the district's jurisdiction who are not receiving a public education;

13  
14 (f) **Annual Notification.** Annually take appropriate steps to notify disabled persons and  
15 their parents/guardians of the district's responsibilities under Section 504; and

16  
17 (g) **Procedural Safeguards.** Establish and implement procedural safeguards to be  
18 provided to parents/guardians with respect to actions regarding the identification, evaluation or  
19 educational placement of persons who, because of disability, need, or are believed to need,  
20 special instruction or related services. Procedural safeguards will include:

- 21  
22 (i) Notice of rights;  
23 (ii) An opportunity for parents/guardians to examine relevant records;  
24 (iii) An impartial hearing, initiated by either the parents/guardian or the district, with  
25 opportunity for participation by the student's parents/guardians and representation  
26 by legal counsel; and  
27 (iv) A review procedure.

28  
29 20. **Appropriate Funding:** The District recognizes that the 504 process is an  
30 unfunded mandate, yet the regular education funding of the district could be the funding source  
31 for serving students who are qualified as disabled under Section 504 only. However, if students  
32 are dual identified as Section 504 and IDEA eligible, state and federal special education funds  
33 can be used. The district will not use money appropriated by the IDEA to serve students found  
34 disabled under Section 504 but not the IDEA. The district may use the IDEA money to evaluate  
35 a student if the district believes that the student may also be eligible under the IDEA.

36  
37 21. **Special Considerations for ADD/ ADHD Students:** Section 504 obligations  
38 apply to all students with disabilities, including students with attention deficit disorder (ADD) or  
39 attention-deficit/hyperactivity disorder (ADHD). Under federal guidance, there are three  
40 different types of ADHD, which are categorized depending upon which symptoms are the  
41 strongest: (1) predominately inattentive type; (2) predominately hyperactive-impulsive type; and  
42 (3) combined type (where symptoms of the first two types are equally present).

43  
44 22. **Due Process Hearing or Mediation Requests**

1 (a) Impartial Due Process Hearing. If the parent or legal guardian of a student who  
2 qualifies under Section 504 for special instruction or related services disagrees with a decision of  
3 the District with respect to: (1) the identification of the child as qualifying for Section 504; (2)  
4 the District's evaluation of the child; and/or (3) the educational placement of the child, the  
5 parents of the student are entitled to certain procedural safeguards. The student shall remain in  
6 the student's current placement until the matter has been resolved through the process set forth  
7 herein.  
8

- 9 (i) The District shall provide written notice to the parent or legal guardian of a  
10 Section 504 student, prior to initiating an evaluation of the child and/or  
11 determining the appropriate educational placement of the child, including special  
12 instruction and/or related services;  
13
- 14 (ii) Upon request, the parent or legal guardian of the student shall be allowed to  
15 examine all relevant records relating to the child's education and the District's  
16 identification, evaluation, and/or placement decision;  
17
- 18 (iii) The parent or legal guardian of the student may make a request in writing for an  
19 impartial due process hearing. The written request for an impartial due process  
20 hearing shall identify with specificity the areas in which the parent or legal  
21 guardian is in disagreement with the District;  
22
- 23 (iv) Upon receipt of a written request for an impartial due process hearing, a copy of  
24 the written request shall be forwarded to all interested parties within three (3)  
25 business days;  
26
- 27 (v) Within ten (10) days of receipt of a written request for an impartial due process  
28 hearing, the District shall select and appoint an impartial hearing officer who has  
29 no professional or personal interest in the matter. In that regard, the District may  
30 select a hearing officer from the list of special education hearing examiners  
31 available at the Office of Public Instruction, the county superintendent or any  
32 other person who would conduct the hearing in an impartial and fair manner;  
33
- 34 (vi) Once the District has selected an impartial hearing officer, the District shall  
35 provide the parent or legal guardian and all other interested parties with notice of  
36 the person selected;  
37
- 38 (vii) Within five (5) days of the District's selection of a hearing officer, a pre-hearing  
39 conference shall be scheduled to set a date and time for a hearing, identify the  
40 issues to be heard, and stipulate to undisputed facts to narrow the contested  
41 factual issues.  
42
- 43 (viii) The hearing officer shall, in writing, notify all parties of the date, time, and  
44 location of the due process hearing;  
45



- 1 (ix) to mediation. A mediator may be selected from the Office of Public Instruction’s  
2 list of trained mediators;  
3
- 4 (x) At the hearing, the District and the parent or legal guardian may be represented by  
5 counsel;  
6  
7
- 8 (xi) The hearing shall be conducted in an informal but orderly manner. Either party  
9 may request that the hearing be recorded. Should either party request that the  
10 hearing be recorded, it shall be recorded using either appropriate equipment or a  
11 court reporter. The District shall be allowed to present its case first. Thereafter  
12 the parent or legal guardian shall be allowed to present its case. Witnesses may  
13 be called to testify, and documentary evidence may be admitted; however,  
14 witnesses will not be subject to cross-examination, and the Montana Rules of  
15 Evidence will not apply. The hearing officer shall make all decisions relating to  
16 the relevancy of all evidence intended to be presented by the parties. Once all  
17 evidence has been received, the hearing officer shall close the hearing. The  
18 hearing officer may request that both parties submit proposed findings of fact,  
19 conclusions, and decision;  
20
- 21 (xii) Within twenty (20) days of the hearing, the hearing examiner should issue a  
22 written report of the student’s decision to the parties;  
23
- 24 (xiii) Appeals may be taken as provided by law.  
25

26 **23. Uniform Complaint Procedure.** If a parent or legal guardian of the student alleges  
27 that the District and/or any employee of the District has engaged in discrimination or harassment  
28 of the student, the parent or legal guardian will be required to proceed through the District’s  
29 Uniform Complaint Procedure.  
30

31  
32 Legal Reference: 34 C.F.R. 104.36 Procedural safeguards  
33

34 Policy History:

35 Adopted on:

36 Reviewed on:

37 Revised on:  
38

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

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**INSTRUCTION**

Early Literacy Targeted Interventions

Purpose and Goals

The Board of Trustees finds the ability to read at or above grade level is essential for educational success. The purposes of this policy are to:

- (a) provide parents with voluntary early literacy interventions for their children;
- (b) increase the number of children in the District who are reading proficient at the end of 3rd grade and in so doing help those children develop their full educational potential pursuant to Article X, section 1(1), of the Montana Constitution; and
- (c) foster a strong economic return for the state on early literacy investment through enhancing the District’s skilled workforce and decreasing future reliance on social programs and the criminal justice system.

The Board of Trustees intends to collaborate with the Board of Public Education and Office of Public Instruction to achieve the purposes of this policy by gathering, analyzing, and making available outcome data and by continually refining the interventions to increase the efficacy and efficiency of each intervention.

Compliance

The early literacy targeted intervention strategies, programs, and services established, authorized, and implemented by this policy shall be in accordance with early childhood education standards at Title 10 Chapter 63 ARM. The early literacy targeted intervention strategies, programs, and services established, authorized, and implemented by this policy shall include, at minimum:

- (a) ongoing evaluation of student progress used to tailor instruction to specific student needs;
- (b) strategies to encourage, enhance, and honor parental involvement;
- (c) methods to employ and assign qualified staff to deliver programming who have completed a fingerprint based criminal background check in accordance with Policy 5120 and Policy 5122 and receive regular professional development in accordance with Policy 5121;
- (d) adherence to eligibility standards;
- (e) organization, when applicable, of classrooms which satisfy physical, supervision, safety, and capacity standards; and
- (f) dedicated Trustee and administrative leadership in accordance with Policy 6110.

1  
2 Child Evaluation

3  
4 An eligible child is defined as a child who has been determined, through evaluation  
5 methodologies selected by the Board of Public Education, to be below a trajectory leading to  
6 reading proficiency at the end of 3rd grade. An eligible child may receive early literacy targeted  
7 intervention provided by the District for the subsequent school year in accordance with this  
8 policy.

9  
10 The Board of Trustees authorizes the District staff to administer evaluation methodologies in  
11 April, May, or June of each year to a child who will be 4 years of age or older on or before the  
12 following September 10 and who has not yet entered 3rd grade.

13  
14 A child shall not be evaluated to determine eligibility for early targeted literacy intervention  
15 without written parental consent.

16  
17 OPTIONAL Classroom Based Programming

18  
19 The Board of Trustees has established a (select option) full time or half time classroom based  
20 early literacy targeted intervention program. The Board of Trustees authorizes the District staff  
21 to admit, enroll, and serve an eligible child who is 4 years of age or older on or before September  
22 10 of the year in which the child is to participate in the program and who is not entering and who  
23 has not completed kindergarten in the District's classroom-based early literacy targeted  
24 intervention program. If a full-time program is established the District will allow a parent or  
25 guardian to enroll their child on a half-time basis. The classroom based program shall foster  
26 parental engagement and be research-based and proven effective at developing early literacy  
27 skills in populations at risk of not being reading proficient at the end of 3rd grade

28  
29 OPTIONAL Home-Based Programming

30  
31 The Board of Trustees has established a home-based early literacy targeted intervention program.  
32 The Board of Trustees authorizes the District staff to serve an eligible child who is 4 years of age  
33 or older on or before September 10 of the year in which the child is to participate in the program  
34 and who has not yet completed 2nd grade in the District's home-based program.

35  
36 Any home-based program available in the District shall be operated by a non-profit entity  
37 previously selected by the Board of Public Education. The home based program shall foster  
38 parental engagement and be research-based and proven effective at developing early literacy  
39 skills in populations at risk of not being reading proficient at the end of 3rd grade. The home-  
40 based program shall have a cost of no more than \$1,000 a year for each child.

41  
42 OPTIONAL Jumpstart Programming

43  
44 The Board of Trustees has established a jumpstart early literacy targeted intervention program.  
45 The Board of Trustees authorizes the District staff to admit, enroll, and serve an eligible child

1 who is 5 years of age or older on or before September 10 of the year in which the child is to  
2 participate in the program and who has not yet completed 3rd grade.

3  
4 The District’s jumpstart program shall take place during the time between the end of one school  
5 calendar year and the start of the next school calendar year, as set by the Board of Trustees in  
6 accordance with Policy 2100, preceding a child's entry into kindergarten, 1st grade, 2nd grade, or  
7 3rd grade. The jumpstart program shall be at least 4 weeks in duration and provide at least 120  
8 instructional hours. The jumpstart program shall be designed in a manner to increase the  
9 likelihood of a child being evaluated at the end of the ensuing school year to be at or above a  
10 trajectory leading to reading proficiency at the end of 3rd grade.

11  
12  
13 Reporting and Funding (SELECT PROVISIONS CONSISTENT WITH ABOVE SECTION)

14  
15 The Board of Trustees authorizes the District administration to include an eligible child  
16 participating in a classroom-based program in accordance with this policy in enrollment counts  
17 for the purpose of ANB calculations in the manner described in Policy 3121.

18  
19 The Board of Trustees authorizes the District administration to report the number of eligible  
20 children participating in a home-based program to superintendent of public instruction for  
21 purposes of receiving payment for provided programming.

22  
23 The Board of Trustees authorizes the District administration to include an eligible child  
24 participating in a jumpstart program in accordance with this policy in enrollment counts on a  
25 quarter-time basis for the purpose of ANB calculations in the manner described in Policy 3121.

26  
27 The Board of Trustees shall monitor the early literacy intervention programs and authorizes the  
28 District administration to report annually to the superintendent of public instruction on the  
29 efficacy of the program no later than July 15 of each year.

30  
31 Cross Reference: Policy 2100 – School Calendar  
32 Policy 3121- Enrollment and Attendance Calculation  
33 Policy 5120- Hiring Practices  
34 Policy 5121 –Professional Development  
35 Policy 5122 -Fingerprint Background Checks  
36 Policy 6110- Superintendent Responsibilities

37  
38 Legal Reference: Article X, section 1(1), of the Montana Constitution  
39 Title 20, Chapter 7, Part 18 – Early Literacy Targeted Interventions  
40 Title 10 Chapter 63 ARM – Early Childhood Standards  
41 Section 20-9-311, MCA – Calculation of ANB

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

## Policy 2165F – Early Literacy Targeted Intervention Consent

Dear Parent/Guardian,

The School District is providing notice required under the provisions of District Policies 2132, 2158, and 2165; Title 20, Chapter 7, Part 18, MCA; and Title 40, Chapter 6, Part 7, MCA. Copies of these provisions are available upon request. This notice is being provided to inform you of the opportunity to have your child evaluated for an early literacy targeted intervention programs and services which will be provided to children as described in Policy 2165 whose parents who provide written consent.

### Notice of Your Rights

This notice is intended to inform parents that the following early literacy evaluation will be provided at the school: \_\_\_\_\_. This evaluation will be provided on \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_.

As a parent/guardian of a student, you have the right to authorize your child to attend or receive the evaluation in accordance with Montana law and District policy by completing, signing, and submitting the attached form prior to the date identified in the above notice.

### Early Literacy Evaluation Consent Form

A family who wants their student to receive an early literacy evaluation offered at the school may provide consent to such evaluation by completing this form.

I, \_\_\_\_\_, Parent or Guardian of, \_\_\_\_\_, request my child receive an early literacy evaluation for \_\_\_\_\_ to be held at the above noted date and time. This request will be handled in a manner consistent with the methods identified by the School District as specified in of District Policies 2132, 2158, and 2165; Title 20, Chapter 7, Part 18, MCA; and Title 40, Chapter 6, Part 7, MCA. The results of the evaluation will be provided to the parent.

I understand my student will receive the early literacy evaluation. I also understand my student may be eligible receive any services from school district staff based on the results of the evaluation. I understand I will be provided information about those services prior to my child receiving any literacy services. I agree to accept responsibility for my student's participation in the evaluation and services. Participation is strictly voluntary.

A student seeking such services whose parents have not completed this form will not receive the evaluation.

I acknowledge I have received notification of my rights in this area under District Policies 2132, 2158, and 2165; Title 20, Chapter 7, Part 18, MCA; and Title 40, Chapter 6, Part 7, MCA and have been provided an opportunity to review related information and materials on this topic.

I provide consent for my student to receive the evaluation described above at the School District.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

**Received by:**

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

**ADULT/CONTINUING EDUCATION**  
**AUTHORIZATION FOR EMERGENCY CARE AND ACKNOWLEDGMENT OF RISK**  
\_\_\_\_\_ **School District**

As a condition to participate in the \_\_\_\_\_ School District's Adult Education Programs for the \_\_\_\_\_ school year, you, as the class participant are required to complete the enclosed form. It is the policy of the School District to require an acknowledgement of risk and emergency medical treatment release as a condition of participating in this program. If you would like to participate, please carefully read and sign this document.

This program may include physical activity. There is an inherent risk of injury in these type of activities. By signing this agreement I acknowledge that the school district staff and volunteers try to prevent accidents. I, the undersigned, hereby acknowledge and understand that, regardless of all feasible safety measures that may be taken by the district, participation in this event entails certain inherent risks. I certify that I am physically fit and medically able to participate or have noted an applicable physical or medical diagnosis at the bottom of this form. I further certify that I will honor all instructions of district staff and volunteers and failure to honor instructions may result on dismissal from the course.

I agree to accept responsibility for my participation in the course. I acknowledge there are no assurances these measures taken by the School District to prevent injuries or prevent the spread of illnesses in this course. These inherent risks that participants specifically acknowledge include but are not limited to injury; illness; hospitalization, chronic health issues, quarantines of an unknown duration to be determined by governing authorities and death. By voluntarily enrolling in this course, I am specifically acknowledging awareness and knowledge of these inherent risks. All School District Policies are in effect during this course. Any negligence arising out of my participation in the course shall be attributed to the class participant as comparative negligence within the meaning of Section 27-1-702, MCA.

I, the undersigned, authorize qualified emergency medical professionals to examine and, in the event of injury or serious illness, administer emergency care to me if required under the circumstances based on, and in accordance with, their medical training. I understand every effort will be made to contact the family or contact person noted below to explain the nature of the problem prior to any involved treatment. I understand emergencies may require immediate treatment in the opinion of medical professionals. In the event it becomes necessary for the district staff in charge to obtain emergency care for me, I understand that neither the district employee in charge of the activity nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances.

I have been informed the activity will associated with the Adult Educaiton program is \_\_\_\_\_ and will occur at the following location \_\_\_\_\_ at approximately \_\_\_\_\_.

Class Participant Signature

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency contact information (if different than the above-listed phone number): \_\_\_\_\_

Do you have a medical condition which the school should be aware of before allowing you to participate in the activity?  
Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please state the nature of the medical condition: \_\_\_\_\_.

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

Class Participant

# STUDENT ATTENDANCE AGREEMENT (FP-14.1)

## PARENT PLACEMENT OR DISTRICT TO DISTRICT AGREEMENT

### School Year 2024 - 2025

#### SECTION I: TO BE COMPLETED BY PARENT/GUARDIAN

I request that the following student be allowed to attend a school district outside the student's district of residence:

Student Name (last, first, middle initial)	Birthdate
Parent/Guardian Address (physical)	
Student Address (group home only)	
<p><b>Parent/Guardian Signature (or Group Home Manager, in Place of Parent/Guardian)</b></p> <p>This agreement will be returned to the parent/guardian if accepted by the district of choice. The agreement will specify the costs, if any, such as transportation and other fees for which the parent/guardian may be charged. If the student attends under this agreement, the parent/guardian agrees to pay the applicable costs under the terms of this agreement.</p> <p>Signature of Parent/Guardian _____ Date: _____</p>	

#### SECTION II: TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

Student State ID	Student Grade
District of Choice/Placement	District of Residence
Individual Making Request Parent/Guardian District	Student Placement Group Home Placement District to District Placement
Enrollment Start Date	Annual Pupil Instruction Days

#### SECTION III: TRANSPORTATION – TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

<p><b>Transportation can be determined per 20-5-320(2)(b), MCA</b></p> <ul style="list-style-type: none"> <li>• Transportation is the responsibility of the parent/guardian;</li> <li>• Transportation can be provided by agreement of the district of residence and the district of choice; or</li> <li>• Transportation can be discretionarily provided by the district of attendance.</li> </ul> <p><i>*The child is not an eligible transportee as defined in 20-10-101, MCA</i></p>
--

#### SECTION IV: TUITION COSTS – TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

Type of Agreement (Check one and indicate the annual amounts of Regular Education, Special Rate and Total Annual Tuition)	Regular Education Rate	Special Rate (Attach FP-14A)	Total Annual Tuition (Regular Education Rate + Special Rate)
<b>Parent/Guardian Request</b> Discretionary – Parent/Guardian requests to enroll student outside District of Residence	\$ _____	\$ _____	\$ _____
Mandatory – Student to attend same school system as high school or elementary age sibling(s) attends	\$ _____	\$ _____	\$ _____
Mandatory – Student lives closer to school of choice and at least 3 miles from resident district school AND District of Residence does not provide transportation	\$ _____	\$ _____	\$ _____
Mandatory – Geographic barrier prohibits attendance in District of Residence	\$ _____	\$ _____	\$ _____

Type of Agreement (Check one and indicate the annual amounts of Regular Education, Special Rate and Total Annual Tuition)	Regular Education Rate	Special Rate (Attach FP-14A)	Total Annual Tuition (Regular Education Rate + Special Rate)
Group Home Placement	\$ _____ (District of Residence)	\$ _____ (State of Montana)	\$ _____ (Total)
District to District Placement	\$ _____	\$ _____	\$ _____

### SECTION V: AGREEMENTS AND SIGNATURES

<i>Transportation and tuition will be charged as indicated in Sections III and IV.</i>	
<b>A. DISTRICT OF CHOICE/PLACEMENT</b>	
The Board of Trustees:	
_____ APPROVES this Student Attendance Agreement	
_____ DISAPPROVES this Student Attendance Agreement	
Board Chair _____	
Signature _____ Date: _____	
<b>B. DISTRICT OF RESIDENCE</b>	
The Board of Trustees:	
_____ APPROVES this Student Attendance Agreement	
_____ DISAPPROVES this Student Attendance Agreement	
_____ ACKNOWLEDGES receipt of this Student Attendance Agreement	
Board Chair _____	
Signature _____ Date _____	

**District of Residence Determination 1-1-215, MCA (check one):**

<input type="checkbox"/>	The residence of the minor's parents.
<input type="checkbox"/>	If one of the parents is deceased or the parents do not share the same residence, the residence of the parent having legal custody.
<input type="checkbox"/>	If neither parent has legal custody, the residence of the legal guardian or custodian appointed by a court of competent jurisdiction (not a foster parent).
<input type="checkbox"/>	The district of residence for a child following the termination of parental rights and before a permanent placement is accomplished is the physical location of the district court that ordered termination.
<input type="checkbox"/>	The district of residence of a child whose custodial parent is incarcerated is the school district where the custodial parent resided prior to incarceration.
<input type="checkbox"/>	If there are questions concerning legal residency, consult with the agency responsible for the child's placement in the district.
<input type="checkbox"/>	In the case of controversy, the district court has jurisdiction over residence.



**DESIGNATION AND ACCEPTANCE TO ADMINISTER MEDICATION**

As a parent of a student \_\_\_\_\_ currently taking prescribed medication, I \_\_\_\_\_ have designated and authorized \_\_\_\_\_ to assist the student administering the medication in accordance with District Policy 3416. This designation and authorization include possessing the medication, providing it to the student at the appointed times, and confirming the student has ingested the medication.

I agree to accept responsibility for my student's receiving assistance from \_\_\_\_\_. This designation is strictly voluntary. Any negligence arising out of my designation shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA. I agree that my student will abide by any directives issued by \_\_\_\_\_ and failure to honor these directives may result in acceptance of this designation and authorization to be withdrawn and my being contacted to administer medication my student.

This designation is in effect for the period of \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

As the parent-designated adult, I agree to assist the student in administering the identified medication at the appointed times. I agree to possess the medication until it is needed. I understand the medication must be provided by the parent of the student. I confirm that I understand the method of possessing, ingesting, and timing as documented on this form. If a student refuses to comply with my directive as specified on this form, I will contact the parent or emergency contact immediately.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Medication: \_\_\_\_\_

Method of Possession: \_\_\_\_\_

Dosage Provided to Student: \_\_\_\_\_

Time and Frequency Provided to Student: \_\_\_\_\_

Method of Ingestion: \_\_\_\_\_

Additional Instructions: \_\_\_\_\_

In case of emergency, contact, and take following steps: \_\_\_\_\_

\_\_\_\_\_ **Schools Gymnasium and Weight Room  
Community Use Agreement**

\_\_\_\_\_ School District believes in the promotion of a healthy lifestyle for our students and community. To support that belief, the School District allows non-students access to the \_\_\_\_\_ gymnasium and weight room. Access to the gymnasium and weight room can on these days and time \_\_\_\_\_.

This agreement must be strictly adhered to by the patron or access will be immediately suspended and the access fee will be forfeited. The following conditions and District Policies 4301, 4315, 4332, and 4330P must be adhered to at all times by the patron:

1. No tobacco, alcohol, marijuana, or other illegal substance is allowed in the weight room.
2. Proper attire, including closed-toed shoes should be worn at all times.
3. All weights, machines, and apparatus can only be used for their intended purpose. Modification of equipment is not allowed.
4. No one under the age of 18 is allowed in the gymnasium and weight room without adult supervision and the purchase of their own access card.
5. Access to the gymnasium and weight room is for an individual. Access cards cannot be used by anyone other than the signers of this agreement. Use or access by unauthorized persons will result in permanent loss of facility use.
6. All equipment must be returned to its proper place after use.
7. Any problems with equipment needs to be reported immediately to the school office.
8. All garbage must be taken out with the patron when they leave.
9. Gymnasium and weight room is being monitored by security cameras. Tampering with door locks, alarms or security cameras will result in permanent loss of facility use.
10. No other portion of the school, the gym, or locker rooms is included with gymnasium and weight room access. Gymnasium and weight room access is restricted to those two areas.

As a condition to use the facility, you are required to complete the enclosed form. It is the policy of the School District to require an acknowledgement of risk and emergency medical treatment release as a condition of participating in this activity. If you would like to use the facility, please carefully read and sign this document.

I agree to and will follow Gymnasium and Weight Room Community Use Agreement. I understand that the gymnasium and weight room is being monitored with audio and video surveillance. I accept and acknowledge that my access card will be deactivated and I may lose future permission to access the facility if I permit any unauthorized person to use the card or access the facility. I further accept and acknowledge that that my access will be deactivated and I may lose future permission to access the facility if I violate any of the conditions outlined in this agreement. Any violation of this agreement will result in forfeiture of my access fee.

Use of the facility requires physical activity and exertion. There is an inherent risk of injury in this type of activity. By signing this agreement, I acknowledge that the school district will maintain the facility. I, the undersigned, further acknowledge and understand that, regardless of all feasible safety measures that may be taken by the district, physical activity and exertion entails certain inherent risks. I certify that my I am physically fit and medically able to use the facility. I further certify that I understand that the school district does not provide supervision for my use of the facility, other than the video surveillance noted above, and that there may not be a supervisor present during my use of the facility.

I agree to accept responsibility for my use of the facility. I acknowledge there are no assurances these measures taken by the School District to prevent injuries or prevent the spread of illnesses at this event or

at this facility. These inherent risks that attendees specifically acknowledge include but are not limited to injury; illness; hospitalization, chronic health issues, quarantines of an unknown duration to be determined by governing authorities and death. By voluntarily entering this event or facility, I am specifically acknowledging awareness and knowledge of these inherent risks. All School District Policies are in effect when accessing this facility. Any negligence arising out of my access to this facility shall be attributed to you as comparative negligence within the meaning of Section 27-1-702, MCA.

I, the undersigned, authorize qualified emergency medical professionals to examine and, in the event of injury or serious illness, administer emergency care to me if required under the circumstances based on, and in accordance with, their medical training. I understand every effort will be made to contact the family or contact person noted below to explain the nature of the problem prior to any involved treatment. I understand emergencies may require immediate treatment in the opinion of medical professionals. In the event it becomes necessary for the district staff in charge to obtain emergency care for me, I understand that neither the district employee in charge of the activity nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances.

Printed Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Emergency contact information (if different than the above-listed phone number): \_\_\_\_\_

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

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

Class Participant

District Designee Signature: \_\_\_\_\_



**FY25**

July 1, 2024 to June 30, 2025

# **Member PC Renewal**



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

5/31/2024

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

RE: MSGIA Self-Insured Property and Liability Renewal

Dear Karsen and School Board Members,

I am pleased to present for you the MSGIA self-insured Property and Liability renewal effective July 1, 2024. Thank you for your continued support of MSGIA's School Leaders Property and Liability Program. You are part of a growing movement of 222 elementary and high school district members with more interested school districts joining each year. The overall MSGIA membership expands beyond 406 elementary and high school districts.

MSGIA has been assisting school districts with self-insured coverage solutions since 1989, 35 years! The 2024-2025 school year marks the beginning of its 17<sup>th</sup> year for the property and liability program. This program is continually evolving, offering new enhancements in coverage and risk management tools for our members.

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

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

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

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

If you are interested in reviewing your coverage deductible structure, please contact Matt Komac in our office. He can assist you with reviewing different deductible levels and the associated premium to see what makes the most sense for your district.

Beginning its 35th year of providing self-insurance solutions for its members, MSGIA is poised to continue to insure a bright future for Montana Public School Districts!

# MSGIA

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

I'm pleased to present your renewal premium for the 2024-2025 school year as follows

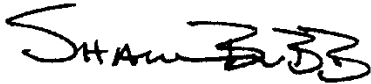
Total Premium	\$ 117,367
Multi-Line Discount	<\$ 5,868> (members in worker's compensation and property & liability)
Discounted Premium	\$ 111,498

Your allocated premium for transportation is 11.4%.

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

Thank you for your continued support!

Be Well and Be Safe!



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



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

To:  
Cascade School District #3  
Karsen Floerchinger  
PO Box 529  
Cascade, MT 59421  
  
PC Policy # PC-25-13011-1

## PROPERTY & LIABILITY INSURANCE INVOICE

Date	DESCRIPTION	TOTAL
7/1/2024	Property & Liability Insurance for period 7/1/2024 to 6/30/2025 Total Premium FY25 Multi-Line Discount Discounted Premium for FY25	\$117,367 <del>\$5,868</del> \$111,498
TOTAL DUE		<b>\$111,498</b>

Remit Total Due by **July 20, 2024**

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

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

If you have any questions concerning this invoice, contact Jan Denke, 406.457.4500, jdenke@mtsba.org

Thank You

# ACCOUNT SUMMARY

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

222	Members in the Fund
1989	MSGIA Member Since
\$37,129,245	Total Insured Value (TIV)

Fiscal Year	Gross Premium	Multi-Line Discount	Net Premium
2024-2025	\$117,367	<u>(\$5,868)</u>	\$111,498

- FY25 Transportation Premium Allocation 11.4%



# RENEWAL NOTICE SUMMARY

## Cascade School District #3

COVERAGE YEAR: JULY 1, 2024 – JUNE 30, 2025 MEMBER#: 013011

Coverage	2024-2025
Property/Boiler & Machinery	included
General Liability	included
School Board Legal Liability	included
Employment Practices Liability	included
Auto Coverage	included
Crime/Fidelity	included
Cyber	included
Deadly Weapons Event Coverage	included
School Board Trustee Travel AD & D	included
Net Premium	<b>\$111,498</b>

Exposure	2024-2025
Building Values	\$31,353,583
Content Values	\$4,676,094
Outdoor Property Value	\$25,528
Bus Values	\$780,080
Vehicle Values	\$203,949
Mobile Equipment Values	\$90,010
# of Vehicles	16
# of Students	309
# of Employees	60

# LOSS EXPERIENCE

## Cascade School District #3

### PROPERTY AND LIABILITY CLAIM SUMMARY

Fiscal Year	Frequency	Total Paid	Total Incurred
2021	1	\$7,748	\$7,748
2023	2	\$19,229	\$19,229
2024	1	\$6,280	\$6,280

### LOSS RATIO TRENDING

Fiscal Year	Loss Ratio
2021	14.4%
2023	25.2%
2024	6.8%

# LOSSES BY COVERAGE TYPE

## Cascade School District #3

Location Name	Claim Count	Open	Closed	Total Incurred	Open Incurred	Closed Incurred
<b>2024</b>						
Auto	1	0	1	6,280	0	6,280
<b>2024 Total:</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>6,280</b>	<b>0</b>	<b>6,280</b>
<b>2023</b>						
Auto	2	0	2	19,229	0	19,229
<b>2023 Total:</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>19,229</b>	<b>0</b>	<b>19,229</b>
<b>2022</b>						
<b>2022 Total:</b>	<b>0</b>					
<b>2021</b>						
General Liability	1	0	1	7,748	0	7,748
<b>2021 Total:</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>7,748</b>	<b>0</b>	<b>7,748</b>
<b>Grand Total:</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>33,257</b>	<b>0</b>	<b>33,257</b>

# WHAT SETS US APART FROM THE REST?

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

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

## WHY MSGIA?

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

Valuable Services we offer in addition to our core coverages:

- Options for complete SafeSchools course content library for all school operational areas
- School Bus Driver training courses including CDL training and MAP-21 courses
- iPad based building hazard assessments
- Building property appraisals on a five year cycle – at no additional cost to the member
- Playground safety inspections from on-staff Certified Playground Safety Inspectors
- In-district school board legal training with no additional costs for our members
- In-district coaches and sponsor's training with no additional costs for our members
- Member dashboard performance tracking tools
- Mobile app for easy auto claim reporting
- Property protection temperature and H<sub>2</sub>O sensors to prevent disruptive and expensive property claims – In pilot program status now!

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



# CYBER COVERAGE HIGHLIGHTS

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

Your cyber coverage package includes the following items listed below:

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

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

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

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

### **KnowBe4**

KnowBe4 is the world's largest security awareness training and simulated phishing platform, proven effective in helping organizations manage the ongoing problem of social engineering and reducing vulnerabilities to ransomware, malware, and other data breaches. KnowBe4 is successful because their training content is short and memorable, and their random simulated phishing tests build the muscle memory needed to enable employees to spot sophisticated threats while busy and distracted. MSGIA members will receive a 25% discount on KnowBe4's school security awareness training platform, and 15% off any of their other platforms and products via a standing offer through Beazley. This offer is valid for new KnowBe4 customers only, but existing customers are eligible for a 15% discount at the time of renewal. If you are interested in this offer, please contact James Hood at [jamesh@knowbe4.com](mailto:jamesh@knowbe4.com) and make sure to let him know you are a member of MSGIA's property and liability pool and that you have cyber coverage through Beazley.

### **PRIVACY NOTIFICATION COSTS**

Includes the resources to respond to a breach of personal information.

### **CYBER EXTORTION/RANSOMWARE**

Assists with responses to an extortion threat.

### **DATA COMPROMISE LIABILITY**

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

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

### **DATA PROTECTION AND RECOVERY**

Responds to a computer attack that damages data and systems.

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

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

# SCHOOL DEADLY WEAPONS EVENT COVERAGE

MSGIA and Secure Educational Consultants (SEC) partnership offers “presidential-level protection” for members.

As school shootings and violence continue to dominate headlines and new stories, school safety continues to be on the mind for all administrators. Since 2019, the MSGIA has provided this nationally recognized expert in school violence prevention, planning, and training – to enhance and expand our School Deadly Weapons Events coverage.

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

MSGIA members enjoy access to SEC’s pre-crisis security training and industry leading post-crisis response services and receive competitive rates on other service offerings they provide. Services include:

- Educational webinars throughout the year regarding school district safety and security
- Crisis management leadership support
- Crisis communication support, message development and media training
- Coordination with MSGIA legal counsel and claims team
- Event and post-incident management, as needed (press conference, security, re-openings, memorials, etc.)

To learn more about your district’s access to SEC services, contact your MSGIA team today.

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

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

<b>SUBLIMITS:</b>		
Demolition, Clearance Memorialization.....	\$250,000	
Extra Expense.....	\$250,000	
Threat.....	\$250,000	
Medical Expense.....	\$25,000/person	
Accidental Death & Dismemberment.....	\$50,000	
Crisis Management Services.....	\$250,000	
Counseling Services.....	\$250,000	
Funeral Expenses.....	\$250,000	
1 <sup>st</sup> Party Property Damage.....	\$1,500,000	

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





# SAFESCHOOLS EMPLOYEE TRAINING

Your membership gives you access to SafeSchools, the nation's leading provider of school-specific, online training programs, at no extra cost to your district. We've worked with SafeSchools to offer a comprehensive curriculum addressing areas of high risk for your students and employees. You also have access to their K-12 school designed tip reporting and safety app at a discounted rate.

## RECOMMENDED PROPERTY/CASUALTY POOL RELATED COURSES

- 22 Child Sexual Abuse Prevention Courses
- Sexual Harassment: Staff to Staff
- Title VI Overview
- Title IX Compliance Overview

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

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

### **Suicide Prevention and Awareness:**

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

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

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

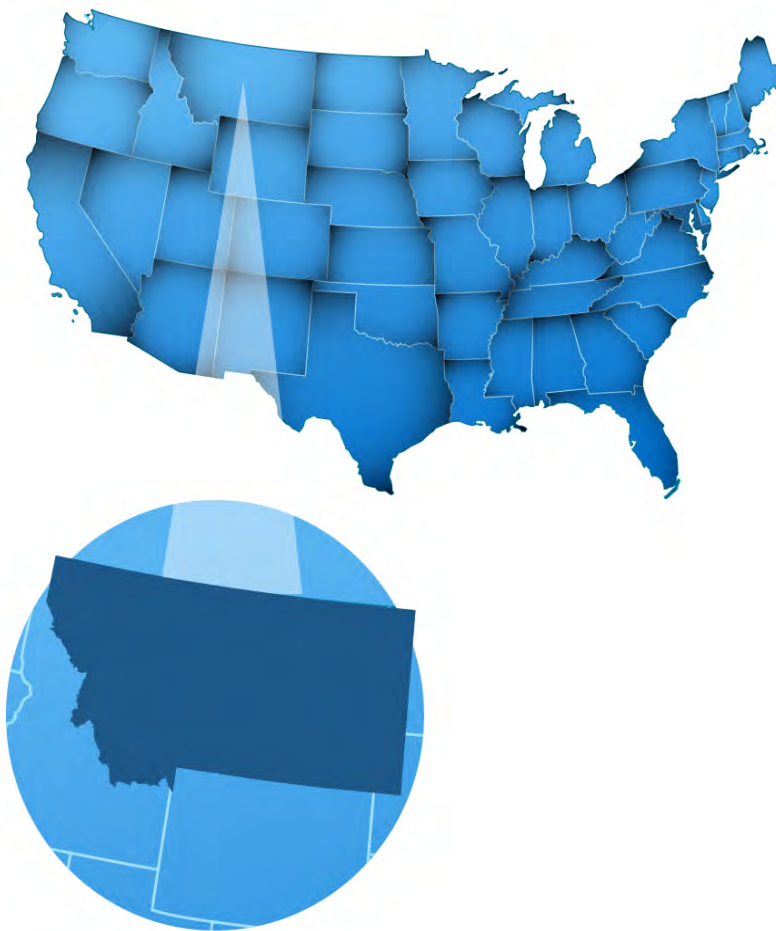
### **DID YOU KNOW...**

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

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



# TRENDS TO WATCH



## NATIONAL PERSPECTIVE

- Construction costs are showing signs of stabilizing but have nearly doubled since 2020.
- Hurricanes, wildfires, floods, and hailstorms continue to impact insurance carriers across the country.
- National attention drawn to workplace sexual assault and discrimination.
- Governmental entities continue to face community mistrust in the age of COVID-19, social movements, and social media.
- Workplace and school violence create new challenges for entities to address.
- Schools continue to be targeted by cyber criminals.

## MONTANA PERSPECTIVE

- Micro storms intensity levels are increasing hail and high wind claim frequency statewide.
- As a result of high-profile cases, the Statute of Limitations for Criminal Sexual Misconduct increased from age 21 to 27 in 2019. This change creates potential exposures for additional sexual assault allegations to arise. Plaintiff's attorneys have taken note as we're seeing an uptick in SAM claims.
- Aging school facilities are creating property claim risks and liability for many school districts.
- Third-party contractors are omitting or including language in their contracts that leave districts at risk.
- Turnover of upper administration and the lack of applicants with the appropriate training and experience.

# HOT TOPICS

## MAP-21

The Federal Motor Carriers Safety Administration (FMSCA) has issued new regulations regarding training for school bus drivers who are first-time CDL holders. Referred to as **Moving Ahead for Progress 2021**, or MAP-21, the new regulations apply to all locations that train school bus drivers who require a Class A or Class B CDL License. Any driver receiving a CDL after February 7, 2022, will need to follow these stringent new regulations and will thus require additional training. Each district that trains drivers must become a Training Provider. MSGIA has put together a short video tutorial explaining how to complete this task. MSGIA also purchases the School Bus Safety Company computer modules for the districts in our Property and Casualty Program and can be accessed through Safe Schools. All of the 26 on-line courses provided, plus the new on-line MAP 21 supplemental course, cover the practices required to meet the Entry-Level Driver Training.

## TITLE IX

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

### TRAIN

- District staff must understand Title IX obligations to ensure an education free of sexual misconduct, discrimination or harassment is provided to students.

### REPORT

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

### INVESTIGATE

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

## SCHOOL CYBER ATTACKS

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

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

## BOOSTERS, CLUBS, AND MORE...

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

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

# WHO TO CONTACT

## GENERAL PROPERTY & LIABILITY SUPPORT QUESTIONS

**Jan Denke**, Customer Service Representative  
(877) 667-7392 | [jdenke@mtsba.org](mailto:jdenke@mtsba.org)

## RISK MANAGEMENT AND LOSS CONTROL

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

**Brenda Koch**, Risk Management Consultant  
(406) 696-0562 | <mailto:bkoch@mtsba.org>

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

## CLAIMS

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

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

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

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

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

**Megan Nobert**, SafeSchools, Customer Success Manager  
[megan.nobert@vectorsolutions.com](mailto:megan.nobert@vectorsolutions.com) (513) 463-1698

**John-Michael Larry**, SafeSchools, Account Management Team Lead  
[john-michael.larry@vectorsolutions.com](mailto:john-michael.larry@vectorsolutions.com) (513) 792-4404

# FILING A PROPERTY AND LIABILITY CLAIM

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

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

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

You are done!

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

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



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

# SCHOOL ABOVE AND UNDERGROUND FUEL STORAGE TANK COVERAGE

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

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

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

The application can be completed on-line by following the link below:

<http://msgia.org/propertyliability/storage-tank-coverage>

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

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

You may mail, fax, or email applications to:

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

# SCHOOL SPECIAL EVENTS COVERAGE

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

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

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

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

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

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

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

If you have questions about obtaining special events coverage for your school district, please contact Matt Komac for information about this program at [mkomac@mtsba.org](mailto:mkomac@mtsba.org).





# MSGIA Coverage Summary

Summary of Coverage - Cascade School District #3

Policy Period July 1, 2024 to June 30, 2025

Policy Number PC-25-13011-1

## Property Coverage

Coverage by Location:	Per Occurrence Limit	Aggregate Policy Limit	Valuation	Deductible
			<b>Repair or Replacement Cost, Actual sustained loss for time element coverage</b>	
Building and Business Personal Property	\$500,000,000		Replacement Cost	\$2,500
Extra Expense	\$50,000,000		Actual Sustained Loss	
Transit Coverage	\$25,000,000			
Unscheduled Tax Interruption & Business Income	\$500,000		Actual Sustained Loss	
Property Of Others:				
Employees	\$1,000 per employee	\$50,000		
Students	\$750 per student	\$50,000		
Leased or Rented	included in blanket limit			
Earthquake	\$75,000,000	\$75,000,000		
Flood	\$75,000,000	\$75,000,000		
Flood - Zone A & V	\$5,000,000	\$5,000,000		\$500,000
Building Ordinance	\$50,000,000			
Accidental Contamination	\$250,000 (Member Aggregate)	\$500,000 (Pool Aggregate)		
New Building Construction	\$15,000,000			
Newly Acquired locations	\$50,000,000 for 120 days Flood coverage not included if property located in zone A, \$5,000,000 for vacant/unoccupied.			
Off premise Personal Property	\$1,000,000			



# MSGIA Coverage Summary

## Property Coverage-continued

Coverage by Location:	Per Occurrence Limit	Aggregate Policy Limit	Valuation	Deductible
Contractors Equipment	included in blanket limit		Actual Cash Value	
Unscheduled Landscaping	\$1,000,000 subject to \$25,000/25 gallon per tree			
Property schedule errors & omissions	\$50,000,000			
Money & Securities	\$2,500,000			
Unscheduled Fine Arts	\$2,500,000			
Unscheduled tunnels, bridges, sidewalks, roadways, street lights	\$750,000 (after \$500,000 member deductible)			
Unscheduled Animals	\$2,500,000 (sub-limit of \$50,000 per animal)			
Watercraft (under 27 feet)	\$2,500,000			
Notebook Computers	\$250 per notebook after \$2,500 member self-insured retention is met	\$7,500		
Jewelry, Furs, Precious Metals	\$500,000			
Fire Legal Liability	included in blanket limit			
<b>Exclusions (including but not limited to):</b>				
Seepage & Contamination				
Cost of Clean-up for Pollution				
Mold				





# MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025  
Policy Number PC-25-13011-1

## Boiler and Machinery Coverage

Coverage by Location:	Per Occurrence Limit	Aggregate Policy Limit	Valuation	Deductible
			<b>Repair or Replacement except Actual Loss Sustained for all time element coverage</b>	
Coverage limit per location	\$100,000,000			\$2,500
Extra Expense	included in blanket limit			24 hours
Expediting Expense	included in blanket limit			
Ammonia Contamination	\$10,000,000			
Water Damage	\$10,000,000			
Ordinance & Law	\$25,000,000			
Service/Utility/Off Premise Power Interruption - Including Consequential Damage/Perishable Goods/Spoilage	\$10,000,000			24 hours
Hazardous Substances/Pollutants/Decontamination	\$10,000,000			
Electronic Data Processing Media and Data Restoration	\$10,000,000			

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

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

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

- Insulating or refractory material
- Buried Vessels or piping

### Special Provisions:

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

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



# MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025

Policy Number PC-25-13011-1

## Crime Coverage

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

## Special Provisions:

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



# MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025

Policy Number PC-25-13011-1

## Auto Coverage

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

### Covered Auto Symbols

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

### Special Provisions:

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

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



# MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025

Policy Number PC-25-13011-1

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

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

**Forms and Conditions:**

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

**Additional Information:**

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

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



# MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025  
Policy Number PC-25-13011-1

## Defense of Non-Monetary Claims

Coverage	Per Occurrence Limit	Aggregate Policy Limit	Deductible
Per Claim Coverage limit	\$100,000	\$100,000	\$2,500

### Forms and Conditions:

Claims Made Policy

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



# MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025

Policy Number PC-25-13011-1

## General Liability Coverage

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

### Coverage Trigger:

Occurrence

### Special Coverage Provisions:

No audit provision for additional ADA after start of coverage term

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

Personal Injury

Athletic participation

Host Liquor liability

Professional liability

Incidental medical malpractice

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



# MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025

Policy Number PC-25-13011-1

## Cyber Coverage

Coverage	Per Occurrence Limit	Aggregate Policy Limit	Deductible
			\$10,000
Information Security & Privacy liability	\$2,000,000	\$2,000,000	
* Privacy Notification Costs	\$500,000	\$500,000	
Regulatory Defense & Penalties	\$2,000,000	\$2,000,000	
Website Media Content Liability	\$2,000,000	\$2,000,000	
Cyber Extortion	\$750,000	\$750,000	
Business Interruption	\$750,000	\$750,000	
Data Recovery Costs	\$750,000	\$750,000	

### Coverage Trigger:

First Discovered

### Special Coverage Provisions:

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



# MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025

Policy Number PC-25-13011-1

## Business Travel Insurance Coverage

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

### Coverage Trigger:

Occurrence

### Special Coverage Provisions:

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



## MSGIA Coverage Summary

Policy Period July 1, 2024 to June 30, 2025

Policy Number PC-25-13011-1

### Deadly Weapons Event Coverage

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

#### Coverage Trigger:

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

#### Special Coverage Provisions: Claims Made Policy

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

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

- 1. Member Entity:** Cascade School District #3  
PO Box 529  
Cascade, MT59421
  
- 2. Coverage Period:** **July 1, 2024 00:00:01 am  
to 23:59:59 PM June 30, 2025**
  
- 3. Policy Number:** **PC-25-13011-1**
  
- 4. Maximum Tort Liability Coverage**

In accordance with the statutory limitations that have been enacted on governmental liability for damages in tort under the substantive law of Montana (see, Mont. Code Ann § 2-9-108), and subject to the conditions, limitations, and exclusions as set forth in the Memorandum of Coverage, the Maximum Tort Liability Coverage for any tort claim, excluding Defense Costs, shall be \$750,000 for each Claim and \$1,500,000 for each Occurrence during the Coverage Period. Should the statutory limits on tort liability be found invalid by a legislative act or by a final judicial determination of a Court of competent jurisdiction, or to be inapplicable to an Occurrence, then the amounts described below in Sections 8a, 9a, 11a, and 11b in these Declarations shall apply.

**Nothing in these Declarations or the Memorandum of Coverage is intended by the parties to be an endorsement to provide coverage in excess of the limitations on governmental liability provided by Mont. Code Ann. § 2-9-108(1).**

Subject to the limits for tort damages provided at Mont. Code Ann. §§ 2-9-101 through 2-9-144, the coverage limits provided by this Memorandum are listed in the relevant section headings.

**Sections 5 and 6 relate to coverage provided under the Memorandum of Property Coverage and MSGIA's Property Reinsurance Partners.**

<b>5. Limits of Property:</b>	
a. Property	\$500,000,000 per Occurrence
b. Earthquake	\$75,000,000 Pool aggregate limit
c. Flood	\$75,000,000 Pool aggregate limit
d. Flood Zone A and V	\$5,000,000 Pool aggregate limit (included in \$75,000,000 Flood Limit)
e. Extra Expense	\$50,000,000 per Occurrence
f. Transit Coverage	\$25,000,000 per Occurrence
g. Unscheduled Business Interruption, Rental Income, Tax Interruption & Tuition Income	\$500,000 per Occurrence
h. (i) Personal Effects -- Officials/Employees	\$1,000 per employee/\$50,000 aggregate limit
(ii) Personal Effects – Students	\$750 per student/\$50,000 aggregate limit
i. Building Ordinance	\$50,000,000 per Occurrence, \$2,500,000 for vacant properties.
j. Personal Property Outside of the USA	\$1,000,000 per Occurrence
k. Course of Construction & Additions	\$15,000,000 for projects with completed values not exceeding the sub-limit shown
l. Automatic Acquisitions	\$50,000,000 for 120 days (does not provide flood coverage for locations in Flood Zone A) / \$5,000,000 for 120 days for vacant and unoccupied buildings
m. Miscellaneous Unnamed Locations	\$10,000,000 (does not provide flood coverage for locations in Flood Zone A)
n. Tax Revenue Interruption	\$1,000,000 per Occurrence
o. Electronic Data Processing Media	\$10,000,000 per Occurrence
p. Unscheduled landscaping	\$1,000,000 per Occurrence (sub limit \$25,000/25 gallon per item)
q. Errors & Omissions	\$50,000,000 per Occurrence
r. Money & Securities	\$500,000 per Occurrence
s. Unscheduled Fine Art	\$2,500,000 per Occurrence
t. Accidental Contamination	\$250,000 Pool aggregate limit
u. Unscheduled sidewalks, roadways, streets, street lights, tunnels, bridges, culverts and traffic signals	\$750,000 per Occurrence (after \$500,000 deductible)
v. Unscheduled Animals	\$2,500,000 per Occurrence (\$50,000 per Occurrence sub-limit per animal)
w. Watercraft	\$2,500,000 per Occurrence under 27 ft
x. Notebook Computers	\$250 max per Notebook Computer / \$7,500 Member aggregate / \$30,000 Pool aggregate (subject to self-insured retention of \$2,500 per member)
y. Jewelry, Furs, Precious Metals	\$500,000 per Occurrence
z. Terrorism	\$100,000,000 Pool aggregate limit
aa. Claims Preparation Expenses	\$1,000,000 per Occurrence

<b>6. Limits of Boiler &amp; Machinery:</b>	
a. Coverage limit per occurrence	\$100,000,000
b. Expediting Expense	Included in blanket limit
c. Hazardous Substance Decontamination	\$10,000,000
d. Ordinance & Law	\$25,000,000
e. Extra Expense	Included in blanket limit
f. Electronic Data Processing Media	\$10,000,000
g. Service/Utility/Off Premises	
Power Interruption – consequential damage/perishable goods/spoilage included	\$10,000,000
h. Utility Service Interruption Deductible	24hrs

**Sections 7 relates to coverage provided under the National Union Fire Insurance crime policy.**

<b>7. Limits of Crime:</b>	
a. Employee Theft per loss	\$500,000
b. Forgery or Alteration	\$500,000
c. Inside the Premises	
Theft of money/securities	\$500,000
d. Inside the Premises –	
Robbery	\$500,000
e. Outside Premises -	\$500,000
f. Computer Fraud	\$500,000
g. Money Orders & Counterfeit	
Paper currency	\$500,000
h. Funds Transfer Fraud	\$500,000

**Sections 8 through 13 relate to coverage provided under the MSGIA Memorandum of Liability Coverage and MSGIA Liability Reinsurance Partners.**

<b>8. Limits of Auto Coverage</b>	
a. Coverage limit	The lesser amount of (1) \$2,000,000 per Occurrence; or (2) the Maximum Tort Liability Coverage
b. Automobile Medical Payments	\$25,000 per person
c. Uninsured Motorist	\$1,000,000 per Occurrence
d. Underinsured Motorist	\$1,000,000 per Occurrence
e. Hired & Non-Owned Automobile Liability	Included in per member occurrence limit
<b>9. Limits of Public Entity Errors and Omissions, Employment Practices &amp; Employee Benefits Liability:</b>	
a. Coverage limit	The lesser of (1) \$2,000,000 per Occurrence or (2) the Maximum Tort Liability Coverage
b. Basis of Coverage	Claims made basis with coverage for prior acts going back retroactively to July 1, 1992.
c. E&O Pre-Loss Incident Expense	\$2,500 annual aggregate

- |  |   |
|--|---|
| <b>10. Non-Monetary Defense</b>                    |   |
| a. Coverage limit                                  | \$100,000 per Occurrence/annual aggregate   |
| b. Basis of Coverage                               | Claims made basis with coverage for prior acts going back retroactively to July 1, 1992                               |
| <b>11. Defense of Communicable Disease Actions</b> |   |
| a. Coverage limit                                  | \$50,000 per Occurrence/annual aggregate<br>\$250,000 pool aggregate limit  |
| <b>12. Limits of General Liability:</b>            |   |
| a. Coverage limit                                  | The lesser of (1) \$2,000,000 per Occurrence/\$4,000,000 annual aggregate; or (2) the Maximum Tort Liability Coverage |
| b. Medical Payments                                |   |
| i. Medical Payments                                | \$5,000 per Occurrence (students excluded)  |
| ii. Student – School to Work                       | \$25,000 per student per Occurrence/<br>\$250,000 annual aggregate  |
| <b>13. Garage Keepers Legal Liability</b>          | \$500,000 per Occurrence  |

**Sections 14 relates to coverage provided under the Alliant Deadly Weapon Response Program.**

- |  |   |
|--|---|
| <b>14. Deadly Weapons Event Coverage</b> | \$1,500,000 per Occurrence<br>\$7,500,000 Pool aggregate limit                      |
| a. Crisis Management Services            | \$250,000 per Occurrence  |
| b. Counseling Services                   | \$250,000 per Occurrence; \$15,000 per person maximum                               |
| c. Funeral Expenses                      | \$250,000 per Occurrence; \$1,000,000 annual aggregate; \$15,000 per person maximum |
| d. Business Interruption                 | \$250,000 per Occurrence  |
| e. Demo/Clearance/Memorialization        | \$250,000 per Occurrence  |
| f. Extra Expense                         | \$250,000 per Occurrence  |
| g. Threat                                | \$250,000 per Occurrence  |
| h. Medical Expenses                      | \$25,000 per person; \$500,000 annual aggregate                                     |
| i. Accidental Death & Dismemberment      | \$50,000 per person; \$500,000 annual aggregate                                     |

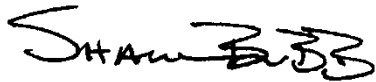
**Sections 15 relates to coverage provided by Beazley as part of MSGIA's Property Reinsurance Program.**

<b>15. Cyber Coverage</b>	\$2,000,000 annual aggregate
<i>Breach Response:</i>	
a. Breach Response Costs:	\$500,000 per member annual aggregate (Limit is increased to \$1,000,000 if Beazley Nominated Service Providers are used)
<i>First Party Loss:</i>	
b. Business Interruption and Dependent Business Interruption Aggregate Sublimit	\$750,000 per member annual aggregate
i. Business Interruption Loss Resulting from Security Breach:	\$750,000 per member annual aggregate within sublimit
ii. Business Interruption Loss Resulting from System Failure:	\$500,000 per member annual aggregate within sublimit
iii. Dependent Business Loss Resulting from Security Breach:	\$750,000 per member annual aggregate within sublimit
iv. Dependent Business Loss Resulting from System Failure:	\$100,000 per member annual aggregate within sublimit
c. Cyber Extortion Loss	\$750,000 per member annual aggregate
d. Data Recovery Costs	\$750,000 per member annual aggregate within sublimit
<i>Liability:</i>	
e. Data & Network Liability	\$2,000,000 per member annual aggregate for all damages and claims expenses
f. Regulatory Defense & Penalties	\$2,000,000 per member annual aggregate for all damages and claims expenses
g. Payment Card Liabilities & Costs	\$2,000,000 per member annual aggregate for all damages and claims expenses
h. Media Liability	\$2,000,000 per member annual aggregate for all damages and claims expenses
<i>eCRIME:</i>	
i. Fraudulent Instruction	\$75,000 per member annual aggregate
j. Funds Transfer Fraud	\$75,000 per member annual aggregate
k. Telephone Fraud	\$75,000 per member annual aggregate
<i>Criminal Reward:</i>	
l. Criminal Reward	\$25,000 per member annual aggregate
<i>Computer Hardware Replacement Costs:</i>	
m. Computer Hardware Replacement Costs	\$100,000 per member annual aggregate

**Sections 16 relates to coverage provided by AXIS Insurance Company.**

<b>16. Business Travel Insurance</b>	\$100,000 per Occurrence/\$1,000,000 annual aggregate
<b>17. Member Deductibles:</b>	
a. Auto Physical Damage/Garage Keepers	\$ 1,000 per Occurrence
b. Property, Inland Marine	\$ 2,500 per Occurrence
c. Flood for Zone A Properties	\$ 500,000 per Occurrence
d. Boiler and Machine	\$ 2,500 per Occurrence
e. Crime and Employee Dishonesty	\$ 1,000 per Occurrence
f. Public Entity E & O, Employment Practices and Employee Benefits Liability	\$ 2,500 per Occurrence
g. Non-Monetary Defense	\$ 2,500 per Occurrence
h. Defense of Communicable Disease	\$ 2,500 per Occurrence
i. Cyber	\$ 10,000 per Occurrence
j. Deadly Weapons Event	\$ 1,000 per Occurrence
<b>18. Total Annual Premium</b>	\$ 111,498

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



Director of Insurance Services


07/01/2024

Date

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




Auto Coverage Identification Card	See Important Notice Below
<p><b>Policy Number:</b> PC-25-13011-1</p> <p><b>Policy Period:</b> 7/1/2024 to 6/30/2025</p> <p><b>Vehicle:</b> Fleet Automatic Coverage</p> <p><b>Member Name and Address</b></p> <p>Cascade School District #3 PO Box 529 Cascade, MT 59421</p> <p><b>Insurance Company</b></p> <p>MSGIA PC Pool PO Box 7029 Helena, MT 59604-7029 (406) 457-4500 or 1-877-667-7392</p> <p style="text-align: center;"><b>Report all accidents to MSGIA PC Pool as soon as possible</b></p>	<p>THIS CARD MUST BE KEPT IN THE INSURED VEHICLE AND PRESENTED UPON DEMAND</p> <p style="text-align: center;"><b>In Case of Accident:</b></p> <p style="text-align: center;"><b>**Obtain the following information:</b></p> <ol style="list-style-type: none"> <li>1. Name and address of each driver, passenger &amp; witness.</li> <li>2. Insurance company name &amp; policy # for each vehicle involved</li> <li>3. Document damages to all vehicles involved.</li> </ol> <p style="text-align: center;"><b>Ways To Report a Claim</b></p> <ol style="list-style-type: none"> <li>1. Go to MSGIA website at <a href="http://www.msgia.org/reportclaim">http://www.msgia.org/reportclaim</a> and choose Auto Loss.</li> <li>2. Download and use the MSGIA Mobile App through Origami Risk Mobile Forms (instructions below).</li> </ol>




FORMS

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



FORMS

1. **Before you go on a trip** - school district drivers should either use the QR code copied to the right go to either the Apple App store for IOS phones or the Google Play store for Android operating system phones. Search for "Origami Risk, LLC" then download the "Origami Mobile Forms" App.



or  
other
2. **If you are in accident** - take photos and document the damages to the district vehicle and the vehicle on your phone or iPad. You do not need the app open at this point.
3. **Click on the app** - To start, please enter your account name – type in "MSGIA" and click "Use a passcode instead".

At the "log in" screen,  
Enter: 013011  
Click: "sign in"  
Click "Incident" and then "+ New" in the bottom right corner and you can then select "Auto Loss Notice" or "Property Loss Notice" – click on "Auto Loss Notice" then "Incident Details"
4. **Complete the form as thoroughly as possible by section**- Member Information, Member Contact, Accident Details (description of what happened), Accident Location, Member Driver Information, Member Vehicle Look Up (click blue button and select the district vehicle/bus from the listing of vehicles), then complete as much remaining information as possible.
5. **Once you complete the loss notice** – click on the "add items" button on the bottom right and select "Add Media". Here you can either choose from library(your photos), take a photo, or take a video that will be submitted with the loss notice. Once they have been selected then hit "Form" on the bottom left and you are ready to hit "Submit" as outlined below.
6. **Next you can-**
  - Submit the form** – automatically sends the loss notice to MSGIA when you have cell coverage, and the claim is reported. You're Done!
  - Save as Draft** – if you don't hit submit the information should save as a draft in the application until you are ready to finalize and submit the incident to MSGIA.
  - Discard the form** – go back to the incident screen and swipe the draft incident to the left to delete it from the app.

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



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

MSGIA SCHEDULE OF INSURANCE COVERAGE  
Coverage Date: July 1, 2023 thru June 30, 2024

**WORKERS' COMPENSATION:**

Carrier Name: MSGIA – Safety National & Big Sky Reinsurance Inc.  
Policy Number: 24-WC 2024-13011-1  
Coverage: See Declarations Page

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

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

**GENERAL LIABILITY:**

Carrier Name: MSGIA – Berkley Reinsurance  
Policy Number: 24-PC2024-13011-1  
Coverage: See Declarations Page

**PROPERTY INSURANCE:**

Carrier Name: MSGIA – Big Sky Reinsurance Inc/Alliant Property Insurance Program (APIP)  
Policy Number: 24-PC2024-13011-1  
Coverage: See Declarations Page

**AUTO LIABILITY:**

Carrier Name: MSGIA – Berkley Reinsurance/Big Sky Reinsurance Inc  
Policy Number: 24-PC2024-13011-1  
Coverage: See Declarations Page

**AUTO PHYSICAL DAMAGE:**

Carrier Name: MSGIA – Alliant Property Insurance Program (APIP)  
Policy Number: 24-PC2024-13011-1  
Coverage: See Declarations Page

**ERRORS & OMISSIONS:**

Carrier Name: MSGIA – Berkley Reinsurance  
Policy Number: 24-PC2024-13011-1  
Coverage: See Declarations Page

**BOILER INSURANCE:**

Carrier Name: MSGIA – Alliant Property Insurance Program (APIP)  
Policy Number: 24-PC2024-13011-1  
Coverage: See Declarations Page

**INDEMINITY/HONESTY BONDS/INSURANCE:**

Carrier Name: MSGIA – National Union Fire Insurance Co of Pittsburg, PA  
Policy Number: 24-PC2024-13011-1  
Coverage: See Declarations Page



**FY25**

July 1, 2024 to June 30, 2025

# Member WC Renewal

# ACCOUNT SUMMARY

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

397	Members in the Pool
1989	MSGIA Member Since
\$2,184,804	Total Payroll

Fiscal Year	Gross Premium	Underwriting Credits	Net Premium
2024-2025	\$27,221	(\$5,780)	\$21,441

# RENEWAL NOTICE AND DECLARATION

## Cascade School District #3

COVERAGE YEAR: JULY 1, 2024 – JUNE 30, 2025

MEMBER#: 013011

### SUMMARY

	2024-2025	Elective Coverage
Premium	\$27,221	
Modification Factor	0.99	
Volume Discount Factor	0.072	
Renewal Credits	(\$5,780)	
Volunteer Coverage Factor	.015	Yes
School to Work Coverage Factor	.021	No
Net Premium	<b>\$21,441</b>	

### PAYROLL BY CLASS CODE

	2024-2025
8868 Teachers, Professionals	\$1,826,206
9101 All Other	<u>\$358,598</u>
<b>Total Payroll</b>	<b>\$2,184,804</b>

### Workers' Compensation Rates per \$100

2024-2025

8868 Teachers, Professionals	0.45
9101 All Other	5.85

### OCCUPATIONAL DISEASE AND EMPLOYERS' LIABILITY COVERAGE

#### PART I – Workers' Compensation and Occupational Disease Coverage

Workers' Compensation	Statutory
Occupational Disease	Statutory

#### PART II – Employers' Liability Coverage

Bodily Injury by Accident – each accident	\$1,000,000
Bodily Injury by Disease – each employee	\$1,000,000
Employers' Aggregate Limit of Liability	\$1,000,000

# LOSS EXPERIENCE

## Cascade School District #3

### FREQUENCY AND SEVERITY BY FISCAL YEAR

Fiscal Year	Frequency	Total Paid	Total Incurred
2022	2	\$1,023	\$1,023
2023	7	\$25,866	\$25,866
2024	2	\$324	\$324

### LOSSES BY CAUSE CODE – 2021+

Fiscal Year	Frequency	Percentage
Slip/Fall/Trip	4	36.4%
Strain	4	36.4%
Cut	1	9.1%
Motor Vehicle	1	9.1%
Other	1	9.1%

### LOSSES BY JOB CLASSIFICATION – 2021+

Fiscal Year	Frequency	Percentage
Custodian	4	36.4%
Transportation	3	27.3%
Food Service	2	18.2%
Teachers Aid	1	9.1%
Administrator	1	9.1%

# LOSS EXPERIENCE

## Cascade School District #3

### INCURRED LOSSES BY LOCATION – 2021+

Location Name	Claim Count	Open	Closed	Total Incurred	Open Incurred	Closed Incurred
Cascade Public School	8	0	8	23,609	0	23,609
Bus Barn	3	0	3	3,604	0	3,604

# LOSS REPORTING LAGTIME

## Cascade School District #3

### WC REPORTING LAG

Fiscal Year	Days from IW to School	Days from School to MSGIA	Total Days
2022	0.50	3.00	3.50
2023	3.29	1.43	4.71
2024	7.50	0.50	8.00

# RISK MANAGEMENT SERVICES

The Risk Management team offers customized, one-on-one consultations, site visits, assessments, training and workshops, and informational resources to help maintain site safety and identify potential risks and hazards.

## CONSULTING SERVICES

- Customized risk management plans
- Assistance streamlining claim reporting and investigative processes
- Review and development of safety programs and best practices
- Helps ensure compliance with state safety standards
- In-district employee trainings
- Physical security assessments
- School district safety program assessments

## ASSESSMENT TOOLS

- Building hazard assessments
- Self-inspection assessment tools
- Ergonomic assessments

## RESOURCES

- In the Classroom quarterly risk management publication
- Safety posters
- Safety awards program - Target Accident Prevention Expenditures (TAPE)
- Crisis management support (SEC)
- Asbestos re-inspection services
- Asbestos employee educational trainings
- ACH payment options available instead of mailing a check
- Safe Schools online training
- Pre-employment physical program
- Early Return to Work support
- Emergency Operations Management Planning-reimbursement grants available for qualifying crisis management apps







### Comprehensive Risk Management

- One primary risk management contact for all aspects of your school operations
- Pre-Employment Physicals paid for by MSGIA with new hires in Food Service and Maintenance.
- Two full-time risk managers to serve you: Certified playground inspectors, certified school risk managers, certified asbestos re-inspection, master's in industrial hygiene.
- Asbestos re-inspection services saving districts upwards of \$8,000 each time needed to keep compliant with federal and state regulations.
- Assistance in development and annual maintenance of district emergency response planning for multiple potential crisis events.
- Monthly risk management quick notes.
- Quarterly risk management newsletters.
- In-district training is available on a wide range of school topics.

### Financial Stability:

- WC pool operating since 1989 and is the largest and strongest of all WC governmental self-insured pools, never once assessing members even a nickel.
- Conservative rating/well-structured reinsurance.
- Nine member board of directors: School board trustees, superintendents, and school business managers.
- Endorsed by MTSBA, MASBO, and a proud partner sponsor of SAM.
- Millions of dollars returned to members in premium credits – last year's credit equated to a 25% average return to MSGIA members.
- MSGIA WC Safety Rewards program provides up to 5% additional credit for good member performance.

### A Member Centric Innovation Model

- Extensive library of on-line staff training courses through Safe Schools: 350+ courses
- Crisis Management support team through Secure Educational Consultants – supporting our members through all their toughest moments.
- Online claim reporting for all lines of coverage
- Online Member Management Portal with Dashboard style performance metrics
- Online Asbestos annual refresher courses in AHERA for district staff to stay current and well versed on needed safety measures.
- iPad based building safety inspection forms.
  - Member self-assessment form built in conjunction with department of labor inspectors.
- iPad based playground inspection forms
- Full time Helena based claim adjusters.
- We just provide coverage for Montana K-12 public school districts – we have no corporate profit motives to meet.



# WORKERS' COMPENSATION SERVICES

The MSGIA risk management professionals work with our members to review and enhance their state required workplace safety and crisis management plan documents.

Assessing the safety risks in our public schools is becoming an increasingly complex process that required multiple layers of analysis, varying degrees of professional discipline, and, undoubtedly, significant resources beyond those typically found in our member school districts. Yet despite these attendant challenges, if the process is thoughtful and thorough, it can be as worthwhile as it is successful.

MSGIA clients take advantage of our risk managers' expertise to assist district school boards, administrative teams, and district safety committees when working their way through a district-wide risk assessment process. And while this is a process that is proscriptive in the sense of being checklist-driven, it can nonetheless be customized to your location in the state and to your district's unique school culture.

- In-district safety planning reviews, consultation, plan enhancements
- Safety committee support and planning
- Self-inspection forms for building and other hazard assessment checklists
- Ability for safety grants for equipment such as: step ladders, eye protection, ear protection, ergonomic lifts, furniture movers, hand trucks, ice melt, and Yaktrax for workplace safety trainings completed within the school year.



# FILING A WORKERS' COMPENSATION CLAIM

Workers' Compensation claim losses occurring for a MSGIA pool member should be reported as soon as an occurrence is known. Early reporting will allow MSGIA staff adequate time to perform a complete claim investigation and timely directives for appropriate medical care if needed for the injured worker.

Report your claim online at [www.msgia.org](http://www.msgia.org)

Click Report a Claim on the top of the page Select Workers' Compensation

Click First Report of Injury Form (FROI) Choose your district

PLEASE complete as much information as you can on the form, choosing from the drop down boxes or lookup boxes.

Once you are satisfied with the information, click Complete Incident.

The next screen that comes up gives you the ability to attach any supporting documents or photo. Click "Upload File" on the right side of the screen and choose the file(s) you wish to attach and "Save"

Once you have completed the uploads, click "I'm Done" and everything is submitted to MSGIA

You are done!

For an online guide to walk you through the steps on completing your online claim use the link below:  
<https://www.msgia.org/reportclaim>

For in-person phone support in completing your online claim, you can contact MSGIA staff by calling **(877) 667-7392** and they will walk you through the reporting process.

# WHO TO CONTACT

## GENERAL PAYROLL REPORTING, AUDIT, AND PREMIUM QUESTIONS

**Lisa Gates**, Executive Assistant to the Director of Insurance Services (877) 667-7392 | [lgates@mtsba.org](mailto:lgates@mtsba.org)

## RISK MANAGEMENT AND LOSS CONTROL

- Develop customized safety programs and reviews of potential workplace hazards
- Safety Committee resources and support
- Accessing Safe Schools online training courses
- Providing in-district trainings
- Request for safety posters

**Brenda Koch**, Risk Management Consultant  
(406) 696-0562 | [bkoch@mtsba.org](mailto:bkoch@mtsba.org)

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

## CLAIMS

- Discuss concerns regarding a claim or alleged injury
- Develop a return to work program
- Questions about ERTW or pre-employment programs

**Kevin Bartsch**, Assistant Director, Workers' Compensation Pool Operations  
[kbartsch@mtsba.org](mailto:kbartsch@mtsba.org)

Claim examiners: Katy, Brenda, Shauna and Gina | (877) 667-7392

## SAFE SCHOOLS

- Questions about accessing SafeSchools courses, running reports or general support

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

**Megan Nobert**, SafeSchools, Customer Success Manager  
[megan.nobert@vectorsolutions.com](mailto:megan.nobert@vectorsolutions.com) (513) 463-1698

**John-Michael Larry**, SafeSchools, Account Management  
Team Lead [john-michael.larry@vectorsoulutions.com](mailto:john-michael.larry@vectorsoulutions.com)  
(513) 792-4404

# MSGIA

Montana Schools Group Interlocal Authority

863 Great Northern Blvd., Suite 201  
Helena, MT 59601  
(406) 457-4500 Main  
(877) 667-7392 Toll Free  
(406) 457-4505 Fax

MSGIA is a program of the Montana  
School Boards Association



# SECTION VII - MTSBA RENEWAL

**karsen.floerchinger@cascade.k12.mt.us**

---

**From:** MTSBA <info@mtsba.org>  
**Sent:** Thursday, June 13, 2024 8:51 AM  
**To:** karsen.floerchinger@cascade.k12.mt.us; lcarparelli@mtsba.org  
**Subject:** Invoice



Cascade Public Schools  
Karsen Floerchinger  
PO Box 529  
Cascade, MT 59421  
United States

## Memberships

Membership Renew for  
Membership Type: Public School District Boards of Trustees  
Membership Term: 7/1/2024 - 6/30/2025

**Total:** \$3,960.00  
**Tax Total:** \$0.00  
**Shipping Total:** \$0.00  
**Grand Total:** **\$3,960.00**  
**Payment:** **\$0.00**  
**Balance:** **\$3,960.00**

Item	Quantity	Price	Total
Public School District Board of Trustees	1	\$3,960.00	\$3,960.00

**Thank you for your business!**

Please detach the portion below and return it with your payment.

---

REMITTANCE

**From:** MTSBA <info@mtsba.org>  
**Sent:** Friday, April 5, 2024 8:45 AM  
**To:** karsen.floerchinger@cascade.k12.mt.us; lcarparelli@mtsba.org  
**Subject:** Invoice



Cascade Public Schools  
Karsen Floerchinger  
PO Box 529  
Cascade, MT 59421  
United States

**Memberships**

Membership Renew for  
Membership Type: Policy Maintenance Services  
Membership Term: 7/1/2024 - 6/30/2025

**Total:** \$1,785.00  
**Tax Total:** \$0.00  
**Shipping Total:** \$0.00  
**Grand Total:** \$1,785.00  
**Payment:** \$0.00  
**Balance:** \$1,785.00

Item	Quantity	Price	Total
Policy Service Maintenance	1	\$1,785.00	\$1,785.00

**Thank you for your business!**

Please detach the portion below and return it with your payment.

---

REMITTANCE

**From:** MTSBA <info@mtsba.org>  
**Sent:** Friday, April 5, 2024 8:44 AM  
**To:** karsen.floerchinger@cascade.k12.mt.us; lcarparelli@mtsba.org  
**Subject:** Invoice



Cascade Public Schools  
Karsen Floerchinger  
PO Box 529  
Cascade, MT 59421  
United States

**Memberships**

Membership Renew for  
Membership Type: Labor Relations Maintenance Services  
Membership Term: 7/1/2024 - 6/30/2025

**Total:** \$1,000.00  
**Tax Total:** \$0.00  
**Shipping Total:** \$0.00  
**Grand Total:** **\$1,000.00**  
**Payment:** **\$0.00**  
**Balance:** **\$1,000.00**

Item	Quantity	Price	Total
Labor Relations Maintenance	1	\$1,000.00	\$1,000.00

**Thank you for your business!**

Please detach the portion below and return it with your payment.

---

REMITTANCE



**From:** MTSBA <info@mtsba.org>  
**Sent:** Friday, April 5, 2024 8:44 AM  
**To:** karsen.floerchinger@cascade.k12.mt.us; lcarparelli@mtsba.org  
**Subject:** Invoice



Cascade Public Schools  
Karsen Floerchinger  
PO Box 529  
Cascade, MT 59421  
United States

**Memberships**

Membership Renew for  
Membership Type: Strategic Planning Maintenance Services  
Membership Term: 7/1/2024 - 6/30/2025

**Total:** \$1,000.00  
**Tax Total:** \$0.00  
**Shipping Total:** \$0.00  
**Grand Total:** **\$1,000.00**  
**Payment:** **\$0.00**  
**Balance:** **\$1,000.00**

Item	Quantity	Price	Total
Strategy Maintenance	1	\$1,000.00	\$1,000.00

**Thank you for your business!**

Please detach the portion below and return it with your payment.

---

REMITTANCE



## Membership in MTSBA Provides You MORE!

More engagement, more knowledge, more savings, more expertise, and more opportunities to maximize the positive impact of your service as a school leader.

Membership in MTSBA improves your school board's performance and enriches the value of your service as an elected trustee. Members enjoy exclusive access to expertise, resources and savings that improve outcomes for the children in your schools.

**100<sup>th</sup> Anniversary**

The countdown is on! Three years and counting!

### ADVOCACY

**2023 Session Successes**

**Increased Funding**

- HB 332 - \$40 million funding for statewide school health trust!
- HB 352 - ANB Funding for Early Childhood Education
- HB257 - \$4 million per year in CTE funding.

**Property Tax Relief**

\$150+ million in annual local property tax relief through MTSBA advocacy efforts in drafting and passing legislation, 2017-2023 Sessions.

**Previous Enhancements brought to you by MTSBA**

- ✓ Major maintenance, \$25 million
- ✓ Special Education Tuition levy, \$30 million
- ✓ Per School Unit Basic Entitlement, \$30 million
- ✓ ANB for work-based learning
- ✓ Advanced Opportunities CTE
- ✓ Transformational Learning Grants
- ✓ Proficiency ANB
- ✓ Montana Digital Academy
- ✓ Montana Inflationary Adjustments
- ✓ Multi-district Agreements

### SERVICE

Your membership in MTSBA includes:

**Dues-based Professional Consultation**

MTSBA staff fielded over **7,000** legal, HR, labor and policy consultations over last year.

MTSBA provided services worth \$1.4 million to members without any charge beyond membership dues. Average district savings over \$10,000 annually!

MTSUIP member access to the **Montana Education Law Reporter (MELR)**

Detailed articles and forms on topics about school leadership, school law, finance and policy. The MELR is a great resource for your district's leadership team!

**MTSBA Publications:**

Take a moment and look at the following publications that have a wealth of information for those making the tough decisions:

- Connect2MTSBA Online Community
- Daily Dispatches
- Question of the Week
- Courtroom to Boardroom
- Monthly e-LERT
- Policy Notes
- Find them on [mtsba.org](http://mtsba.org)

**MTSBA members receive discounts on fee-based member services delivered by our professional, knowledgeable staff.**

*Over 100 years combined knowledge in the services we provide!*

Human Resource Services - Labor Relation Services - Legal Services  
 Policy Services - Strategic Planning Services  
 Superintendent Search Services - Training Services

**50+ hours of NO FEE training opportunities**

Mark your calendars to attend these trainings to develop your knowledge, skills and abilities!

**HR Symposium**  
No fee for MTSUIP members

**School Budget Symposium**  
No fee for MTSUIP members

**Employment Hot Topic Training**  
No fee for MTSUIP members

**School Safety, Security and Innovations Symposium**

**Learn and Lead! Video Training Resources**  
No fee for MTSBA members. Videos available at [mtsba.org](http://mtsba.org)

**New Trustee Orientation Series**

**Leadership Training**

**Summer Symposium** - Sponsored by ISBC

**Back-to-School Legal Primer**  
No fee for MTSUIP members

And More!

Members who are participate in the **Montana Schools Unemployment Insurance Program** see extra savings!

**No Fee MTSUIP Sponsored MELR Access**  
**Savings: \$800**  
For MTSUIP member districts

**No Fee MTSUIP Sponsored Back-to-School Legal Primer**  
**Savings: \$875**  
For MTSUIP member districts

**No Fee MTSUIP Sponsored HR Symposium**  
**Savings: \$875**  
For MTSUIP member districts

**No Fee MTSUIP Sponsored School Finance & Budget Symposium**  
**Savings: \$875**  
For MTSUIP member districts

**No Fee MTSUIP Sponsored Hot Topic Employment Training**  
**Savings: \$875**  
For MTSUIP member districts

**Customized In-District HR Training for your staff**  
**Savings: \$2,300**  
For MTSUIP member districts

### INNOVATION

And Even More!

Members who are participate in the **Montana Schools Group Interlocal Authority (MSGIA) Workers' Comp and Property Liability Programs** save even MORE!

**No Fee MSGIA WC Asbestos Inspection**  
**Savings: \$4,500**  
Provides asbestos inspection every three years (required by law)

**No Fee MSGIA Pre-Employment Physical Program**  
**Savings: \$500**

**No Fee MSGIA P&C Annual Training**  
**Savings: \$1,250**  
For participating districts in the P&C Risk Pool

**No Fee MSGIA Online Training**  
**Savings: \$625**  
Required by state and/or federal law

**MTSBA**  
Montana School Boards Association

**Interested** in knowing more specific numbers for savings your school district enjoys each year? **Contact Wendy Brenden, [w Brenden@mtsba.org](mailto:w Brenden@mtsba.org)** for a custom report of the incredible value of your school board's membership in MTSBA.

# APPENDIX D

## Consent Agenda

Section I – Meeting Minutes

Section II – Business Claims

Section III – Student Activity Account

Section IV – Sub List

Section V – Student Attendance Agreements

# SECTION I - MEETING MINUTES

## Regular Meeting

**DRAFT**

Cascade School District 3B

Board of Trustees

May 21, 2024 - 6:00 pm

### Board Members Present

#### High School Board

John Rumney - Chair

Iain McGregor

Ruth Mortag

Chris Wilson

Rick Cummings

Mark McKamey

#### Elementary Board

John Rumney - Chair

Iain McGregor

Ruth Mortag

Chris Wilson

Rick Cummings

Others Present: Levi Collins, Karsen Floerchinger, Michael Wilson, Jason Raether, Lawni Raether, Jen Ward, Robin McKnight, Farrah McGregor, Savannah Collins

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.

### Informational

- A. Letter of Resignation, Alezandria Guariglia (XCELL Director)
- B. Letter of Resignation, Amanda Brown (HS Social Studies)
- C. Letter of Resignation, Rocket Durham (Custodian)
- D. Letter of Resignation, Jeff Mortag (HS Girls Basketball Head Coach)
- E. Letter of Resignation, Billy Shirley (Sub Bus Driver)
- F. Letter of Resignation, Larry Cummings (Bus Driver)
- G. Resignation, Rocky Day (Custodian)

### Staff Reports

*For full detailed reports, please see the board packet appendices available on the website.*

- H. Jennifer Ward, FFA Advisor
  - a. Greenhouse
  - b. FFA Banquet
  - c. State Fair
- I. Jason Raether, Activities Director
  - a. MHSA Classification determination - staying class C
  - b. Community work day
  - c. Scoreboard updates
  - d. BPA Nationals - placed 3rd

- J. Michael Wilson, K1-12 Principal
  - a. MAST Testing - great results
  - b. Registering for classes
  - c. Graduation
  - d. Teaching positions filled
- K. Levi Collins, Superintendent
  - a. Levies failed - need to evaluate a fee implementaiton and possible cut to programs
  - b. Admiral Beverage partnership
  - c. Moving 5th grade downstairs
- L. Karsen Floerchinger, Business Manager
  - a. Election Summary
  - b. General fund budgets are 55% expended at the end of Februry 2024 compared to the 52% 4-year average.

### **Board Report**

- A. Board Evaluation
  - a. Discussion was held about certain topics on the agenda being rushed.
- B. Board Training Hours

### **New Business**

- A. Consideration of SY2024-2025 Calendar Revisions  
Rick Cummings moved, seconded by Iain McGregor to approve the revisions to SY2024-2025 Calendar.  
Passed unanimously.
- B. Consideration of Recommendation for K1-12 Counselor SY2024-2025, Kelsey Brown  
Iain McGregor moved, seconded by Ruth Mortag to approve the recommendation to hire Kelsey Brown as K1-12 Counselor for SY2024-2025, pending background check.  
Passed unanimously.
- C. Consideration of Recommendation for HS Social Studies Teacher SY2024-2025, Abigail Sites  
Chris Wilson moved, seconded by Mark McKamey to approve the recommendation to hire Abigail Sites as HS Social Studies Teacher for SY2024-2025, pending background check.  
Passed unanimously.
- D. Consideration of Recommendation for K1-12 Librarian SY2024-2025, Savannah Collins  
Iain McGregor moved, seconded by Ruth Mortag to table the item until the July meeting to meet the requirements of the emergency authorization act.  
Passed unanimously.
- E. Consideration of Recommendation for XCELL Summer Director, Paige Dickinson  
Mark McKamey moved, seconded by Iain McGregor to approve the recommendation to hire

Paige Dickinson as XCELL Summer Director.  
Passed unanimously.

- F. Consideration of Recommendation for SY2024-2025 Winter Coaches  
Rick Cummings moved, seconded by Mark McKamey to approve the recommendation to hire winter coaches, as listed, for SY2024-2025.  
Coaches include Nick Ethridge as HS Boys Basketball Head.  
Passed unanimously.
- G. Consideration of SY2024-2025 Classified Salary Matrix  
Iain McGregor moved, seconded by Rick Cummings to approve the the revisions to the classified salary matrix, effective July 1, 2024.  
Ruth Mortag made a comment that there was a disparity between some of the raises within the positions. Aides & custodians \$0.50 compared to admin assistant and head kitchen getting larger raises. Mr. Collins explained that head kitchen is the lowest paid supervisor and it needed to be adjusted. Admin assistant handles numerous confidential matters than others. Reports directly to sup't and business manager.  
Passed unanimously.
- H. Consideration of Superintendent Contract SY2024-2025, Levi Collins  
Ruth Mortag moved, seconded by Iain McGregor to approve the the Superintendent contract for Levi Collins for SY2024-2025.  
Ruth Mortag explained that Mr. Collins negotiated 5.43% pay raise, 3 year contract. The committee will meet again at a later date to discuss the damages section of the contract.  
Passed unanimously.
- I. Consideration of K1-12 Principal Contract SY2024-2025, Michael Wilson  
Rick Cummings moved, seconded by Chris Wilson to approve the the K1-12 Principal contract for Michael Wilson for SY2024-2025.  
Passed unanimously.
- J. Consideration of Business Manager/District Clerk Contract SY2024-2025, Karsen Floerchinger  
Iain McGregor moved, seconded by Chris Wilson to approve the the Business Manager/District Clerk contract for Karsen Floerchinger for SY2024-2025.  
  
Passed unanimously.
- K. Consideration of Schoolhouse IT Contract Renewal, SY2024-2025  
Ruth Mortag moved, seconded by Rick Cummings to approve the the renewal of services with Schoolhouse IT for SY2024-2025.  
Passed unanimously.

- L. Consideration of Annual MHSA Application, Catastrophic Insurance & Concussion Insurance, SY2024-2025

Iain McGregor moved, seconded by Ruth Mortag to approve the the annual MHSA Application, Catastrophic Insurance & Insurance for SY2024-2025.

Passed unanimously.

- M. Consent Agenda (Appendix E)

- a. Minutes of Regular Board Meeting, April 16, 2024
- b. Business Claims
- c. Student Activity Account
- d. Sub List

Rick Cummings moved, seconded by Iain McGregor to approve the consent agenda.

Passed unanimously.

**Recess 7:33pm-7:40pm**

**Closed session 7:41-8:01**

**Business Manager/ District Clerk Annual Evaluation (possible executive session)**

**Board Meeting Evaluation (I)**

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

**Announcements (I)**

- A. Regular School Board Meeting, June 25, 2024
- B. Upcoming Trainings

**Adjournment (A)**

At 8:02 pm Chris Wilson moved, seconded by Iain McGregor to adjourn. Passed unanimously.

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

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

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

*For additional details on items presented in the minutes of the meeting, please see the coinciding board agenda found on Cascade Public Schools' webpage:*

*[www.cascade.k12.mt.us/District/1141-Board-Agendas-and-Packet.html](http://www.cascade.k12.mt.us/District/1141-Board-Agendas-and-Packet.html)*

# SECTION II - BUSINESS CLAIMS

06/20/24  
13:17:14

CASCADE PUBLIC SCHOOLS  
Claim Details  
For the Accounting Period: 5/24

Page: 1 of 11  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
8800	13207S	1809 MUST	2,142.00						
3		MAY 24 05/01/24 May Retiree Insurance - CM	794.00*		289	100-1000	260	89	
4		MAY 24 05/01/24 May Retiree Insurance - LC	38.00*		289	100-1000	260	89	
5		MAY 24 05/01/24 May Retiree Insurance - RM	754.00*		289	100-1000	260	89	
6		MAY 24 05/01/24 Spouse to Family Plan - KF	278.00*		101	100-2500	260		
7		MAY 24 05/01/24 Spouse to Family Plan - KF	278.00*		201	100-2500	260		
8801	13211S	1557 AMERICAN EXPRESS	969.05						
1		CC-951 04/10/24 NLC Chaperone Flight - Patero	969.05		215	625		324	
		MISC AIRLINES OUT-OF-DISTRICT			CC Accounting: 215-		-451-1000-582-324		
8802	13212S	3853 CLARKS ORTHOPEDIC & MEDICAL	249.20						
1		208661 04/29/24 Annual Lift Load Test	124.60*		101	100-2600	340		
2		208661 04/29/24 Annual Lift Load Test	124.60*		201	100-2600	340		
8803	13214S	1883 ELECTION SYSTEMS & SOFTWARE	819.38						
1		CD2087867 04/19/24 Express Vote Setup	282.00*		101	100-2500	330		
2		CD2087867 04/19/24 Express Vote Setup	282.00*		201	100-2500	330		
3		CD2088504 04/24/24 Express Vote Media	127.69*		101	100-2500	330		
4		CD2088504 04/24/24 Express Vote Media	127.69*		201	100-2500	330		
8804	13215S	855 ENERGY WEST	1,181.92						
1		04/24/24 Gas - Apr 2024	579.14		101	100-2600	411		
2		04/24/24 Gas - Apr 2024	200.93		110	100-2600	411		
3		04/24/24 Gas - Apr 2024	177.29		201	100-2600	411		
4		04/24/24 Gas - Apr 2024	224.56		210	100-2600	411		
8805	13219S	3467 MACDONALD, COLEEN	201.74						
1		04/02/24 MCEC Conference Mileage	201.74		101	100-1000	582		
8806	13220S	2788 NATIONAL LAUNDRY	226.92						
1		S65212 04/03/24 Kitchen Supplies	22.17		112 157	910-3100	610		
2		S65212 04/03/24 Kitchen Supplies	34.40		112 158	910-3100	610		
3		S65212 04/03/24 Kitchen Supplies	19.88		112 661	910-3100	610		
4		S69051 04/17/24 Kitchen Supplies	43.64		112 157	910-3100	610		
5		S69051 04/17/24 Kitchen Supplies	67.71		112 158	910-3100	610		
6		S69051 04/17/24 Kitchen Supplies	39.12		112 661	910-3100	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	
8807	13221S	964 STROBBE, PEGGY	150.00						
1		02/20/24 State Curtain Repair	75.00		101	100-2600	440		
2		02/20/24 State Curtain Repair	75.00		201	100-2600	440		
8808	13222S	616 SYSCO MONTANA INC.	7,474.63						
1		44397948 04/10/24 Food	612.81		112 157	910-3100	630		
2		44397948 04/10/24 Food	950.91*		112 158	910-3100	630		
3		44397948 04/10/24 Food	549.42		112 661	910-3100	630		
4		443918183 04/17/24 Food	550.16		112 157	910-3100	630		
5		443918183 04/17/24 Food	853.70*		112 158	910-3100	630		
6		443918183 04/17/24 Food	493.25		112 661	910-3100	630		
7		443928807 04/24/24 Meat/Produce	139.25		112 157	910-3100	630		
8		443928807 04/24/24 Meat/Produce	216.08*		112 158	910-3100	630		
9		443928807 04/24/24 Meat/Produce	124.84		112 661	910-3100	630		
10		443928807 04/24/24 Food	321.66		112 157	910-3100	630		
11		443928807 04/24/24 Food	499.13*		112 158	910-3100	630		
12		443928807 04/24/24 Food	288.38		112 661	910-3100	630		
13		443940617 05/01/24 Food	543.76		112 157	910-3100	630		
14		443940617 05/01/24 Food	843.77*		112 158	910-3100	630		
15		443940617 05/01/24 Food	487.51		112 661	910-3100	630		
8809	13223S	505 TOWN OF CASCADE	2,265.92						
1		04/25/24 Water/Sewer Services - Apr 24	670.32		101	100-2600	421		
2		04/25/24 Water/Sewer Services - Apr 24	518.96		110	100-2600	421		
3		04/25/24 Water/Sewer Services - Apr 24	432.46		201	100-2600	421		
4		04/25/24 Water/Sewer Services - Apr 24	540.58		210	100-2600	421		
5		04/25/24 Water/Sewer Services - Apr 24	32.12*		101	100-2600	421		1
6		04/25/24 Water/Sewer Services - Apr 24	24.86*		110	100-2600	421		1
7		04/25/24 Water/Sewer Services - Apr 24	20.72*		201	100-2600	421		1
8		04/25/24 Water/Sewer Services - Apr 24	25.90*		210	100-2600	421		1
8810	13224S	2047 US FOODS	8,530.63						
1		3886996 04/11/24 Food	610.45		112 157	910-3100	630		
2		3886996 04/11/24 Food	1,098.80*		112 158	910-3100	630		
3		3886996 04/11/24 Food	325.57		112 661	910-3100	630		
4		4071594 04/18/24 Food	484.64		112 157	910-3100	630		
5		4071594 04/18/24 Food	872.34*		112 158	910-3100	630		
6		4071594 04/18/24 Food	258.47		112 661	910-3100	630		
7		4127434 04/19/24 Food	67.05		112 157	910-3100	630		
8		4127434 04/19/24 Food	120.70*		112 158	910-3100	630		
9		4127434 04/19/24 Food	35.76		112 661	910-3100	630		
10		4259717 04/25/24 Food	643.36		112 157	910-3100	630		



\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
11		4259717 04/25/24 Food	1,158.05*		112 158	910-3100	630	
12		4259717 04/25/24 Food	343.13		112 661	910-3100	630	
13		4443860 05/02/24 Food	703.69		112 157	910-3100	630	
14		4443860 05/02/24 Food	1,266.63*		112 158	910-3100	630	
15		4443860 05/02/24 Food	375.30		112 661	910-3100	630	
16		4500739 05/03/24 Food	50.01		112 157	910-3100	630	
17		4500739 05/03/24 Food	90.01*		112 158	910-3100	630	
18		4500739 05/03/24 Food	26.67		112 661	910-3100	630	
8811	13225S	1270 WEX BANK	8,888.13					
1		96908262 04/30/24 Mar Fuel	2,168.69		110	100-2700	624	
2		96908262 04/30/24 Mar Fuel	2,168.70		210	100-2700	624	
3		96908262 04/30/24 Apr Fuel - Route	2,095.83		110	100-2700	624	
4		96908262 04/30/24 Apr Fuel - Route	2,095.82		210	100-2700	624	
5		96908262 04/30/24 Apr Fuel - Activities	167.25		201	710-3400	624	
6		96908262 04/30/24 Apr Fuel - Athletic	143.42*		201	720-3500	624	
7		96908262 04/30/24 Apr Fuel - Admin	48.42		201	100-2300	624	
8812	13213S	3987 CULLIGAN	135.00					
1		04/30/24 Water Services	67.50		101	100-2600	452	
2		04/30/24 Water Services	67.50		201	100-2600	452	
8813	13216S	206 GENERAL DISTRIBUTING CO.	319.84					
1		1365549 04/17/24 AG - Cut WHl	74.75*		215	390-1000	610	24
2		1365679 04/17/24 AG - Argon	94.61*		215	390-1000	610	24
3		1371389 04/30/24 AG - Welding Gases	150.48*		215	390-1000	610	24
8814	13217S	3876 HOME DEPOT PRO INSTITUTIONAL	1,282.28					
1		797858743 04/03/24 Main't Supplies	147.48		101	100-2600	610	
2		797858743 04/03/24 Main't Supplies	141.70		201	100-2600	610	
3		798583456 04/08/24 Main't Supplies	55.26		101	100-2600	610	
4		798583456 04/08/24 Main't Supplies	53.10		201	100-2600	610	
5		798583464 04/08/24 Main't Supplies	108.09		101	100-2600	610	
6		798583464 04/08/24 Main't Supplies	103.86		201	100-2600	610	
7		798676334 04/09/24 Counselor Office	72.57		101	100-2600	610	
8		798676334 04/09/24 Counselor Office	69.73		201	100-2600	610	
9		799861729 04/16/24 Gym Paint	270.55		101	100-2600	610	
10		799861729 04/16/24 Gym Paint	259.94		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
8815	13218S	3233 KEN'S REFRIGERATION	350.09					
1		27143 04/30/24 Outside Freezer Maintenance	189.04		112 158	910-3100	440	
2		27143 04/30/24 Outside Freezer Maintenance	56.02		112 661	910-3100	440	
3		27143 04/30/24 Outside Freezer Maintenance	105.03		112 157	910-3100	440	
8816	13226S	1772 CENTURY LINK	2,644.12					
1		688279595 05/01/24 Internet	713.91		128	100-2580	530	
2		688279595 05/01/24 Internet	1,930.21		228	100-2580	530	
8817	13235S	1904 EISENZIMER, AMY	100.00					
4hrs @ \$25.00/hr								
1		05/07/24 2024 Election Judge	50.00*		101	100-2500	340	
2		05/07/24 2024 Election Judge	50.00*		201	100-2500	340	
8818	13228S	1903 FLOERCHINGER, KARISSA	125.00					
1		05/07/25 2024 Election Judge	62.50*		101	100-2500	340	
2		05/07/25 2024 Election Judge	62.50*		201	100-2500	340	
8819	13229S	1501 GREAT FALLS MEDICAL SERVICES	160.00					
1		2220 05/10/24 DOT Physical - PF	80.00		110	100-2700	340	
2		2220 05/10/24 DOT Physical - PF	80.00		210	100-2700	340	
8820	13230S	1274 MCKAMEY, CINDY	100.00					
1		05/07/24 2024 Election Judge	50.00*		101	100-2500	340	
2		05/07/24 2024 Election Judge	50.00*		201	100-2500	340	
8821	13231S	400 NORTHWESTERN ENERGY	8,738.97					
1		05/07/24 Electricity - Apr 24	2,551.52*		101	100-2600	412	
2		05/07/24 Electricity - Apr 24	1,871.11		110	100-2600	412	
3		05/07/24 Electricity - Apr 24	1,871.11		201	100-2600	412	
4		05/07/24 Electricity - Apr 24	2,211.32*		210	100-2600	412	
5		05/07/24 Electricity - Apr 24	70.17*		101	100-2600	412	1
6		05/07/24 Electricity - Apr 24	51.46*		110	100-2600	412	1
7		05/07/24 Electricity - Apr 24	51.46*		201	100-2600	412	1
8		05/07/24 Electricity - Apr 24	60.82*		210	100-2600	412	1

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
8822	13232S	4495 PITNEY BOWES BANK INC PURCHASE	449.29					
1		05/03/24 Postage	193.19*		101	100-2300	532	
2		05/03/24 Postage	256.10*		201	100-2300	532	
8823	13233S	1710 REPUBLIC SERVICES	1,605.38					
1		457540 04/30/24 Disposal Services - Apr 24	802.69		101	100-2600	431	
2		457540 04/30/24 Disposal Services - Apr 24	802.69		201	100-2600	431	
8824	13234S	3311 SPECTRUM	64.99					
1		05/01/24 Dist House Internet	32.49*		128	100-2580	531	1
2		05/01/24 Dist House Internet	32.50*		228	100-2580	531	1
8825	13236S	1310 BMO HARRIS COMMERCIAL CARD	9,601.46					
1		CC-952 04/06/24 Supplies	535.40		101	625		
	MISC. VENDOR.				CC Accounting: 101-	-100-2300-610		
2		CC-952 04/06/24 Supplies	535.41		201	625		
	MISC. VENDOR.				CC Accounting: 201-	-100-2300-610		
3		CC-953 04/05/24 Supplies	193.75		101	625		
	AMAZON.COM				CC Accounting: 101-	-100-2500-610		
4		CC-953 04/05/24 Supplies	186.15		201	625		
	AMAZON.COM				CC Accounting: 201-	-100-2500-610		
5		CC-953 04/05/24 Supplies	40.29		101	625		
	AMAZON.COM				CC Accounting: 101-	-100-2500-610		
6		CC-953 04/05/24 Supplies	38.71		201	625		
	AMAZON.COM				CC Accounting: 201-	-100-2500-610		
7		CC-953 04/17/24 Election Supplies	88.21		101	625		
	STAPLES				CC Accounting: 101-	-100-2500-610		
8		CC-953 04/18/24 Election Folding	141.00		101	625		
	ADVANCED LITHO PRINTING				CC Accounting: 101-	-100-2500-340		
9		CC-953 04/18/24 Election Folding	141.00		201	625		
	ADVANCED LITHO PRINTING				CC Accounting: 201-	-100-2500-340		
10		CC-953 04/22/24 Postage	1.33		101	625		
	US POSTAL SERVICE-CASCADE				CC Accounting: 101-	-100-2500-532		
11		CC-953 04/22/24 Postage	1.77		201	625		
	US POSTAL SERVICE-CASCADE				CC Accounting: 201-	-100-2500-532		
12		CC-954 04/18/24 Supplies	214.82		101	625		
	AMAZON.COM				CC Accounting: 101-	-100-2600-610		
13		CC-954 04/18/24 Supplies	206.39		201	625		
	AMAZON.COM				CC Accounting: 201-	-100-2600-610		
14		CC-954 04/15/24 HIS - Tribune	12.75		101	625		
	AMAZON.COM				CC Accounting: 101-	-100-2600-610		
15		CC-954 04/15/24 HIS - Tribune	12.25		201	625		
	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			
16	CC-955 04/04/24 Sup't Meeting	13.02		101	625			
MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	101-	-100-2300-582			
17	CC-955 04/04/24 Sup't Meeting	10.65		201	625			
MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	201-	-100-2300-582			
18	CC-955 04/18/24 Subscription	10.00		101	625			
CHAT GPT			CC Accounting:	101-	-100-2300-582			
19	CC-955 04/18/24 Subscription	10.00		201	625			
CHAT GPT			CC Accounting:	201-	-100-2300-582			
20	CC-955 04/18/24 Sup't Meeting	100.80		101	625			
MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	101-	-100-2300-582			
21	CC-955 04/18/24 Sup't Meeting	82.47		201	625			
MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	201-	-100-2300-582			
22	CC-956 04/05/24 SpEd Conference	234.95		101	625			
MISC HOTELS	OUT-OF-DIST		CC Accounting:	101-	-100-2300-582			
23	CC-956 04/05/24 SpEd Conference	192.23		201	625			
MISC HOTELS	OUT-OF-DIST		CC Accounting:	201-	-100-2300-582			
24	CC-956 04/05/24 SpEd Conference	13.88		101	625			
MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	101-	-100-2300-582			
25	CC-956 04/05/24 SpEd Conference	11.35		201	625			
MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	201-	-100-2300-582			
26	CC-957 04/06/24 Food	133.60		112	625			
468 MARKET			CC Accounting:	112-157-910-3100-630				
27	CC-957 04/06/24 Food	240.47		112	625			
468 MARKET			CC Accounting:	112-158-910-3100-630				
28	CC-957 04/06/24 Food	71.25		112	625			
468 MARKET			CC Accounting:	112-661-910-3100-630				
29	CC-958 04/06/24 Main't Supplies	2,058.73		101	625			
MISC. VENDOR.			CC Accounting:	101-	-100-2600-610			
30	CC-958 04/06/24 Main't Supplies	1,684.42		201	625			
MISC. VENDOR.			CC Accounting:	201-	-100-2600-610			
31	CC-959 04/05/24 Hotsy Wy-Mont	403.50		110	625			
MISC. VENDOR.			CC Accounting:	110-	-100-2700-610			
32	CC-959 04/05/24 Hotsy Wy-Mont	403.50		210	625			
MISC. VENDOR.			CC Accounting:	210-	-100-2700-610			
33	CC-959 04/17/24 Deposit Refund	-500.00		218	625			
TAYLOR'S AUTO MAX			CC Accounting:	218-	-100-1770-742			
34	CC-959 04/22/24 Supplies	92.42		101	625			
HOME DEPOT			CC Accounting:	101-	-100-2600-610			
35	CC-959 04/22/24 Supplies	88.79		201	625			
HOME DEPOT			CC Accounting:	201-	-100-2600-610			
36	CC-960 04/11/24 NASSP Product & Service	408.49		201	625			
NASSP			CC Accounting:	201-	-100-2400-610			
37	CC-961 04/05/24 Misc Supplies	488.66		101	625			
MISC. VENDOR.			CC Accounting:	101-	-100-1000-610			

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
38		CC-962 04/10/24 NCL Flight - Schulte	807.49		215	625		324
		MISC AIRLINES OUT-OF-DISTRICT			CC Accounting: 215- -451-1000-582-324			
39		05/06/24	191.56*		201	100-1000	810	
8826	13237S	3590 WEEDA, GIULIA	250.00					
1		05/31/24 2024 Teacher Perfect Attendanc	125.00*		101	100-1000	810	
2		05/31/24 2024 Teacher Perfect Attendanc	125.00*		201	100-1000	810	
8827	13238S	1809 MUST	1,586.00					
3		JUNE 24 06/01/24 June Retiree Insurance - CM	794.00*		289	100-1000	260	89
4		JUNE 24 06/01/24 June Reitree Insurance - LC	38.00*		289	100-1000	260	89
5		JUNE 24 06/01/24 June Retiree Insurance - RM	754.00*		289	100-1000	260	89
8828	13239S	3523 ADVANCED LITHO PRINTING	60.00					
1		90245 05/21/24 Folding - Report Cards	30.00*		101	100-2500	340	
2		90245 05/21/24 Folding - Report Cards	30.00*		201	100-2500	340	
8829	13240S	1268 DIAMOND PRODUCTS INC.	450.70					
		112 Supplies						
		112 Supplies						
		112 Supplies						
		112 Supplies						
4		04/30/24 Kitchen Supplies	50.91		112 157	910-3100	610	
5		04/30/24 Kitchen Supplies	91.64		112 158	910-3100	610	
6		04/30/24 Kitchen Supplies	27.15		112 661	910-3100	610	
7		5569 05/29/24 Kitchen Supplies	50.91		112 157	910-3100	610	
8		5569 05/29/24 Kitchen Supplies	91.64		112 158	910-3100	610	
9		5569 05/29/24 Kitchen Supplies	27.15		112 661	910-3100	610	
10		5422 05/16/24 Kitchen Supplies	33.39		112 157	910-3100	610	
11		5422 05/16/24 Kitchen Supplies	60.10		112 158	910-3100	610	
12		5422 05/16/24 Kitchen Supplies	17.81		112 661	910-3100	610	
8830	13241S	855 ENERGY WEST	2,472.88					
1		05/28/24 Gas - May 24	1,211.71		101	100-2600	411	
2		05/28/24 Gas - May 24	420.39		110	100-2600	411	
3		05/28/24 Gas - May 24	370.93		201	100-2600	411	
4		05/28/24 Gas - May 24	469.85		210	100-2600	411	

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
8831	13242S	1379 GREAT FALLS COLLEGE MSU	10.00					
1		24236 05/14/24 Accuplacer	10.00		201	100-1000	610	
8832	13243S	716 I-STATE TRUCK CENTER	2,334.74					
1		252052679 05/09/24 Bus Maintenance	1,002.67*		110	100-2700	440	
2		252052679 05/09/24 Bus Maintenance	1,002.67*		210	100-2700	440	
3		252156716 06/30/24 Supplies	153.82		110	100-2700	610	
4		252156716 06/30/24 Supplies	153.82		210	100-2700	610	
5			10.88		110	100-2700	810	
6			10.88		210	100-2700	810	
8833	13244S	2422 J.W. PEPPER	15.00					
1		366334291 03/26/24 District Festival Music	15.00		201	100-1000	610	
8834	13245S	1054 MASBO	450.00					
1		13238 05/14/24 Summer Conference	125.00		101	100-2500	582	
2		13238 05/14/24 Summer Conference	125.00		201	100-2500	582	
3		13238 05/14/24 MASBO Membership Dues	100.00*		101	100-2500	810	
4		13238 05/14/24 MASBO Membership Dues	100.00*		201	100-2500	810	
8835	13246S	1272 NAPA AUTO PARTS	60.98					
1		49-968132 04/18/24 Parts	30.49		110	100-2700	610	
2		49-968132 04/18/24 Parts	30.49		210	100-2700	610	
8836	13247S	2601 PAPER SHREDDERS LLC	112.50					
1		10053 05/28/24 Paper Shredding	56.25*		101	100-2500	340	
2		10053 05/28/24 Paper Shredding	56.25*		201	100-2500	340	
8837	13249S	3322 POWER PUBLIC SCHOOLS	182.05					
1		514 05/01/24 Field Chalk	182.05*		201	720-3500	610	
8838	13248S	2731 PITNEY BOWES GLOBAL FINANCIAL	164.97					
1		3319139435 05/19/24 Postage Meter Lease	75.89		101	100-2500	452	
2		3319139435 05/19/24 Postage Meter Lease	89.08		201	100-2500	452	
8839	13250S	1691 SCHOOLHOUSE IT	4,271.36					
1		3300 06/01/24 Contract Tech Services	1,409.55		128	100-2580	355	
2		3300 06/01/24 Contract Tech Services	2,861.81		228	100-2580	355	

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
8840	13251S	1352 SNYDER, TAMI	300.00					
1		789429 05/16/24 2024 Senior Frame	300.00		201	100-1000	610	
8841	13252S	616 SYSCO MONTANA INC.	5,876.57					
1		443951219 05/08/24 Food	521.78		112 157	910-3100	630	
2		443951219 05/08/24 Food	809.66*		112 158	910-3100	630	
3		443951219 05/08/24 Food	467.81		112 661	910-3100	630	
4		443962200 05/15/24 Food	949.22		112 157	910-3100	630	
5		443962200 05/15/24 Food	1,472.94*		112 158	910-3100	630	
6		443962200 05/15/24 Food	851.03		112 661	910-3100	630	
7		443972615 05/22/24 Food	233.20		112 157	910-3100	630	
8		443972615 05/22/24 Food	361.86*		112 158	910-3100	630	
9		443972615 05/22/24 Food	209.07		112 661	910-3100	630	
8842	13253S	505 TOWN OF CASCADE	2,405.49					
1		05/24/24 Water/Sewer Services - May 24	711.40		101	100-2600	421	
2		05/24/24 Water/Sewer Services - May 24	550.76		110	100-2600	421	
3		05/24/24 Water/Sewer Services - May 24	458.97		201	100-2600	421	
4		05/24/24 Water/Sewer Services - May 24	573.71		210	100-2600	421	
5		05/24/24 Water/Sewer Services - May 24	34.30*		101	100-2600	421	1
6		05/24/24 Water/Sewer Services - May 24	26.56*		110	100-2600	421	1
7		05/24/24 Water/Sewer Services - May 24	22.13*		201	100-2600	421	1
8		05/24/24 Water/Sewer Services - May 24	27.66*		210	100-2600	421	1
8843	13255S	2111 UNITED ELECTRIC	1,560.34					
1		2355 05/14/24 HVAC Installation	780.17*		101	100-2600	340	
2		2355 05/14/24 HVAC Installation	780.17*		201	100-2600	340	
8844	13254S	3170 U.S. BANK EQUIPMENT FINANCE	1,349.28					
1		528972227 06/02/24 Copier Lease	674.64*		101	100-2580	350	
2		528972227 06/02/24 Copier Lease	674.64*		201	100-2580	350	
8845	13256S	2047 US FOODS	5,252.54					
1		5978226 05/07/24 CREDIT	-2.70		112 157	910-3100	630	
2		5978226 05/07/24 CREDIT	-4.86*		112 158	910-3100	630	
3		5978226 05/07/24 CREDIT	-1.44		112 661	910-3100	630	
4		5908356 05/10/24 CREDIT	-9.74		112 157	910-3100	630	
5		5908356 05/10/24 CREDIT	-17.53*		112 158	910-3100	630	
6		5908356 05/10/24 CREDIT	-5.20		112 661	910-3100	630	
7		4625392 05/09/24 Food	598.61		112 157	910-3100	630	
8		4625392 05/09/24 Food	1,077.48*		112 158	910-3100	630	
9		4625392 05/09/24 Food	319.25		112 661	910-3100	630	

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
10	4820107 05/16/24 Food	581.27		112 157	910-3100	630
11	4820107 05/16/24 Food	1,046.28*		112 158	910-3100	630
12	4820107 05/16/24 Food	310.01		112 661	910-3100	630
13	5001973 05/23/24 Food	362.34		112 157	910-3100	630
14	5001973 05/23/24 Food	652.20*		112 158	910-3100	630
15	5001973 05/23/24 Food	193.24		112 661	910-3100	630
16	5071312 05/25/24 Food	46.00		112 157	910-3100	630
17	5071312 05/25/24 Food	82.80*		112 158	910-3100	630
18	5071312 05/25/24 Food	24.53		112 661	910-3100	630
# of Claims 46		Total: 87,941.34	# of Vendors 41			





# SECTION III - STUDENT ACTIVITY ACCOUNT

06/20/24  
13: 18: 11

CASCADE PUBLIC SCHOOLS  
Statement of Activity by Account Name for 05/01/24 to 06/30/24

Page: 1 of 2  
Report ID: S100

Account	Opening Balance	Receipts				Invest (+)	Misc.	Misc.	Closing Balance
		Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
1 ANNUAL	43.16	0.00	0.00	0.00	0.00		0.00	0.00	43.16
36 ART	2037.59	0.00	300.00	187.74	0.00		0.00	0.00	2525.33
2 ATHLETICS	450.62	2705.48	-175.00	4680.75	0.00		0.00	0.00	2250.89
5 BAND	6846.78	482.74	316.00	0.00	0.00		0.00	0.00	6680.04
51 BOOK FAIR	700.05	0.00	171.00	15.00	0.00		0.00	0.00	886.05
3 BPA	-3927.03	15965.79	16140.89	697.40	0.00		0.00	0.00	-3054.53
4 CHEER/PEP CLUB	2266.65	0.00	0.00	0.00	0.00		0.00	0.00	2266.65
62 CLASS OF 2024	1206.05	0.00	0.00	0.00	0.00		0.00	0.00	1206.05
68 CLASS OF 2025	1159.68	0.00	0.00	0.00	0.00		0.00	0.00	1159.68
69 CLASS OF 2026	216.15	0.00	0.00	0.00	0.00		0.00	0.00	216.15
71 CLASS OF 2027	357.24	0.00	0.00	0.00	0.00		0.00	0.00	357.24
41 CLOSE UP	1442.96	0.00	0.00	0.00	0.00		0.00	0.00	1442.96
13 CONCESSIONS	42230.65	0.00	0.00	0.00	0.00		0.00	0.00	42230.65
47 COUNSELING	1898.35	0.00	0.00	0.00	0.00		0.00	0.00	1898.35
32 FCS	206.71	0.00	180.00	0.00	0.00		0.00	0.00	386.71
15 FFA	9274.51	8541.01	2256.00	2138.00	0.00		0.00	0.00	5127.50
64 FOOD SERVICE CLEARING	40756.42	93.85	0.00	673.60	0.00		0.00	0.00	41336.17
12 HS BOYS' BB	1919.02	0.00	0.00	0.00	0.00		0.00	0.00	1919.02
46 HS CROSS COUNTRY	2222.27	0.00	0.00	0.00	0.00		0.00	0.00	2222.27
38 HS FOOTBALL	4959.57	245.00	0.00	0.00	0.00		0.00	0.00	4714.57
40 HS GIRLS' BB	-412.98	0.00	0.00	0.00	0.00		0.00	0.00	-412.98
66 HS GOLF	147.88	0.00	0.00	0.00	0.00		0.00	0.00	147.88
19 HS HONOR SOCIETY	4012.38	0.00	0.00	0.00	0.00		0.00	0.00	4012.38
29 HS STUDENT COUNCIL/MBI	701.06	0.00	0.00	0.00	0.00		0.00	0.00	701.06
37 HS TRACK	830.50	845.80	359.00	0.00	0.00		0.00	0.00	343.70
10 HS VOLLEYBALL	5190.97	200.00	10964.00	600.00	0.00		0.00	0.00	16554.97
34 HS WRESTLING	2070.51	0.00	0.00	0.00	0.00		0.00	0.00	2070.51
57 JH BOYS BB	1327.35	0.00	0.00	0.00	0.00		0.00	0.00	1327.35
39 JH FOOTBALL	1533.40	0.00	0.00	0.00	0.00		0.00	0.00	1533.40
56 JH GIRLS BB	281.75	0.00	0.00	0.00	0.00		0.00	0.00	281.75
35 JH HONOR SOCIETY	207.40	0.00	0.00	0.00	0.00		0.00	0.00	207.40
53 JH TRACK	320.35	0.00	0.00	0.00	0.00		0.00	0.00	320.35
54 JH VOLLEYBALL	840.66	0.00	0.00	0.00	0.00		0.00	0.00	840.66
55 JH WRESTLING	128.05	0.00	0.00	0.00	0.00		0.00	0.00	128.05
43 JMG	208.39	0.00	0.00	0.00	0.00		0.00	0.00	208.39
18 K-8 MISC EARNINGS	1831.95	0.00	0.00	0.00	0.00		0.00	0.00	1831.95
25 REVOLVING	5747.57	548.99	0.00	305.00	0.00		0.00	0.00	5503.58
24 ROBOTICS	97.10	0.00	0.00	0.00	0.00		0.00	0.00	97.10
9 SCHOLARSHIP	1718.07	0.00	0.00	0.00	0.00		0.00	0.00	1718.07
33 SHOP FUND	1304.17	0.00	0.00	0.00	0.00		0.00	0.00	1304.17
31 TECHNOLOGY	10147.03	14.95	0.00	0.00	0.00		0.00	0.00	10132.08
17 XCELL	421.79	0.00	0.00	0.00	0.00		0.00	0.00	421.79
<b>Total for Student Accounts</b>	<b>154922.75</b>	<b>29643.61</b>	<b>30511.89</b>	<b>9297.49</b>					<b>165088.52</b>
<b>Bank Account Totals</b>	<b>154922.75</b>	<b>29643.61</b>	<b>30511.89</b>	<b>9297.49</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>165088.52</b>
							<b>Bank Balance</b>		<b>165088.52</b>
							<b>Plus Outstanding Checks</b>		<b>57002.06</b>
							<b>Minus Outstanding Deposits</b>		<b>18834.56</b>
									<b>-----</b>
							<b>Balance</b>		<b>203256.02</b>

# SECTION IV - SUB LIST

Substitute Teachers	
Name	
<b>CERTIFIED</b>	
Corder, Mary	C/FP
Cox-Marez, Dawna	C/FP
Gearing, Michele	C/FP
Gist, Virginia	C/FP
McKamey, Jeanne	C/TB/FP
Robinson, Diane	C/FP
Schulte, Carly	C/FP
Skogley, Melody	C/TB/FP
Strobbe, Peggy	C/FP
<b>NON-CERTIFIED</b>	
Brown, Molly	FP
Gonzalez, Jordan	FP
Kimble, Genevieve	FP
McKamey, Rachelle	FP
Secretarial	
Name	
Brown, Molly	FP
Skogley, Meolody	FP
McKamey, Jeanne	FP
XCELL! Afterschool Program	
Name	
Antonich, Myrtle	FP
Brown, Molly	FP
Deshayes, Heidi	FP
Gonzalez, Jordan	FP

**\*Need Approval by the Trustees**

**T.B. Approved (No longer required)**

**C - Some teaching certification**

**FP - FINGERPRINTED**

**PH - Physical Approved**

*\*\*All approval of employment is contingent upon passing background checks\*\**

Bus Drivers	
Name	
Brown, Amanda	FP/PH
Cope, Ted	FP/PH
Cummings, Thomas	FP/PH
Faulkner, Byron	FP/PH
McKamey, Jeanne	FP/PH
Nelson, Dave	FP/PH
Nelsen, Mark	FP/PH
Skogley, Jeff	TB/FP/PH
Tilleman, Eric	TB/FP/PH
Custodian	
Name	
Cortez-Estrada, Laura	FP/PH
Hall-Elmore, Robbie	FP/PH
Hughes, Sam	FP
Jacobs, Tanner	FP/PH
Mann, Connor	FP
Martin, Dawn	FP/PH
Miller, Fred*	FP/PH
Sorenson, Sierra	FP
Stefonic, Kristen	FP
Ward, Jennifer*	FP
Wilson, Victoria	FP
Kitchen	
Name	
Vinson, JoAnn	FP/PH
Volunteers	
Name	
Legel, Erin (trainer)	
Nelsen, Jessica (piano)	

# SECTION V - STUDENT ATTENDANCE AGREEMENTS

2024-2025 School Year  
Students attending school in Cascade from out of District

Helena School Dist. 7th-12th 1325 Poplar St 59601	Grade	Mailed Date	Returned Date	Appvd Date
AE	9	04/04/24	04/10/24	
TC	10	04/04/24	05/02/24	
MF	8	04/04/24	04/22/24	
AG	12	04/04/24	04/17/24	
AK	8	04/04/24	05/01/24	
BL	11	04/04/24	04/24/24	
CO	12	04/04/24	04/10/24	
SS	11	04/04/24	04/15/24	
CM	10	04/04/24	06/06/24	
TM	6	04/04/24	06/06/24	
IH	7	04/04/24	04/10/24	

Wolf Creek School Dist. EK-6th PO Box 200 59648	Grade	Mailed Date	Returned Date	Appvd Date
NA	K2	04/04/24	04/10/24	
AB	4	04/04/24	05/01/24	
SB	K2	04/04/24	05/02/24	
AF	5	-	04/29/24	
DL	2	04/04/24	04/24/24	
JL	4	04/04/24	04/24/24	
BO	6	04/04/24	04/22/24	
BS	JS	-	05/01/24	
FS	5	04/04/24	04/24/24	
LS	5	04/04/24	04/24/24	
MS	6	04/04/24	04/18/24	

Sun River Valley District PO B0ox 380 59477	Grade	Mailed Date	Returned Date	Appvd Date
IO	11	04/04/24	05/07/24	

Simms Elementary School District PO B0ox 380 59477	Grade	Mailed Date	Returned Date	Appvd Date

Cascade students attending school in another District			
Great Falls Dist. EK-12th PO Box 242	Grade	Approved	Rvcd Date
GS	9th		06/04/24

Great Falls Dist. EK-12th PO Box 2429 59403	Grade	Mailed Date	Returned Date	Appvd Date
KA	JStart	-	06/07/24	
JB	8	04/04/24	04/15/24	
AC	6	-	05/01/24	
KC	4	-	05/01/24	
CC	10	04/04/24	05/22/24	
TE	9	04/04/24	05/22/24	
BF	11	04/04/24		
PH	11	04/04/24	04/15/24	
KL	7	-	05/01/24	
KL	1		05/06/24	
KT	8	04/04/24	04/17/24	
KB	1		04/15/24	
LM	9		05/08/24	
CC	5		05/20/24	
DC	4		05/20/24	
GB	9		05/28/24	
BKB	9		05/28/24	
LS	4		05/28/24	

Ulm School Dist. EK-8th PO Box 189 59485	Grade	Mailed Date	Returned Date	Appvd Date
KC	8	04/04/24	04/22/24	
KC	8	04/04/24	04/22/24	
BF	8	04/04/24	06/14/24	
TC	6	-	06/04/24	
NF	6	04/04/24	04/04/24	
RH	8	04/04/24	04/04/24	
RH	6	04/04/24	04/04/24	
TJ	6	-	05/07/24	
AL	7	-	05/07/24	
AR	4	04/04/24	04/16/24	
KR	1	04/04/24	04/16/24	
AM	3	-	04/15/24	
OM	K	-	04/15/24	
HM	JumpStart	-	04/11/24	
TP	6		05/20/24	
EP	5		05/20/24	
KJ	4		05/06/24	
CJ	2		05/06/24	
BJ	1		05/06/24	

Augusta Elem/HS School Dist. PO Box 307 59410	Grade	Mailed Date	Returned Date	Appvd Date
BG	9	04/04/24	04/15/24	
JG	10	04/04/24	04/15/24	