

CASCADE SCHOOL DISTRICT 3 & B

Meeting of the Board of Trustees



APPENDICES

July 23, 2024 Regular Board Meeting



APPENDIX A

STAFF REPORTS

Section I - Activities Director

Section II - Superintendent

Section III - Business Manager

SECTION I - ACTIVITIES DIRECTOR

Activities Board Report - July 23, 2024

Priorities

1. Develop sustainable & repeatable processes
2. Football Scoreboard
3. Verify Emergency Action Plans cover athletic facilities/meet MHSA 7/15/2024 deadline
(Complete)
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)
7. ***Develop a Badger Mentorship program linking Badger Virtues, school traditions and positive school culture (new)***

Since Last Board Report

1. Football scoreboard installed; power ran and operational; last item is to install sponsor panel (awaiting signs to arrive)
2. All orders for SY24/25 arrived except HS Girls Basketball uniforms (expected July 31)
3. Advertising HS Track Head Coach position, recommend Heather Lewis for hire
4. Reviewed Handbooks for revisions; met with School Board Policy committee
5. Determined Academic Letter Qualifiers; to be awarded at start of new school year
6. Installed Air Quality Monitors (map.purpleair.com)
7. Ordered & received Staff Shirts
8. Ordered Coach Shirts
9. Fixed IMPACT account (concussion testing); developing plan for remote testing
10. Held CPR class (new MHSA coach requirement) on July 17
11. Set Fall Sports Picture Day for September 3
12. Wall pads installed in Wrestling Room
13. Breakthrough Basketball Camp-July 19-21
14. Coordinated Cascade Sports Physical Day w/Alluvion Health scheduled for July 31

Upcoming Events (next 30 days)

1. JH Football Camp July 22-25
2. HS Football Camp July 22-25
3. Remove old scoreboard (expected by July 31)
4. Cascade Sports Physical Day-July 31
5. MCA Coaches Clinic July 31-August 2
6. First Day of Fall Sports Practice-August 16

ACTIVITIES UPDATE

FFA

N/A

BPA

N/A

Music

N/A

Science Fair

N/A

Pep Club

N/A

ATHLETICS UPDATE

HS Football

N/A

HS Volleyball

N/A

XC

N/A

JH Football

N/A

JH Volleyball

N/A

Football Scoreboard

Delivered April 3

- Support beams installed
- Scoreboard installation/power connected July 10
- Awaiting sponsor signs for sponsor panel install
- Community project day approx Aug 3

Coaching Recommendations

HS Track Head Coach: Heather Lewis

SECTION II - SUPERINTENDENT REPORT

07/23/2024

Superintendent's Message to the Board,

With the upcoming passing of July, soon comes the start of the new school year. We are adequately staffed with all certified positions filled or covered after tonight. The majority of our classified staffing positions are also filled for the upcoming school year. I am excited as our staff and students are ready for another great school year here at Cascade. I feel very good about the overall quality of our current staff and their ability to improve student success all around.

Interviews were conducted for the open secretary position at the front door. The interview committee was very happy with the candidate and we will be recommending Brittany Smith for the position pending your approval. We are excited to bring her experience and attitude to our team and we believe she will fit in well with current staff and communicate well with stakeholders.

Our maintenance efforts, that we can control, are also on track and we expect Bryan to have the building ready to go for teachers and students on day 1. I am getting a little nervous about our windows not yet being completed but supposedly the windows are/were not even set to arrive at the contractor until 15th of this month. We still have time to complete the project on time and hopefully this will not turn into a distraction at the start of the school year. They can work fairly fast once they get going but having to replace windows during classroom time would be an obvious distraction that we would likely have to get creative to troubleshoot and solve. Several of our cabinet heaters and other HVAC related ESSER monies have also been utilized.

With the new enrollment law, we have a strong increase in enrollment from Ulm. This has caused a need for changes to bus routes. At the time of writing this, Wiley was still working out the minor and final details on the routes, but he has come up with a good and safe plan for transportation of our students. Using the Ford Expeditions as school buses has been a real help for finding drivers and cutting down on costs of transportation for some of our longer and remote routes. Both Expeditions are in full-time school bus use. As always, please contact me if you have any additional questions or comments.

With Badger Pride,

Levi Collins



APPENDIX B

BOARD REPORTS

Section I - Board Evaluation

Section II - Board Hours

SECTION I - BOARD MEETING ASSESSMENT

Regular Board Meeting Assessment

1 response

[Publish analytics](#)

Please Enter the Date of the Board Meeting

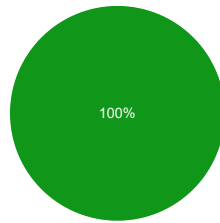
1 response

Jun 2024 | 25

An agenda was used and followed.

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1 response

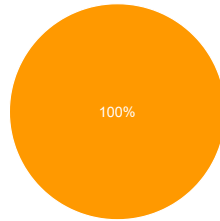


- 1 - Ineffective
- 2 - Needs Improvement
- 3 - Proficient
- 4 - Very Effective
- Not Applicable or Unobserved

Discussion focused on areas of board authority.

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1 response

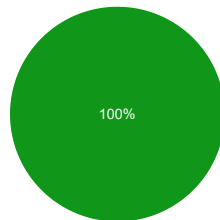


- 1 - Ineffective
- 2 - Needs Improvement
- 3 - Proficient
- 4 - Very Effective
- Not Applicable or Unobserved

The board discussed all available options.

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1 response

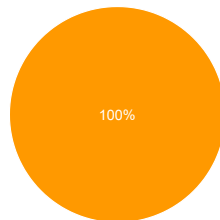


- 1 - Ineffective
- 2 - Needs Improvement
- 3 - Proficient
- 4 - Very Effective
- Not Applicable or Unobserved

Everyone was on time and prepared to work.

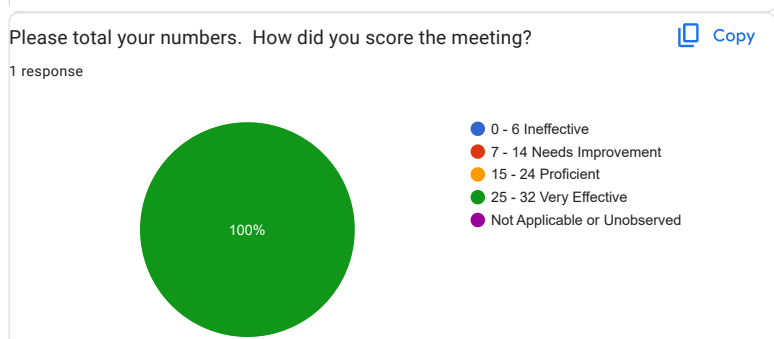
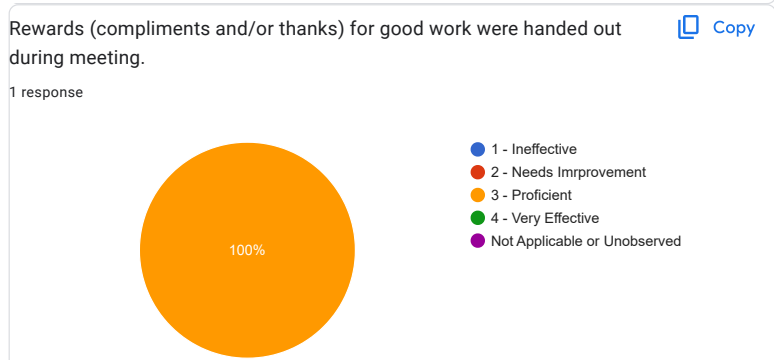
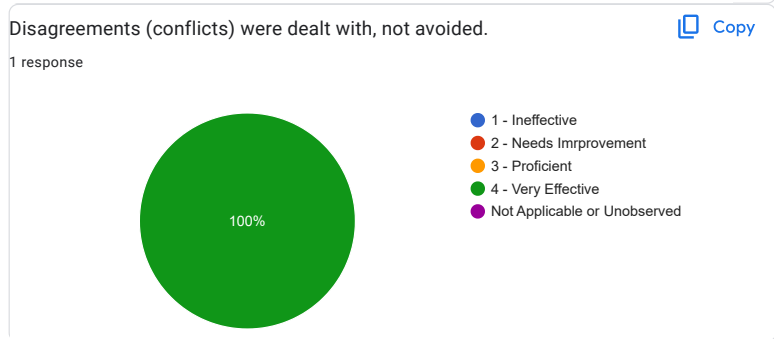
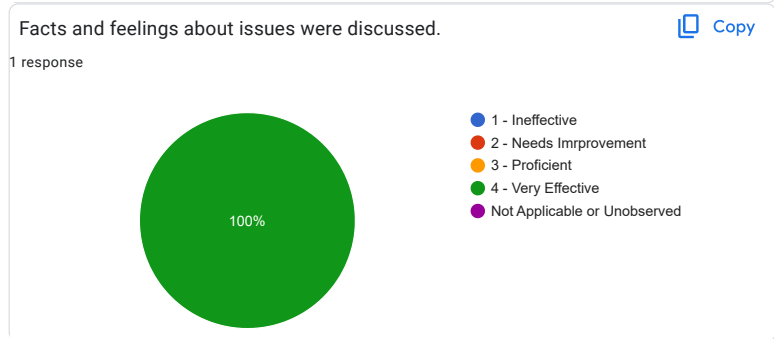
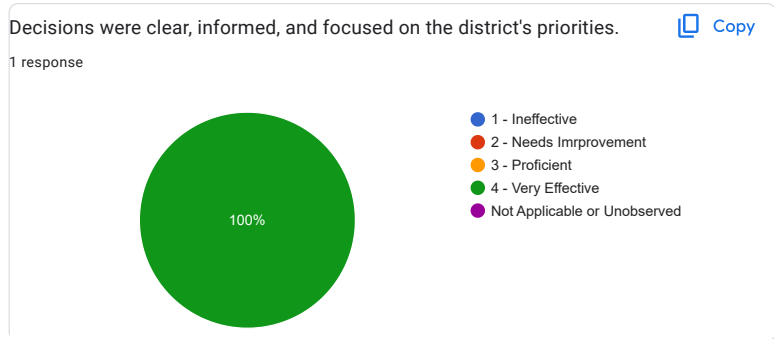
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1 response



- 1 - Ineffective
- 2 - Needs Improvement
- 3 - Proficient
- 4 - Very Effective
- Not Applicable or Unobserved





Optional: What can the board do to improve meeting effectiveness?

0 responses

No responses yet for this question.

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SECTION II - BOARD HOURS

Cascade Board Hours 2024-2025

NAME	DATE	TRAINING	CREDITS
John Rumney			
Total			0
Iain McGregor			
Total			0
Ruth Mortag			
Total			0
Chris Wilson			
Total			0
Rick Cummings			
Total			0
Mark McKamey			
Total			0



APPENDIX C

NEW BUSINESS

Section I - Cover Letters

Section II - Bus Routes

Section III - Handbook Updates

Section IV - Policies

SECTION I - COVER LETTERS

Savanah Collins
Homemaker

111 3rd St S
Cascade MT 59421
307-431-8624
savanahtcollins@gmail.com

Cascade School District:

I am writing to express my interest in the Librarian position at Cascade Schools. I have been a stay-at-home mom for the past seven years, but I am eager to return to the workforce and bring my skills and experience to your school.

As a stay-at-home mom, I have developed a strong set of skills that are directly relevant to the Librarian position. I am highly organized and efficient, and I have a proven ability to manage multiple tasks simultaneously. I am also an excellent communicator and I have a strong customer service orientation.

In addition to my experience as a stay-at-home mom, I have also worked as a Marketing Assistant for one year. In this role, I was responsible for promotional activities, creativity, organizing files, spreadsheets and data, as well as having a strong customer focus. I have a strong understanding of organization, communication and time management.

I am confident that my skills and experience would be a valuable asset to your school. I am a hard worker, I am driven and I am always willing to go the extra mile. I am also a team player and I am eager to learn new things.

I am available for an interview at your earliest convenience. Thank you for your time and consideration.

Sincerely,
Savanah Collins

Brittany Smith

PO Box 462 Cascade, MT 59421 | 406-564-2021 | brittanysmith_2009@hotmail.com

June 17, 2024

Dear Hiring Manager:

I was pleased to learn of your opening for an Attendance/Front Office Secretary. I am a highly organized and detail-oriented individual, I am excited about the opportunity to contribute to your team and gain valuable experience in the education field. With my strong communication skills and passion for efficiency, I believe I am an excellent fit for this role.

I have in-depth knowledge of all Microsoft Applications and can adapt quickly to new programs. I have the knowledge to monitor attendance, based on prior professional experience of monitoring individuals, and report any necessary information to my superior. I have extensive knowledge in report writing and maintaining records.

Thank you for considering my application for the Attendance/Front Office Secretary. I am eager to contribute my skills and continue to learn from talented professionals. I would welcome the opportunity to discuss how my qualifications align with your needs in more detail.

Please find my attached resume for your review.

Sincerely,

Brittany Smith

SECTION II - BUS ROUTES

Cascade Public Schools

School Transportation Routes

School Year 2024-2025

<u>Route</u>	<u>Bus</u>	<u>Number</u>	<u>Driver</u>	<u>Miles</u>	<u>Capacity</u>
Rt #1	Castner Falls	584A	Fred Miller	72.8	30
Rt #2&3	Hwy 91/Wolf Creek	<i>*New bus*</i>	Eric Mondragon	126	77
Rt #4	Ulm – A	2550	Ari Cortez	62	66
Rt #5	Ulm – B	767A	Laura Cortez	106	69
Rt #6	Deep Creek	740C	Tracy Taft	72	7
Rt #7	Sun River	756C	Nada Cummings	96	7
Rt #8	Adel/Chestnut Valley	560C	Dori Hughes	64	30

All buses arrive school at 7:40 AM

All buses leave school at 4:05 PM

SECTION III - 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.

- 8th 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 8th 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.

Additional changes from policy meeting:

- **Remove:** “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.” pg. 5
- **Add:** “15% of net profits will be paid in addition to the stipend at the conclusion of the fiscal year” pg. 6
- **Remove:** “or in the presence of players” under Expected Behaviors in reference to alcohol and tobacco use. pg. 9
- **Add:** “free and reduced meals” to activity fee. pg. 17
- **Add:** “Approval for 8th grade participation will only be considered on a case by case basis.” pg 17
- **Change:** “will” to “may” throughout 8th grade policy. pg 18
- **Change:** “districts/divisionals/regionals” to “postseason” in Dual Activity in a Season pg. 18
- **Add:** “Parent/guardian approval is required for participation in dual athletic seasons. Completion of the Dual Athletic Seasons Form is required for each overlapping season.” to Dual Activity in a Season pg. 18
- **Add:** “If tryouts are held and high school students are cut, 8th grade participation will be prohibited.” to Participant Selection Policy. pg. 18
- **Copy** “Attendance on Day of Activity” from Student handbook pg. 19
- **Add:** “Coaches may not hold more than one mandatory athletic practice per school day. Nonmandatory practices shall not determine the students participation in the activity.... This includes mandatory or optional practices and summer camps.” to Competitions & Practices pg. 23
- **Change:** 48-hours to two school days in reference to alternative travel from pg. 23

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
 - 6th-12th increase from \$50 to \$75
 - K-5th increase from \$35 to \$75
 - Family Pass increase from \$155 to \$225
 - Add Adult pass at \$100
- 8th 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.

- o 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):
 - o Change language: Two awards will be chosen by the Head Coach. The third award will be the Badger Virtues award.
 - o 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)
 - o **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.

Additional changes from policy meeting:

- **Remove:** “Academic” from Ineligibility title pg. 6
- **Add:** “free and reduced meals”
- **Remove:** “The activity fee must be paid prior to any participation by students. The Activity Fee will be waived for those qualifying for free lunch.”
- **Add:** “Approval for 8th grade participation will only be considered on a case by case basis.” pg. 7
- **Change:** “will” to “may” throughout 8th grade policy. pg. 7
- **Change:** “districts/divisionals/regionals” to “postseason” in Dual Activity in a Season pg. 8
- **Add:** “Parent/guardian approval is required for participation in dual athletic seasons. Completion of the Dual Athletic Seasons Form is required for each overlapping season.” to Dual Activity in a Season pg. 8
- **Add:** “If tryouts are held and high school students are cut, 8th grade participation will be prohibited.” to Participant Selection Policy. pg. 18
- **Add:** Dual Season Form

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.

- o **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):

- o 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):
 - o **Replace:** “Rules” with “Expectations”
 - o **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.

Additional changes from policy meeting:

- **Keep original PDA policy. pg. 23**
- **Add:** “Seniors may be allowed to eat in the commons.” pg. 23
- **Change:** “Only school administration” to “teachers” to determine cellphone use. Remove “by school officials, including classroom teachers” pg. 24
- **Remove:** “Assumption of Risk Statement” pg. 31
- **Remove:** “There is to be no solicitation of school personnel in the building before, during, or after school.” from Fundraising pg. 31
- **Add:** “social media” to Student Directory Info Notification



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



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

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
STEP 1	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.
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. 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
STEP 3	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
STEP 4	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
Examples of Offenses	<ol style="list-style-type: none"> 1) Public Display of Affection 2) Dress Code/ Food & Drink Violations 3) "Horseplay" & "Roughhousing" 4) Unexcused Tardies 5) Profanity/Inappropriate Behavior 6) Absence from an assigned Detention 7) Disrespectful Behavior 8) Defiance 9) Other Minor Behavioral Offenses 	<ol style="list-style-type: none"> 1) Insubordination/ Non-Compliance 2) Chronic Disruptive Behavior 3) Minor Vandalism 4) Technology Misuse/ Use of Cellular Device 5) Unexcused Absences/Truancy 6) Cheating/Plagiarism 7) Bullying/Harrasment 8) Threat (Direct or Implied) 9) Hazing/Intimidation 	<ol style="list-style-type: none"> 1) Verbal Abuse to Student or Staff 2) Minor Physical Assault/Fighting 3) Minor Weapon/Endangerment 4) Destruction of Property/Vandalism 5) Misdemeanor Theft (<\$500) [Restitution Paid] 6) Use/Possession of Drugs/Alcohol 7) Sexual Harrasment/ Violence 8) Inappropriate Misuses of Technology (Phones/Computers/Etc) 	<ol style="list-style-type: none"> 1) Distribution/Selling of Illegal Drugs 2) Sexual/Major Physical Assault 3) Major Weapons 4) Felony Theft (> \$500) [Restitution Paid] 5) Bomb/Death Threat(s) 6) Falsely Triggering a Fire Alarm 7) Violating the Privacy of Student/Staff using Technology 8) Violations of Criminal Law

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 21st 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
- 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
- MHSA Sport Specific Rules clinic: All coaches must view the rules clinic specific to their sport. The clinic is found at 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 **at least** 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 **at least** 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~~ **seven** 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.

Extra/Co-Curricular Compensation					
Years of Continuous District Experience	0-3	4-8	9-13	14-18	19+
Longevity	0%	5%	10%	15%	20%
Activities Director	\$10,000	\$10,500	\$11,000	\$11,500	\$12,000
Head HS Varsity Coach -FB, BB, VB, WR, TR, GF, XC	\$2,997	\$3,147	\$3,297	\$3,447	\$3,596
1st Assistant	\$2,230	\$2,342	\$2,453	\$2,565	\$2,676
2nd Assistant ("C" Squad)	\$1,775	\$1,864	\$1,953	\$2,041	\$2,130
Head Cross Country Coach	\$2,807	\$2,947	\$3,088	\$3,228	\$3,368
JH Head Coach	\$1,514	\$1,590	\$1,665	\$1,741	\$1,817
JH Assistant Coach	\$1,058	\$1,111	\$1,164	\$1,217	\$1,270
JH 2nd Assistant Coach	\$918	\$964	\$1,010	\$1,056	\$1,102
Annual	\$1,165	\$1,223	\$1,282	\$1,340	\$1,398
BPA	\$2,997	\$3,147	\$3,297	\$3,447	\$3,596
Band	\$2,997	\$3,147	\$3,297	\$3,447	\$3,596
Concessions*	\$5,000	\$5,250	\$5,500	\$5,750	\$6,000
Choir	\$1,474	\$1,548	\$1,621	\$1,695	\$1,769
FFA	\$3,997	\$4,197	\$4,397	\$4,597	\$4,797
School Newspaper	\$1,165	\$1,223	\$1,282	\$1,340	\$1,398
Pep Club Advisor	\$672	\$706	\$739	\$773	\$806
JH/HS Science Fair	\$1,775	\$1,864	\$1,953	\$2,041	\$2,130
Elementary Science Fair	\$619	\$650	\$681	\$712	\$743
National Honor Society	\$1,165	\$1,223	\$1,282	\$1,340	\$1,398
HS Student Council	\$1,165	\$1,223	\$1,282	\$1,340	\$1,398

***15% of net profits will be paid in addition to the stipend at the conclusion of the fiscal year**

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/free and reduced meals.

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, or on the MHSA website.

8th Grade Participation

Approval for 8th grade participation will only be considered on a case by case basis. Coaches are not required to allow 8th graders to participate on the team, no matter if the minimum participation requirements are met or not. If coaches determine they will allow 8th grade participation, they must file the 8th 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 8th graders to begin participation until all forms are filed, reviewed and approved by administration and tryouts are completed, if applicable.**

If 8th 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 MHSA 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.

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

1. Football: 8th grade students are prohibited from participating in high school football, per MHSAA guidelines.
2. 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 may be brought up to fill the team, but the total number of participants on the team with 8th graders may NOT exceed 19.
3. ~~Volleyball~~ & Basketball: If the number of 9-12th grade students participating in the sport is less than 14, 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 may be brought up to fill the team, but the total number of participants on the team with 8th graders may NOT exceed 16.
4. Cross Country: If the number of 9-12th grade students participating in the sport is less than 3 for either boys' or girls' teams, 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 may 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.

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 postseason) for future participation. Parent/guardian approval is required for participation in dual athletic seasons. Completion of the Dual Athletic Seasons Form is required for each overlapping season.

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. If tryouts are held and high school students are cut, 8th grade participation will be prohibited.

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 6th 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. Coaches may not hold more than one mandatory athletic practice per school day. Nonmandatory practices shall not determine the students participation in the activity. 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 mandatory or optional practices and 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 MHS A 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 two school days** 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. 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 2nd place finish at district (GBB, GVB, T, BBB):~~

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

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

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

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

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

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

~~8 points — An individual or team member achieving a 1st 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 2nd 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 2nd Team All State (BFB, BBB, T, W, G, GBB, GVB, CC)~~

~~5 points — An individual or team member nominated to a 1st 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"> •Appears dazed or stunned •Is confused about events •Answers questions slowly •Repeats questions •Can't recall events prior to the hit, bump, or fall •Can't recall events after the hit, bump, or fall •Loses consciousness (even briefly) •Shows behavior or personality changes •Forgets class schedule or assignments 	<p><u>Thinking/Remembering:</u></p> <ul style="list-style-type: none"> •Difficulty thinking clearly •Difficulty concentrating or remembering •Feeling more slowed down •Feeling sluggish, hazy, foggy, or groggy <p><u>Physical:</u></p> <ul style="list-style-type: none"> •Headache or "pressure" in head •Nausea or vomiting •Balance problems or dizziness •Fatigue or feeling tired •Blurry or double vision •Sensitivity to light or noise •Numbness or tingling •Does not "feel right" 	<p><u>Emotional:</u></p> <ul style="list-style-type: none"> •Irritable •Sad •More emotional than usual •Nervous <p><u>Sleep*:</u></p> <ul style="list-style-type: none"> •Drowsy •Sleeps less than usual •Sleeps more than usual •Has trouble falling asleep <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:

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 21st 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.

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.

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.

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 MHSAA Official Handbook for waiver requirements)

MHSAA 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/**free and reduced meals**.

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

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

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

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, or on the MHSA website.

8th Grade Participation

Approval for 8th grade participation will only be considered on a case by case basis. Coaches are not required to allow 8th graders to participate on the team, no matter if the minimum participation requirements are met or not. If coaches determine they will allow 8th grade participation, they must file the 8th 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 8th graders to begin participation until all forms are filed, reviewed and approved by administration and tryouts are completed, if applicable.**

If 8th 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 MHSA 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.

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

1. Football: 8th grade students are prohibited from participating in high school football, per MHSA guidelines.
2. 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 may be brought up to fill the team, but the total number of participants on the team with 8th graders may NOT exceed 19.
3. ~~Volleyball~~ & Basketball: If the number of 9-12th grade students participating in the sport is less than 14, 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 may

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

4. Cross Country: If the number of 9-12th grade students participating in the sport is less than 3 for either boys' or girls' teams, 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 may** 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.

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 postseason**) for future participation. **Parent/guardian approval is required for participation in dual athletic seasons. Completion of the Dual Athletic Seasons Form is required for each overlapping season.**

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. **If tryouts are held and high school students are cut, 8th grade participation will be prohibited.**

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 6th 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 within 48 hours, may have the 2-week suspension reduced to 1 week and an opportunity for a varsity letter and post season awards.

Second Violation

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

Third Violation

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

Further Violations

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

Coaches/Advisors policies may exceed these rules.

Suspension or Exclusion from Team

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

Student and Parent/Legal Guardian Due Process

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

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

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

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"> •Appears dazed or stunned •Is confused about events •Answers questions slowly •Repeats questions •Can't recall events prior to the hit, bump, or fall •Can't recall events after the hit, bump, or fall •Loses consciousness (even briefly) •Shows behavior or personality changes •Forgets class schedule or assignments 	<p><u>Thinking/Remembering:</u></p> <ul style="list-style-type: none"> •Difficulty thinking clearly •Difficulty concentrating or remembering •Feeling more slowed down •Feeling sluggish, hazy, foggy, or groggy <p><u>Physical:</u></p> <ul style="list-style-type: none"> •Headache or "pressure" in head •Nausea or vomiting •Balance problems or dizziness •Fatigue or feeling tired •Blurry or double vision •Sensitivity to light or noise •Numbness or tingling •Does not "feel right" 	<p><u>Emotional:</u></p> <ul style="list-style-type: none"> •Irritable •Sad •More emotional than usual •Nervous <p><u>Sleep*:</u></p> <ul style="list-style-type: none"> •Drowsy •Sleeps less than usual •Sleeps more than usual •Has trouble falling asleep <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 2nd-place finish at district (GGB, GVB, T, BBB).

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

3 points — An individual achieving a 3rd-place divisional finish (W, G).

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

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

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

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

8 points — An individual or team member achieving a 1st-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 2nd 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 2nd Team All State (BFB, BBB, T, W, G, GBB, GVB, CC)~~
- ~~5 points — An individual or team member nominated to a 1st 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) _____



DUAL ATHLETIC SEASONS FORM

Parent/guardian approval is required for participation in dual athletic seasons. If 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 (postseason) for future participation. The student/parent/coach understands that students may not start participation in dual sports until the form is completed and filed with the Activities Director and the Activities Director reviews and approves the request. This form must be completed for each overlapping season.

John Rumney
Board Chairman

Levi Collins
Superintendent

Michael Wilson
Principal

Sonja Mazaira
Dean of Students

Karsen Floerchinger
Business Manager

Jason Raether
Activities Director

Armando Romero
Food Services Director

Bryan Smith
Maintenance Director

Wiley Aker
Transportation Director

School Year: _____ Sports: _____

Student name: _____

Student signature: _____ Date: _____

Parent/Guardian name: _____

Parent/Guardian signature: _____ Date: _____

Head Coach Sport 1: _____ Date: _____

Head Coach Sport 2: _____ Date: _____

Date Received by Administration: _____

Administration Determination: APPROVE DENY

Activities Director Signature: _____



Cascade School District



Student Handbook

Kindergarten – 12th 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 21st 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 ~~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 Ag 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 documents the contact.</p> <p>Teacher may contact parent/guardian at this point. 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>Teacher will contact parents/guardians. 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, Saturday 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 and/or the counselor may 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 continues 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, Saturday 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>More than 12 7</p>	<p>Interventions may be assigned by the Principal (i.e. medical only, contract, Saturday Friday 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.

Infraction	Minor Definition	Major Definition
Inappropriate Language	Student engages in low intensity instance of inappropriate language.	Verbal messages that include swearing, name calling or use of words in an inappropriate way.
Physical Contact/Aggression/Fighting	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.)
Defiance/Disrespect/Non-Compliance	Student engages in brief or low-intensity failure to respond to adult requests.	Refusal to follow directions, talking back and/or socially rude interactions.
Disruption	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.
Property Misuse/Damage/Vandalism	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.
Technology Violation	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.
Lying/Cheating	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.
Harassment	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.
Theft	N/A	Student is in possession of, having passed on, or being responsible for removing someone else's property.
Truancy	N/A	Student receives an "unexcused absence for 1/2 day or more.
Bullying	N/A	Intentional intensive behavior, repeated over time, that involves an imbalance of power.
Inappropriate Location/Out of Bounds Area	N/A	Student is in an area that is outside of school boundaries (as defined by school).
5 Tune-Up Slips	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"> • Public Display of Affection • Dress Code/ Food & Drink Violations • "Horseplay" & "Roughhousing" • Unexcused Tardies • Profanity/Inappropriate Behavior • Absence from an assigned Detention • Disrespectful Behavior • Defiance • Other Minor Behavioral Offenses 	<ol style="list-style-type: none"> 1) Insubordination/ Non-Compliance 2) Chronic Disruptive Behavior 3) Minor Vandalism 4) Technology Misuse/ Use of Cellular Device 5) Unexcused Absences(3 Unexcused tardies)/Truancy 6) Cheating/Plagiarism 7) Bullying/Harassment 8) Threat (Direct or Implied) 9) Hazing/Intimidation 10) 3 or MORE lunch detentions in a quarter. 	<ol style="list-style-type: none"> 1) Verbal Abuse to Student or Staff 2) Minor Physical Assault/Fighting 3) Minor Weapon/Endangerment 4) Destruction of Property/Vandalism 5) Misdemeanor Theft (<\$500) [Restitution Paid] 6) Use/Possession of Drugs/Alcohol 7) Sexual Harassment/ Violence 8) Inappropriate Misuses of Technology (Phones/Computers/Etc.) 	<ol style="list-style-type: none"> 1) Distribution/Selling of Illegal Drugs 2) Sexual/Major Physical Assault 3) Major Weapons 4) Felony Theft (> \$500) [Restitution Paid] 5) Bomb/Death Threat(s) 6) Falsely Triggering a Fire Alarm 7) Violating the Privacy of Student/Staff using Technology 8) Violations of Criminal Law

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.**

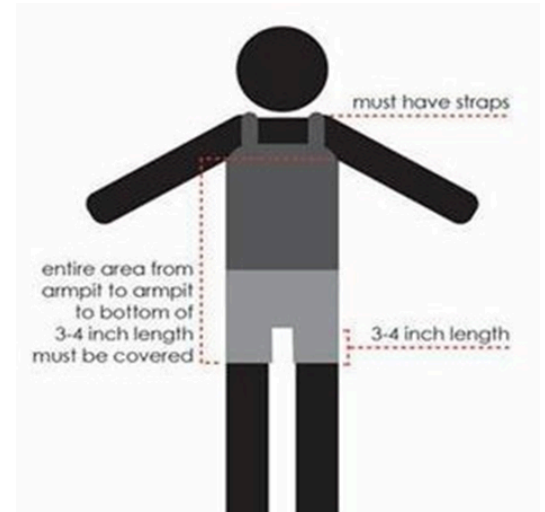
CAMPUS CONDUCT

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.

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. Seniors may be allowed to eat in the commons. 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~~ **Teachers** can authorize the use of cellphones during class time. 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

Only school group fundraising is permitted. Individual students are prohibited from conducting fundraisers. 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. 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

Lunch	Lunch Recess
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, **social media**, 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 IV - POLICIES

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

2
3 **INSTRUCTION**

4
5 2165
6 Page 1 of 3

7 Early Literacy Targeted Interventions

8
9 Purpose and Goals

10
11 The Board of Trustees finds the ability to read at or above grade level is essential for educational
12 success. The purposes of this policy are to:

- 13
14 (a) provide parents with voluntary early literacy interventions for their children;
15
16 (b) increase the number of children in the District who are reading proficient at the end of
17 3rd grade and in so doing help those children develop their full educational potential
18 pursuant to Article X, section 1(1), of the Montana Constitution; and
19
20 (c) foster a strong economic return for the state on early literacy investment through
21 enhancing the District's skilled workforce and decreasing future reliance on social
22 programs and the criminal justice system.

23
24 The Board of Trustees intends to collaborate with the Board of Public Education and Office of
25 Public Instruction to achieve the purposes of this policy by gathering, analyzing, and making
26 available outcome data and by continually refining the interventions to increase the efficacy and
27 efficiency of each intervention.

28
29 Compliance

30
31 The early literacy targeted intervention strategies, programs, and services established, authorized,
32 and implemented by this policy shall be in accordance with early childhood education standards
33 at Title 10 Chapter 63 ARM. The early literacy targeted intervention strategies, programs, and
34 services established, authorized, and implemented by this policy shall include, at minimum:

- 35
36 (a) ongoing evaluation of student progress used to tailor instruction to specific student needs;
37 (b) strategies to encourage, enhance, and honor parental involvement;
38 (c) methods to employ and assign qualified staff to deliver programming who have
39 completed a fingerprint based criminal background check in accordance with Policy 5120
40 and Policy 5122 and receive regular professional development in accordance with Policy
41 5121;
42 (d) adherence to eligibility standards;
43 (e) organization, when applicable, of classrooms which satisfy physical, supervision, safety,
44 and capacity standards; and
45 (f) dedicated Trustee and administrative leadership in accordance with Policy 6110.
46
47

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>Parent/Guardian Signature (or Group Home Manager, in Place of Parent/Guardian) 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. 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>Transportation can be determined per 20-5-320(2)(b), MCA</p> <ul style="list-style-type: none"> • Transportation is the responsibility of the parent/guardian; • Transportation can be provided by agreement of the district of residence and the district of choice; or • Transportation can be discretionarily provided by the district of attendance. <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)
Parent/Guardian Request 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>	
A. DISTRICT OF CHOICE/PLACEMENT	
The Board of Trustees:	
_____ APPROVES this Student Attendance Agreement	
_____ DISAPPROVES this Student Attendance Agreement	
Board Chair _____	
Signature _____ Date: _____	
B. DISTRICT OF RESIDENCE	
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: _____



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 VI - Individual Transportation Contracts

SECTION I - MEETING MINUTES

Regular Meeting

DRAFT

Cascade School District 3B
Board of Trustees
June 25, 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, Jason Raether, Lawni Raether, Jen Ward, Dave Nelsen, Raija Buley, Tom Cummings, Tina Mann, Savannah Collins, Liz Edmundson

John Rumney - Board Chair, called the Board of Trustees meeting to order at 6:03 pm. The Board said the Pledge of Allegiance. Mr. Rumney asked for public comment on non-agenda items. There was no public comment.

Public Comment

Informational

- A. Letter of Resignation - Connor Schulte
- B. Letter of Resignation - Christa Hardy (HS Track Head Coach)

Staff Reports

For full detailed reports, please see the board packet appendices available on the website.

- C. Jennifer Ward, FFA Advisor
 - a. FFA Banquet
 - b. Greenhouse progress
- D. Jason Raether, Activities Director
 - a. Head basketball coach
 - b. Caucus C meeting
 - c. Div Wrestling trophy
 - d. Division realignment
 - e. Scoreboard delivered and scheduled to be set up
- E. Levi Collins, Superintendent
 - a. Did not get 21st Century grant

- b. Early Literacy Program
- c. Admiral Beverage Contract
- d. Perkins consortium
- F. Karsen Floerchinger, Business Manager
 - a. All fund report

Board Report

- A. Board Training Hours

New Business

- A. 2024 MTSBA Association Business Ballot
Iain McGregor moved, seconded by Ruth Mortag to approve all issues as listed on the MTSBA ballot.
Passed unanimously.
- B. Consideration of Recommendation for High School Business Teacher, Amanda Iverson
Ruth Mortag moved, seconded by Iain McGregor to hire Amanda Iverson for High School Business Teacher for SY2024-2025, contingent upon background check results.
Passed unanimously.
- C. Consideration of Recommendation for for Dean of Students, Sonja Mazaira
Rick Cummings moved, seconded by Iain McGregor to approve the recommendation to hire Sonja Mazaira as Dean of Students for SY2024-2025.
Passed unanimously.
- D. Consideration of Recommendation for Classified Staff
Iain McGregor moved, seconded by Ruth Mortag to approve the recommendation to hire the Classified Staff for FY2024-2025, as listed.
Passed unanimously.
- E. Consideration of Recommendation for SY2024-2025 Coaches
Ruth Mortag moved, seconded by Iain McGregor to approve the recommendation to hire the coaches for SY2024-2025, as listed, pending background checks.
Tom Cummings made public comment in opposition of the head girls basketball coach.
Passed unanimously.
- F. Consideration of Recommendation for SY2024-2025 Advisors
Ruth Mortag moved, seconded by Iain McGregor to approve the recommendation to hire the advisors for SY2024-2025, as listed.
Passed unanimously.

G. Consideration of District House Window Replacement Quote

Iain McGregor moved, seconded by Rick Cummings to approve the district house window replacement.

The facilities committee commented on the need of windows in the district house. It was also mentioned about bringing in an outside source to do an evaluation of the house's needs.

Passed unanimously.

H. Consideration of Bus Replacement

Rick Cummings moved, seconded by Mark Cummings to approve the bus replacement with the 2024 International Cummins.

It was explained that the bus purchased at the beginning of the year was a lemon and the company was going to give the district a replacement. The replacement is an additional cost.

Passed unanimously.

I. Consideration of Recommendation for Jumpstart/Early Literacy Program

Iain McGregor moved, seconded by Ruth Mortag to approve the Jumpstart/Early Literacy Program for SY2024-2025.

A question of funding the program was asked. Mr. Collins explained that it was based on a percentage of qualifying students for ANB. Open enrollment may have an effect on the program. The teacher for SY2025 has been hired.

Passed unanimously.

J. Consideration of Recommendation for SY2024-2025 Handbook Updates

Iain McGregor moved, seconded by Rick Cummings to approve the 2024-2025 handbook updates.

Ruth Mortag moved to table to Handbook Updates, seconded by Iain McGregor.

Passed unanimously.

K. Consideration of Required Policy Revisions and Updates

Iain McGregor moved, seconded by Ruth Mortag to approve and adopt the 1st reading of the required policy updates and revisions, as listed.

Passed unanimously.

L. Consideration of Recommended Policy Revisions and Updates - 1st Reading

Rick Cummings moved, seconded by Ruth Mortag to approve and adopt the 1st reading of the recommended policy updates and revisions, as listed.

Passed unanimously.

M. Consideration of Required Policy Terminations

Mark McKamey moved, seconded by RuthMortag to terminate the policies,as listed.

Passed unanimously.

- N. Consideration of FY2024-2025 Annual MSGIA Property and Liability Insurance Renewal
Ruth Mortag moved, seconded by Mark McKamey to approve the MSGIA Property and Liability Insurance Renewal for FY2024-2025.
Passed unanimously.
- O. Consideration of FY2024-2025 Annual MSGIA Workers Compensation Renewal
Iain McGregor moved, seconded by Rick Cummings to approve the MSGIA Workers Compensation Renewal for FY2024-2025.
Passed unanimously.
- P. Consideration of FY2024-2025 Annual MTSBA Membership Renewal
Ruth Mortag moved, seconded by Rick Cummings to approve the MTSBA Renewal for FY2024-2025.
Passed unanimously.
- Q. Resolution to Decommission Obsolete Property
Iain McGregor moved, seconded by Ruth Mortag to approve the resolution to decommission obsolete property.
Passed unanimously.
- R. Resolution to Cancel Stale or Outstanding Warrants
Rick Cummings moved, seconded by Iain McGregor to approve the recommendation to cancel the stale dated warrants as listed.
Passed unanimously.
- S. Resolution to Close Activity Account, Class of 2024
Mark McKamey moved, seconded by Iain McGregor to approve the recommendation to close the Class of 2024 activity account.
Passed unanimously.
- T. Resolution to Open Activity Account, Class of 2028
Mark McKamey moved, seconded by Iain McGregor to approve the recommendation to open the Class of 2028 activity account.
Passed unanimously.
- U. Resolution to Transfer to Compensated Absences Fund
Rick Cummings moved, seconded by Iain McGregor to approve the recommendation to transfer year end monies from the General Fund to the Compensated Absences Funds, if necessary.
Passed unanimously.
- V. Resolution to Transfer to Interlocal Agreement Fund

Iain McGregor moved, seconded by Rick Cummings to approve the recommendation to transfer year end monies from the General Fund to the Interlocal Agreement Fund.

Karsen Floerchinger presented several options for the board to consider for the year end monies in the General and Transportation Funds. One option was to transfer all monies to the interlocal, another option was to recode expenses from the Technology fund in an effort to conserve budget for the ensuing years. The trustees opted to recode expenses from Technology to the General fund and to transfer Transportation funds to the Interlocal.

Mark McKamey moved to amend the motion to approve the recommendation to transfer year end monies from the General and Transportation funds to the Interlocal agreement fund, after recoding expenses from the Technology fund. Seconded by Rick Cummings.

Passed unanimously.

W. Consent Agenda (Appendix E)

- a. Minutes of Regular Board Meeting, May 21, 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.

Board Meeting Evaluation (I)

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

Announcements (I)

- A. Regular School Board Meeting, July 23, 2024
- B. Upcoming Trainings

Adjournment (A)

At 7:38 pm Iain McGregor moved, seconded by Ruth Mortag 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

SECTION II - BUSINESS CLAIMS

07/18/24
11:36:41

CASCADE PUBLIC SCHOOLS
Claim Details
For the Accounting Period: 6/24

Page: 1 of 16
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	
8847	13258S	1564 BENEFIS HEALTH SYSTEM	70.00						
1		05/28/24 Physical - TJ	35.00*		101	100-2600	340		
2		05/28/24 Physical - TJ	35.00*		201	100-2600	340		
8848	13259S	1758 BSN SPORTS	42,503.89						
1		925209922 04/21/24 8' x 18' Football Scorebo	2,492.00*	309	282 661	100-2600	730		
2		925209922 04/21/24 8' x 18' Football Scorebo	3,738.00*	309	282 157	100-2600	730		
3		925209922 04/21/24 8' x 18' Football Scorebo	4,800.00*	309	215 661	100-2600	730	100	
4		925209922 04/21/24 8' x 18' Football Scorebo	7,200.00*	309	215 157	100-2600	730	100	
5		925209922 04/21/24 Arch Truss, 3ft x 18ft	3,096.00*	309	282 661	100-2600	730		
6		925209922 04/21/24 Arch Truss, 3ft x 18ft	4,644.00*	309	282 157	100-2600	730		
7		925209922 04/21/24 Ad Panels	980.00*	309	282 661	100-2600	730		
8		925209922 04/21/24 Ad Panels	1,470.00*	309	282 157	100-2600	730		
9		925209922 04/21/24 Freight	530.40*	309	282 661	100-2600	730		
10		925209922 04/21/24 Freight	795.60*	309	282 157	100-2600	730		
11		925453644 05/12/24 Football Helmets	1,799.96*	310	201	720-3500	610		
14		925453644 05/12/24 Freight	35.96*	310	201	720-3500	610		
15		925002331 04/05/24 Golf Therma Long Sleeve	304.50*	311	201	720-3500	610		
16		925002331 04/05/24 Golf Therma Long Sleeve	346.50*	311	201	720-3500	610		
17		925002331 04/05/24 Golf Shell Jacket	293.93*	311	201	720-3500	610		
18		925002331 04/05/24 Golf Shell Jacket	293.93*	311	201	720-3500	610		
19		925002331 04/05/24 Shipping	37.17*	311	201	720-3500	610		
20		925432178 05/10/24 JH VB Uniforms	3,267.00*	313	101	720-3500	610		
RAETHER J									
21		925432178 05/10/24 Shipping	98.01*	313	101	720-3500	610		
RAETHER J									
22		925767211 05/20/24 Razor RZ7 - FB Shoulder Pad	3,680.00*		201	720-3500	610		
23		924731615 03/08/24 FB Helmets	920.93*		201	720-3500	610		
24		924731615 03/08/24 FB Helmets	1,680.00*		101	720-3500	610		
8849	13260S	3987 CULLIGAN	159.00						
1		05/31/24 Water Services	73.14		101	100-2600	452		
2		05/31/24 Water Services	85.86		201	100-2600	452		
8850	13262S	206 GENERAL DISTRIBUTING CO.	155.50						
1		1382328 05/31/24 AG - Welding Gases	155.50		201	390-1000	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
8851	13263S	1600 GREAT FALLS SCHOOL DIST 1 & A	65.00					
1		506 05/22/24 Dufresne Plaque	65.00		101	100-1000	610	
8852	13264S	242 HARTLEY'S SCHOOL BUS	89.40					
1		46350 05/21/24 Kit, DCM, Brush, Horn	44.70		110	100-2700	610	
2		46350 05/21/24 Kit, DCM, Brush, Horn	44.70		210	100-2700	610	
8853	13266S	1272 NAPA AUTO PARTS	1,274.23					
1		49-977591 05/15/24 16 PB DS PENE, Comboset	192.96		110	100-2700	610	
2		49-977591 05/15/24 16 PB DS PENE, Comboset	192.97		210	100-2700	610	
3		49-98012 05/22/24 Parts	78.60		110	100-2700	610	
4		49-98012 05/22/24 Parts	78.61		210	100-2700	610	
5		49-980628 05/23/24 Parts	364.54		110	100-2700	610	
6		49-980628 05/23/24 Parts	364.55		210	100-2700	610	
7		053124 05/31/24 SVC	1.00		110	100-2700	610	
8		053124 05/31/24 SVC	1.00		210	100-2700	610	
8855	13267S	400 NORTHWESTERN ENERGY	8,939.81					
1		06/07/24 Electricity - May 24	2,619.68*		101	100-2600	412	
2		06/07/24 Electricity - May 24	1,921.11		110	100-2600	412	
3		06/07/24 Electricity - May 24	1,921.11		201	100-2600	412	
4		06/07/24 Electricity - May 24	2,270.40*		210	100-2600	412	
5		06/07/24 Electricity - May 24	62.26*		101	100-2600	412	1
6		06/07/24 Electricity - May 24	45.65*		110	100-2600	412	1
7		06/07/24 Electricity - May 24	45.65*		201	100-2600	412	1
8		06/07/24 Electricity - May 24	53.95*		210	100-2600	412	1
8856	13268S	2601 PAPER SHREDDERS LLC	150.00					
1		10105 06/11/24 Paper Shredding	75.00*		101	100-2500	340	
2		10105 06/11/24 Paper Shredding	75.00*		201	100-2500	340	
8857	13269S	4495 PITNEY BOWES BANK INC PURCHASE	51.38					
1		06/03/24 Postage	22.09*		101	100-2300	532	
2		06/03/24 Postage	29.29*		201	100-2300	532	
8858	13270S	1710 REPUBLIC SERVICES	1,601.97					
1		462863 05/31/24 Disposal Services - June 24	800.98		101	100-2600	431	
2		462863 05/31/24 Disposal Services - June 24	800.99		201	100-2600	431	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
8859	13271S	1691 SCHOOLHOUSE IT	4,271.36						
1		3242 05/01/24 Contract Tech Services	1,409.55		128	100-2580	355		
2		3242 05/01/24 Contract Tech Services	2,861.81		228	100-2580	355		
8860	13272S	3311 SPECTRUM	64.99						
1		06/01/24 Dist House Internet	32.49*		128	100-2580	531	1	
2		06/01/24 Dist House Internet	32.50*		228	100-2580	531	1	
8861	13273S	616 SYSCO MONTANA INC.	709.42						
1		543008114 06/12/24 Food	205.73		112 157	910-3100	630		
2		543008114 06/12/24 Food	319.24*		112 158	910-3100	630		
3		543008114 06/12/24 Food	184.45		112 661	910-3100	630		
8862	13275S	2047 US FOODS	896.92						
1		553669 06/13/24 Food	269.07		112 157	910-3100	630		
2		553669 06/13/24 Food	484.34*		112 158	910-3100	630		
3		553669 06/13/24 Food	143.51		112 661	910-3100	630		
8863	13274S	3170 U.S. BANK EQUIPMENT FINANCE	2,821.56						
1		531222354 07/02/24 Copier Lease	1,410.78*		101	100-2580	350		
2		531222354 07/02/24 Copier Lease	1,410.78*		201	100-2580	350		
8864	13265S	1217 HUNTER, SALINA	80.85						
1		24-S2-5414 05/27/24 2024 S2 Transportation Rei	80.85		110	100-2700	514		
8865	13261S	1905 FOWLER, BRYNN	253.33						
1		24-S2-5414 05/27/24 2024 S2 Transportation Rei	253.33		110	100-2700	514		
8866	13277S	3592 WARD, MADILYN	200.00						
1		05/27/24 2024 Student of the Year	200.00*		201	710-3400	810		
8867	13276S	1847 WARD, JENNIFER	200.00						
1		05/27/24 2024 HS Teacher of the Year	200.00*		201	710-3400	810		
8868	13257S	3595 ALLEN, KAREN	200.00						
1		05/27/24 2024 EL Teacher of the Year	200.00*		201	710-3400	810		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
8869	13278S	1270 WEX BANK	3,827.32					
1		97442059 05/31/24 May Fuel	1,913.66		110	100-2700	624	
2		97442059 05/31/24 May Fuel	1,913.66		210	100-2700	624	
8871	13279S	509 PETTY CASH	2,000.00					
1		06/20/24 Petty Cash	1,000.00*		101	100-2500	810	
2		06/20/24 Petty Cash	1,000.00*		201	100-2500	810	
8872	13280S	1310 BMO HARRIS COMMERCIAL CARD	6,717.91					
1		CC-963 05/20/24 Expo Markers	13.12		101	625		
	AMAZON.COM				CC Accounting: 101-	-100-1000-610		
2		CC-963 05/20/24 Expo Markers	12.60		201	625		
	AMAZON.COM				CC Accounting: 201-	-100-1000-610		
3		CC-963 05/21/24 Storage Cabinets	137.08		101	625		
	AMAZON.COM				CC Accounting: 101-	-100-2600-610		
4		CC-963 05/21/24 Storage Cabinets	131.70		201	625		
	AMAZON.COM				CC Accounting: 201-	-100-2600-610		
5		CC-963 05/22/24 Locker Room Supplies	59.12		101	625		
	AMAZON.COM				CC Accounting: 101-	-720-3500-610		
6		CC-963 05/22/24 Locker Room Supplies	56.81		201	625		
	AMAZON.COM				CC Accounting: 201-	-720-3500-610		
7		CC-963 05/23/24 Hiring Committee Lunch	55.00		101	625		
	MISC RESTAURANTS	OUT-OF-DIST			CC Accounting: 101-	-100-2300-582		
8		CC-963 05/23/24 Hiring Committee Lunch	45.00		201	625		
	MISC RESTAURANTS	OUT-OF-DIST			CC Accounting: 201-	-100-2300-582		
9		CC-963 05/25/24 Supplies	53.45		101	625		
	HOME DEPOT				CC Accounting: 101-	-100-2600-610		
10		CC-963 05/25/24 Supplies	51.35		201	625		
	HOME DEPOT				CC Accounting: 201-	-100-2600-610		
11		CC-963 05/29/24 HUDL Subscription	1,099.00		201	625		
	SY2024-2025				CC Accounting: 201-	-720-3500-682		
	HUDL							
12		CC-964 05/05/24 Teacher Appreciation	24.49		101	625		
	SAMS CLUB				CC Accounting: 101-	-100-2400-630		
13		CC-964 05/05/24 Teacher Appreciation	18.47		201	625		
	SAMS CLUB				CC Accounting: 201-	-100-2400-630		
14		CC-964 05/05/27 Teacher Appreciation	21.39		101	625		
	ALBERTSONS				CC Accounting: 101-	-100-2400-630		
15		CC-964 05/05/27 Teacher Appreciation	21.38		201	625		
	ALBERTSONS				CC Accounting: 201-	-100-2400-630		
16		CC-964 05/07/24 Desk Return - Admin Office	80.00		101	625		
	EPIC OFFICE FURNITURE				CC Accounting: 101-	-100-2600-610		

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
17	CC-964 05/07/24 Desk Return - Admin Office	79.99		201	625	
	EPIC OFFICE FURNITURE		CC Accounting:	201-	-100-2600-610	
18	CC-964 05/09/24 Desk Bridge - Admin Office	23.98		101	625	
	EPIC OFFICE FURNITURE		CC Accounting:	101-	-100-2600-610	
19	CC-964 05/09/24 Desk Bridge - Admin Office	23.97		201	625	
	EPIC OFFICE FURNITURE		CC Accounting:	201-	-100-2600-610	
20	CC-964 05/09/24 Postage	7.91		101	625	
	US POSTAL SERVICE-CASCADE		CC Accounting:	101-	-100-2500-532	
21	CC-964 05/09/24 Postage	10.49		201	625	
	US POSTAL SERVICE-CASCADE		CC Accounting:	201-	-100-2500-532	
22	CC-964 05/14/24 Postage	52.05		101	625	
	US POSTAL SERVICE-CASCADE		CC Accounting:	101-	-100-2500-532	
23	CC-964 05/14/24 Postage	68.99		201	625	
	US POSTAL SERVICE-CASCADE		CC Accounting:	201-	-100-2500-532	
24	CC-964 05/20/24 Retirement Gift - KM	48.50		101	625	
	WALMART		CC Accounting:	101-	-100-1000-610	
25	CC-964 05/20/24 Retirement Gift - KM	48.50		201	625	
	WALMART		CC Accounting:	201-	-100-1000-610	
26	CC-964 05/22/24 Departing Staff Gifts	2.24		101	625	
	HOBBY LOBBY		CC Accounting:	101-	-100-1000-610	
27	CC-964 05/22/24 Departing Staff Gifts	2.23		201	625	
	HOBBY LOBBY		CC Accounting:	201-	-100-1000-610	
28	CC-964 05/23/24 Postage	0.29		101	625	
	US POSTAL SERVICE-CASCADE		CC Accounting:	101-	-100-2500-532	
29	CC-964 05/23/24 Postage	0.39		201	625	
	US POSTAL SERVICE-CASCADE		CC Accounting:	201-	-100-2500-532	
30	CC-964 05/23/24 Departing Staff Gifts	75.00		101	625	
	SCHEELS		CC Accounting:	101-	-100-1000-610	
31	CC-964 05/23/24 Departing Staff Gifts	75.00		201	625	
	SCHEELS		CC Accounting:	201-	-100-1000-610	
32	CC-964 05/26/24 Retirement Gift - KM	3.00		101	625	
	GREAT FALLS ACE 10TH		CC Accounting:	101-	-100-1000-610	
33	CC-964 05/26/24 Retirement Gift - KM	2.99		201	625	
	GREAT FALLS ACE 10TH		CC Accounting:	201-	-100-1000-610	
34	CC-964 05/28/24 MAP Testing Achievement Prize	29.97		101	625	
	TARGET		CC Accounting:	101-	-100-1000-610	
35	CC-964 05/28/24 Fuel	17.70		101	625	
	MISC. VENDOR.		CC Accounting:	101-	-100-2300-624	
36	CC-964 05/31/24 Departing Staff Gift	42.47		101	625	
	ALBERTSONS		CC Accounting:	101-	-100-1000-610	
37	CC-964 05/31/24 Departing Staff Gift	42.47		201	625	
	ALBERTSONS		CC Accounting:	201-	-100-1000-610	
38	CC-964 06/05/24 Fee	3.00		201	625	
	BMO HARRIS COMMERCIAL CARD		CC Accounting:	201-	-100-2500-810	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
39		CC-965 05/07/24 Election Meals	16.98		101	625		
	MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	101-	-100-2500-630		
40		CC-965 05/07/24 Election Meals	13.90		201	625		
	MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	201-	-100-2500-630		
41		CC-965 05/18/24 Supplies	26.37		101	625		
	468 MARKET			CC Accounting:	101-	-100-2600-610		
42		CC-966 05/13/24 Misc Classroom Supplies	236.46		101	625		
	AMAZON.COM			CC Accounting:	101-	-100-2600-610		
43		CC-966 05/13/24 Misc Classroom Supplies	227.19		201	625		
	AMAZON.COM			CC Accounting:	201-	-100-2600-610		
44		CC-966 05/14/24 HIS - Tribune Subscription	25.00		201	625		
	GREAT FALLS TRIBUNE			CC Accounting:	201-	-100-1000-640		
45		CC-967 05/02/24 Fuel	19.61		110	625		
	468 MARKET			CC Accounting:	110-	-100-2700-624		
46		CC-967 05/02/24 Fuel	19.61		210	625		
	468 MARKET			CC Accounting:	210-	-100-2700-624		
47		CC-967 05/02/24 Sup't Meeting	17.31		101	625		
	MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	101-	-100-2300-582		
48		CC-967 05/02/24 Sup't Meeting	14.16		201	625		
	MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	201-	-100-2300-582		
49		CC-967 05/18/24 ChatGPT Subscription	10.00		101	625		
	CHAT GPT			CC Accounting:	101-	-100-2300-682		
50		CC-967 05/18/24 ChatGPT Subscription	10.00		201	625		
	CHAT GPT			CC Accounting:	201-	-100-2300-682		
51		CC-968 05/15/24 Supplies	48.17		101	625		
	AMAZON.COM			CC Accounting:	101-	-100-1000-610		
52		CC-968 05/15/24 Supplies	46.28		201	625		
	AMAZON.COM			CC Accounting:	201-	-100-1000-610		
53		CC-968 05/20/24 PE Supplies	46.95		101	625		
	AMAZON.COM			CC Accounting:	101-	-100-1000-610		
54		CC-968 05/23/24 Shelf	101.98		101	625		
	AMAZON.COM			CC Accounting:	101-	-100-2600-610		
55		CC-968 05/23/24 Shelf	97.98		201	625		
	AMAZON.COM			CC Accounting:	201-	-100-2600-610		
56		CC-969 06/05/24 Food	139.60		112	625		
	MISC. VENDOR.			CC Accounting:	112-157-910-3100-630			
57		CC-969 06/05/24 Food	251.28		112	625		
	MISC. VENDOR.			CC Accounting:	112-158-910-3100-630			
58		CC-969 06/05/24 Food	74.45		112	625		
	MISC. VENDOR.			CC Accounting:	112-661-910-3100-630			
59		CC-970 05/02/24 Propane	12.56		201	625		
				CC Accounting:	201-	-100-2600-624		
60		CC-970 05/07/24 Pencil Sharpeners	89.17		101	625		
	AMAZON.COM			CC Accounting:	101-	-100-1000-610		

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
61	CC-970 05/07/24 Pencil Sharpeners	85.67		201	625			
AMAZON.COM			CC Accounting:	201-	-100-1000-610			
62	CC-970 05/08/24 Misc Supplies	160.40		101	625			
AMAZON.COM			CC Accounting:	101-	-100-2600-610			
63	CC-970 05/08/24 Misc Supplies	154.11		201	625			
AMAZON.COM			CC Accounting:	201-	-100-2600-610			
64	CC-970 05/21/21 Tech Supplies	275.28		101	625			
AMAZON.COM			CC Accounting:	101-	-100-1000-682			
65	CC-970 05/21/21 Tech Supplies	264.49		201	625			
AMAZON.COM			CC Accounting:	201-	-100-1000-682			
66	CC-970 06/04/24 Filter	15.49		101	625			
AMAZON.COM			CC Accounting:	101-	-100-2600-610			
67	CC-970 06/04/24 Filter	14.89		201	625			
AMAZON.COM			CC Accounting:	201-	-100-2600-610			
68	CC-970 05/29/24 Misc Supplies	172.12		101	625			
LOWES			CC Accounting:	101-	-100-2600-610			
69	CC-970 05/29/24 Misc Supplies	165.38		201	625			
LOWES			CC Accounting:	201-	-100-2600-610			
70	CC-971 05/08/24 Jeep Compass Registration	27.79		110	625			
CASCADE COUNTY CLERK AND RECORDER			CC Accounting:	110-	-100-2700-810			
71	CC-971 05/08/24 Jeep Compass Registration	27.79		210	625			
CASCADE COUNTY CLERK AND RECORDER			CC Accounting:	210-	-100-2700-810			
72	CC-971 05/08/24 Misc Parts	125.38		110	625			
HOTSY			CC Accounting:	110-	-100-2700-610			
73	CC-971 05/08/24 Misc Parts	125.37		210	625			
HOTSY			CC Accounting:	210-	-100-2700-610			
74	CC-971 05/22/24 Grille	198.96		110	625			
CITY MOTOR CO, INC			CC Accounting:	110-	-100-2700-610			
75	CC-971 05/22/24 Grille	198.95		210	625			
CITY MOTOR CO, INC			CC Accounting:	210-	-100-2700-610			
76	CC-971 05/22/24 Misc Parts	131.36		110	625			
CITY MOTOR CO, INC			CC Accounting:	110-	-100-2700-610			
77	CC-971 05/22/24 Misc Parts	131.36		210	625			
CITY MOTOR CO, INC			CC Accounting:	210-	-100-2700-610			
78	CC-972 06/05/24 FCS - Groceries	225.21		201	625			
MISC. VENDOR.			CC Accounting:	201-	-390-1000-610			
79	CC-974 05/06/24 K - Classroom Supplies	35.18		101	625			
AMAZON.COM			CC Accounting:	101-	-100-2600-610			
80	CC-974 05/06/24 K - Classroom Supplies	33.81		201	625			
AMAZON.COM			CC Accounting:	201-	-100-2600-610			
81	CC-974 05/07/24 4 - Classroom Supplies	129.73		101	625			
AMAZON.COM			CC Accounting:	101-	-100-2600-610			
82	CC-974 05/07/24 4 - Classroom Supplies	124.65		201	625			
AMAZON.COM			CC Accounting:	201-	-100-2600-610			

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Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
83		06/05/24 Refund	-191.56*		201	100-1000	810		
8873	13282S	1327 BURDICK'S LOCKSMITH SERVICES, INC.	531.00						
1		IN28028 05/29/24 Keys & Locks - Locker Rooms	270.81		101	100-2600	610		
2		IN28028 05/29/24 Keys & Locks - Locker Rooms	260.19		201	100-2600	610		
8874	13281S	1809 MUST	1,660.00						
3		JULY 24 07/01/24 July Retiree Insurance - CM	842.00*		289	100-1000	260	89	
4		JULY 24 07/01/24 July Retiree Insurance - LC	40.00*		289	100-1000	260	89	
5		JULY 24 07/01/24 July Retiree Insurance - RM	778.00*		289	100-1000	260	89	
8875	13283S	1268 DIAMOND PRODUCTS INC.	3.39						
112		Supplies							
1		3883 07/01/24 Supplies	1.02		112 157	910-3100	610		
2		3883 07/01/24 Supplies	1.83		112 158	910-3100	610		
3		3883 07/01/24 Supplies	0.54		112 661	910-3100	610		
8876	13284S	855 ENERGY WEST	1,719.96						
1		06/26/24 Gas - June 2024	835.90		101	100-2600	411		
2		06/26/24 Gas - June 2024	290.00		110	100-2600	411		
3		06/26/24 Gas - June 2024	255.89		201	100-2600	411		
4		06/26/24 Gas - June 2024	324.12		210	100-2600	411		
5		06/26/24 Gas - June 2024	6.88*		101	100-2600	411	1	
6		06/26/24 Gas - June 2024	2.39*		110	100-2600	411	1	
7		06/26/24 Gas - June 2024	2.11*		201	100-2600	411	1	
8		06/26/24 Gas - June 2024	2.67*		210	100-2600	411	1	
8877	13285S	3876 HD SUPPLY FORMERLY HOME DEPOT PRO	5,806.89						
1		802062828 04/29/24 New Room Supplies	68.75		101	100-2600	610		
2		802062828 04/29/24 New Room Supplies	66.05		201	100-2600	610		
4		802385161 04/30/24 Greenhouse	600.59*		215	390-1000	610	24	
5		802841601 05/02/24 Main't Supplies	238.04		101	100-2600	610		
6		802841601 05/02/24 Main't Supplies	228.70		201	100-2600	610		
7		807804208 06/03/24 Room Renovation	597.45		101	100-2600	610		
8		807804208 06/03/24 Room Renovation	574.02		201	100-2600	610		
9		808199467 06/05/24 FB Scoreboard Project	123.26		101	100-2600	610		
10		808199467 06/05/24 FB Scoreboard Project	118.43		201	100-2600	610		
11		808783054 06/07/24 FB Scoreboard Project	116.06		101	100-2600	610		
12		808783054 06/07/24 FB Scoreboard Project	111.50		201	100-2600	610		
13		809533862 06/12/24 Main't Supplies	821.72		101	100-2600	610		
14		809533862 06/12/24 Main't Supplies	789.50		201	100-2600	610		
15		809533870 06/12/24 Main't Supplies	166.97		101	100-2600	610		
16		809533870 06/12/24 Main't Supplies	160.43		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
17		809775638 06/13/24 Main't Supplies	118.81		101	100-2600	610	
18		809775638 06/13/24 Main't Supplies	114.15		201	100-2600	610	
19		809880412 06/14/24 Main't Supplies	18.42		101	100-2600	610	
20		809880412 06/14/24 Main't Supplies	17.70		201	100-2600	610	
21		809999329 06/14/24 Main't Supplies	61.20		101	100-2600	610	
22		809999329 06/14/24 Main't Supplies	58.80		201	100-2600	610	
23		810181768 06/17/24 Main't Supplies	117.55		101	100-2600	610	
24		810181768 06/17/24 Main't Supplies	112.94		201	100-2600	610	
25		810585174 06/19/24 Main't Supplies	235.79		101	100-2600	610	
26		810585174 06/19/24 Main't Supplies	226.54		201	100-2600	610	
27		810704742 06/19/24 CREDIT	-28.80		101	100-2600	610	
28		810704742 06/19/24 CREDIT	-27.68		201	100-2600	610	
8878	13286S	716 I-STATE TRUCK CENTER	4,042.44					
1		R252053198 06/27/24 Freightliner Labor	139.75*		110	100-2700	440	
2		R252053198 06/27/24 Freightliner Labor	139.75*		210	100-2700	440	
3		R252053198 06/27/24 Install On Spot Chains	1,572.67*		110	100-2700	440	
4		R252053198 06/27/24 Install On Spot Chains	1,572.68*		210	100-2700	440	
5		R252053198 06/27/24 Shop Supplies/Diagnostics	308.79*		110	100-2700	440	
6		R252053198 06/27/24 Shop Supplies/Diagnostics	308.80*		210	100-2700	440	
8879	13287S	1272 NAPA AUTO PARTS	1,376.67					
1		980126 05/22/24 Parts	78.60		110	100-2700	610	
2		980126 05/22/24 Parts	78.61		210	100-2700	610	
3		986303 06/10/24 Parts	146.80		110	100-2700	610	
4		986303 06/10/24 Parts	146.80		210	100-2700	610	
5		986141 06/10/24 Parts	250.69		110	100-2700	610	
6		986141 06/10/24 Parts	250.69		210	100-2700	610	
7		986714 06/11/24 Parts	63.60		110	100-2700	610	
8		986714 06/11/24 Parts	63.61		210	100-2700	610	
9		989638 06/19/24 Parts	104.19		110	100-2700	610	
10		989638 06/19/24 Parts	104.20		210	100-2700	610	
11		992768 06/27/24 Parts	5.25		110	100-2700	610	
12		992768 06/27/24 Parts	5.25		210	100-2700	610	
13		992739 06/27/24 Parts	39.19		110	100-2700	610	
14		992739 06/27/24 Parts	39.19		210	100-2700	610	

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
8880	13288S	1826 NATIONAL BUS SALES	62,000.00					
		VIN#4DRBUC8P1RB343770						
		Stock# P343770						
		2024 IC CE Cumms, Hyd. Brake. 77 passenger						
		TRADE IN TO REPLACE:						
		2022 Blue Bird Vision 77 passenger - Recall/LEMON						
		Trade-In price of \$94,900						
1		06/24/24 2024 IC CE Cumms 77 Pass	31,000.00		111	100-2700	740	
2		06/24/24 2024 IC CE Cumms 77 Pass	31,000.00		211	100-2700	740	
8881	13289S	1390 OFFICE OF PUBLIC INSTRUCTION	3,009.73					
1		06/14/24 Transportation Over-Pmt FY24	1,720.65		110	3210		
2		06/14/24 Transportation Over-Pmt FY24	1,289.08		210	3210		
8882	13290S	1947 POMP'S TIRE SERVICE, INC	2,000.00					
1		1810016918 06/19/24 21 Expedition Tires	1,000.00		110	100-2700	610	
2		1810016918 06/19/24 21 Expedition Tires	1,000.00		210	100-2700	610	
8883	13291S	1645 RUDD & COMPANY	1,500.00					
1		374444 05/31/24 FY23 Audit - Final Bill	900.00		101	100-2300	330	
2		374444 05/31/24 FY23 Audit - Final Bill	600.00		201	100-2300	330	
8884	13292S	3745 STEEL ETC HOLDING COMPANY	2,699.25					
1		604456 06/12/24 FB Scoreboard Steel	1,000.00		101	100-2600	610	
2		604456 06/12/24 FB Scoreboard Steel	1,500.00		201	100-2600	610	
3		604774 06/21/24 Table/Chair Rack Steel	99.62		101	100-2600	610	
4		604456 06/21/24 Table/Chair Rack Steel	99.63		201	100-2600	610	
8885	13293S	616 SYSCO MONTANA INC.	687.97					
1		543019378 06/19/24 Food	164.35		112 157	910-3100	630	
2		543019378 06/19/24 Food	255.02*		112 158	910-3100	630	
3		543019378 06/19/24 Food	147.34		112 661	910-3100	630	
4		543024739 06/22/24 Food	35.16		112 157	910-3100	630	
5		543024739 06/22/24 Food	54.55*		112 158	910-3100	630	
6		543024739 06/22/24 Food	31.55		112 661	910-3100	630	

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
8886	13294S	2047 US FOODS	896.92					
1		5563669 06/13/24 Food	269.07		112 157	910-3100	630	
2		5563669 06/13/24 Food	484.34*		112 158	910-3100	630	
3		5563669 06/13/24 Food	143.51		112 661	910-3100	630	
8887	13295S	1717 WESTERN BUILDING CENTER	128.50					
1		6I850780 06/05/24 FB Scoreboard Sono Tubes	64.25		101	100-2600	610	
2		6I850780 06/05/24 FB Scoreboard Sono Tubes	64.25		201	100-2600	610	
8888	13296S	1270 WEX BANK	1,453.40					
1		98044644 06/30/24 June Fuel - Transp.	437.25		110	100-2700	624	
2		98044644 06/30/24 June Fuel - Transp.	437.26		210	100-2700	624	
3		98044644 06/30/24 June Fuel - Admin	20.36		101	100-2300	624	
4		98044644 06/30/24 June Fuel - Admin	20.36		201	100-2300	624	
5		98044644 06/30/24 June Fuel - Athletics	373.72*		201	720-3500	624	
6		98044644 06/30/24 June Fuel - Drivers Ed	164.45*		218	100-1770	624	
8889	13298S	242 HARTLEY'S SCHOOL BUS	893.36					
1		46478 06/28/24 Bulb, Strobe	81.10		110	100-2700	610	
2		46478 06/28/24 Bulb, Strobe	81.10		210	100-2700	610	
3		46482 06/28/24 Mirror, Element, Air Filter	365.58		110	100-2700	610	
4		46482 06/28/24 Mirror, Element, Air Filter	365.58		210	100-2700	610	
8890	13299S	1934 ROCKY MOUNTAIN PORTABLES	971.00					
1		RMP212998 06/30/24 Portable Restroom - 4/24-6/	485.50		101	100-2600	452	
2		RMP212998 06/30/24 Portable Restroom - 4/24-6/	485.50		201	100-2600	452	
8891	13300S	505 TOWN OF CASCADE	3,029.50					
1		06/24/24 Water/Sewer Services - Jun 24	900.03		101	100-2600	421	
2		06/24/24 Water/Sewer Services - Jun 24	696.80		110	100-2600	421	
3		06/24/24 Water/Sewer Services - Jun 24	580.67		201	100-2600	421	
4		06/24/24 Water/Sewer Services - Jun 24	725.83		210	100-2600	421	
5		06/24/24 Water/Sewer Services - Jun 24	39.12*		101	100-2600	421	1
6		06/24/24 Water/Sewer Services - Jun 24	30.28*		110	100-2600	421	1
7		06/24/24 Water/Sewer Services - Jun 24	25.23*		201	100-2600	421	1
8		06/24/24 Water/Sewer Services - Jun 24	31.54*		210	100-2600	421	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
8892	13297S	1310 BMO HARRIS COMMERCIAL CARD	13,456.76					
1		CC-975 06/17/24 HIS - Tribune Subscription	25.00		101	625		
		GREAT FALLS TRIBUNE			CC Accounting: 101-	-100-1000-610		
2		CC-977 06/12/24 Postage	0.68		101	625		
		US POSTAL SERVICE-CASCADE			CC Accounting: 101-	-100-2500-532		
3		CC-978 06/11/24 MASBO - Hotel	197.72		101	625		
		MISC HOTELS OUT-OF-DIST			CC Accounting: 101-	-100-2300-582		
4		CC-978 06/11/24 MASBO - Hotel	197.71		201	625		
		MISC HOTELS OUT-OF-DIST			CC Accounting: 201-	-100-2300-582		
5		CC-978 06/11/24 MASBO - Meals	67.85		101	625		
		MISC RESTAURANTS OUT-OF-DIST			CC Accounting: 101-	-100-2300-582		
6		CC-978 06/11/24 MASBO - Meals	55.52		201	625		
		MISC RESTAURANTS OUT-OF-DIST			CC Accounting: 201-	-100-2300-582		
7		CC-978 06/12/24 DOT Clearinghouse Queries	62.50		110	625		
		FMCSA D&A CLEARINGHOUSE			CC Accounting: 110-	-100-2700-810		
8		CC-978 06/12/24 DOT Clearinghouse Queries	62.50		210	625		
		FMCSA D&A CLEARINGHOUSE			CC Accounting: 210-	-100-2700-810		
9		CC-979 06/19/24 ChatGPT Subscription	10.00		101	625		
		CHAT GPT			CC Accounting: 101-	-100-2300-682		
10		CC-979 06/19/24 ChatGPT Subscription	10.00		201	625		
		CHAT GPT			CC Accounting: 201-	-100-2300-682		
11		CC-980 06/07/24 Misc Hardware	31.02		101	625		
		HOME DEPOT			CC Accounting: 101-	-100-2600-610		
12		CC-980 06/07/24 Misc Hardware	29.80		201	625		
		HOME DEPOT			CC Accounting: 201-	-100-2600-610		
13		CC-980 06/11/24 Conference - Hotel	124.30		101	625		
		MISC HOTELS OUT-OF-DIST			CC Accounting: 101-	-100-2400-582		
14		CC-980 06/11/24 Conference - Hotel	101.70		201	625		
		MISC HOTELS OUT-OF-DIST			CC Accounting: 201-	-100-2400-582		
15		CC-980 06/14/24 Conference - Meals	10.58		101	625		
		MISC RESTAURANTS OUT-OF-DIST			CC Accounting: 101-	-100-2300-582		
16		CC-980 06/14/24 Conference - Meals	8.66		201	625		
		MISC RESTAURANTS OUT-OF-DIST			CC Accounting: 201-	-100-2300-582		
17		CC-981 06/11/24 Food	18.14		112	625		
		468 MARKET			CC Accounting: 112-157-910-3100-630			
18		CC-981 06/11/24 Food	32.65		112	625		
		468 MARKET			CC Accounting: 112-158-910-3100-630			
19		CC-981 06/11/24 Food	9.67		112	625		
		468 MARKET			CC Accounting: 112-661-910-3100-630			
20		CC-981 06/10/24 Food	29.41		112	625		
		WALMART			CC Accounting: 112-157-910-3100-630			
21		CC-981 06/10/24 Food	52.94		112	625		
		WALMART			CC Accounting: 112-158-910-3100-630			

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func			
22	CC-981 06/10/24 Food	15.68		112 625				
WALMART			CC Accounting:	112-661-910-3100-630				
23	CC-981 06/18/24 Food	8.39		112 625				
468 MARKET			CC Accounting:	112-157-910-3100-630				
24	CC-981 06/18/24 Food	15.10		112 625				
468 MARKET			CC Accounting:	112-158-910-3100-630				
25	CC-981 06/18/24 Food	4.47		112 625				
468 MARKET			CC Accounting:	112-661-910-3100-630				
26	CC-981 06/25/24 Food	5.98		112 625				
468 MARKET			CC Accounting:	112-157-910-3100-630				
27	CC-981 06/25/24 Food	10.77		112 625				
468 MARKET			CC Accounting:	112-158-910-3100-630				
28	CC-981 06/25/24 Food	3.19		112 625				
468 MARKET			CC Accounting:	112-661-910-3100-630				
29	CC-983 06/05/24 FB Field Paint	49.01		101 625				
SHERWIN-WILLIAMS			CC Accounting:	101- -100-2600-610				
30	CC-983 06/05/24 FB Field Paint	49.00		201 625				
SHERWIN-WILLIAMS			CC Accounting:	201- -100-2600-610				
31	CC-983 06/05/24 Misc Supplies	197.80		101 625				
NORTH 40 OUTFITTERS			CC Accounting:	101- -100-2600-610				
32	CC-983 06/05/24 Misc Supplies	190.04		201 625				
NORTH 40 OUTFITTERS			CC Accounting:	201- -100-2600-610				
33	CC-983 06/07/24 Misc Supplies	371.84		101 625				
AMAZON.COM			CC Accounting:	101- -100-2600-610				
34	CC-983 06/07/24 Misc Supplies	357.26		201 625				
AMAZON.COM			CC Accounting:	201- -100-2600-610				
35	CC-983 06/11/24 Misc Paint Supplies	62.97		101 625				
GREAT FALLS ACE 10TH			CC Accounting:	101- -100-2600-610				
36	CC-983 06/11/24 Misc Paint Supplies	62.98		201 625				
GREAT FALLS ACE 10TH			CC Accounting:	201- -100-2600-610				
37	CC-983 06/11/24 FB Field Electric Wiring	732.41		101 625				
PLATT ELECTRIC			CC Accounting:	101- -100-2600-610				
38	CC-983 06/11/24 FB Field Electric Wiring	732.44		201 625				
PLATT ELECTRIC			CC Accounting:	201- -100-2600-610				
39	CC-983 06/14/24 FB Field Electric Wiring	591.00		101 625				
UNITED ELECTRIC			CC Accounting:	101- -100-2600-340				
40	CC-983 06/14/24 FB Field Electric Wiring	591.00		201 625				
UNITED ELECTRIC			CC Accounting:	201- -100-2600-340				
41	CC-983 06/17/24 Misc Supplies	448.04		101 625				
GREAT FALLS ACE 10TH			CC Accounting:	101- -100-2600-610				
42	CC-983 06/17/24 Misc Supplies	448.04		201 625				
GREAT FALLS ACE 10TH			CC Accounting:	201- -100-2600-610				
43	CC-983 06/19/24 Misc Cleaning Supplies	1,031.08		101 625				
HILLYARD INC			CC Accounting:	101- -100-2600-610				

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
44		CC-983 06/19/24 Misc Cleaning Supplies	1,031.08		201	625		
	HILLYARD INC			CC Accounting:	201-	-100-2600-610		
45		CC-983 06/20/24 Smart TVs / Mounts	2,224.66		101	625		
	SAMS CLUB			CC Accounting:	101-	-100-2300-610		
46		CC-983 06/20/24 Smart TVs / Mounts	1,678.26		201	625		
	SAMS CLUB			CC Accounting:	201-	-100-2300-610		
47		CC-983 06/28/24 BWW	73.67		101	625		
	MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	101-	-100-2300-582		
48		CC-983 06/28/24 BWW	60.27		201	625		
	MISC RESTAURANTS	OUT-OF-DIST		CC Accounting:	201-	-100-2300-582		
49		CC-984 06/20/24 Misc Parts	137.75		110	625		
	BISON FORD			CC Accounting:	110-	-100-2700-610		
50		CC-984 06/20/24 Misc Parts	137.75		210	625		
	BISON FORD			CC Accounting:	210-	-100-2700-610		
51		CC-984 06/24/24 Misc Parts	229.45		110	625		
	CITY MOTOR CO, INC			CC Accounting:	110-	-100-2700-610		
52		CC-984 06/24/24 Misc Parts	229.44		210	625		
	CITY MOTOR CO, INC			CC Accounting:	210-	-100-2700-610		
53		CC-984 06/26/24 Misc Parts	86.29		110	625		
	CITY MOTOR CO, INC			CC Accounting:	110-	-100-2700-610		
54		CC-984 06/26/24 Misc Parts	86.28		210	625		
	CITY MOTOR CO, INC			CC Accounting:	210-	-100-2700-610		
55		CC-984 06/28/24 Horn Assembly	17.74		110	625		
	TRANSPORTATION ACCESSORY			CC Accounting:	110-	-100-2700-610		
56		CC-984 06/28/24 Horn Assembly	17.73		210	625		
	TRANSPORTATION ACCESSORY			CC Accounting:	210-	-100-2700-610		
57		CC-985 06/13/24 Clay	329.55		217	625		
	ARCHIE BRAY CLAY BUSINESS			CC Accounting:	217-	-610-1000-610		
8894	13302S	3745 STEEL ETC HOLDING COMPANY	1,319.25					
1		604561 06/12/24 FB Scoreboard Supplies	659.62		101	100-2600	610	
2		604561 06/12/24 FB Scoreboard Supplies	659.63		201	100-2600	610	
8895	13301S	1463 CASCADE COUNTY ELECTIONS	1,196.64					
1		24-630C 06/28/24 2024 Election Materials	598.32*		101	100-2500	550	
2		24-630C 06/28/24 2024 Election Materials	598.32*		201	100-2500	550	
	# of Claims	46	Total:	187,686.47	# of Vendors	39		

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/	Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	Fund Org Prog-Func		
	*** Cancelled in 6/24 ****				
	*** Claim from another period (12/22) ****				
8126	2386 HOBART SALES & SERVICE	444.25			
112 Supplies					
1	158776 10/18/22 Service Inv	128.83	112 157 910-3100	610	
2	158776 10/18/22 Service Inv	199.91	112 158 910-3100	610	
3	158776 10/18/22 Service Inv	115.51	112 661 910-3100	610	
	*** Cancelled in 6/24 ****				
	*** Claim from another period (5/23) ****				
8360	2180 SCARBOROUGH, CATELYN	609.00			
1	54426-S2 05/25/23 Semester 2 TR5 Reimbursement	609.00	110 100-2700	514	
	*** Cancelled in 6/24 ****				
	*** Claim from another period (9/23) ****				
8502	2584 OUTLAW GRAPHICS	620.00			
1	7155 08/29/23 School Bus Magnets	100.00	110 100-2700	610	
2	7155 08/29/23 School Bus Magnets	100.00	210 100-2700	610	
3	7155 08/29/23 Banner	160.00	110 100-2700	610	
4	7155 08/29/23 Banner	160.00	210 100-2700	610	
5	7155 08/29/23 Sick Room Magnets	50.00	101 100-2400	610	
6	7155 08/29/23 Sick Room Magnets	50.00	201 100-2400	610	
	*** Cancelled in 6/24 ****				
	*** Claim from another period (3/24) ****				
8740	2195 NYHOF, ABBY	185.00			
1	03/21/24 Folk Dance Clinician	92.50	101 710-3400	330	
2	03/21/24 Folk Dance Clinician	92.50*	201 710-3400	330	
	# of Claims 4	Total: 1,858.25	# of Vendors 39		

SECTION III - ACTIVITY ACCOUNTS

07/18/24
11:37:48

CASCADE PUBLIC SCHOOLS
Statement of Activity by Account Name for 06/01/24 to 06/30/24

Page: 1 of 2
Report ID: S100

Account	Receipts						Misc.	Misc.	Closing Balance
	Opening Balance	Disbursed (-)	in Transit (+)	Deposits (+)	Transfers (+)	Invest (+)	Earnings (+)	Charges (-)	
1 ANNUAL	43.20	0.00	0.00	0.00	0.00		0.00	0.00	43.20
36 ART	2227.51	210.77	300.00	0.00	0.00		0.00	0.00	2316.74
2 ATHLETICS	2342.48	3610.10	371.62	200.00	16910.00		0.00	0.00	16214.00
5 BAND	6371.31	75.00	316.00	0.00	0.00		0.00	0.00	6612.31
51 BOOK FAIR	715.78	0.00	171.00	0.00	0.00		0.00	0.00	886.78
3 BPA	-19221.16	42.73	16140.89	26.40	0.00		0.00	0.00	-3096.60
4 CHEER/PEP CLUB	2269.03	0.00	0.00	0.00	0.00		0.00	0.00	2269.03
7 CHOIR	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
62 CLASS OF 2024	1207.32	155.88	0.00	0.00	0.00		0.00	0.00	1051.44
68 CLASS OF 2025	1160.98	0.00	0.00	0.00	0.00		0.00	0.00	1160.98
69 CLASS OF 2026	216.38	0.00	0.00	0.00	0.00		0.00	0.00	216.38
71 CLASS OF 2027	357.62	0.00	0.00	0.00	0.00		0.00	0.00	357.62
41 CLOSE UP	1444.47	0.00	0.00	0.00	0.00		0.00	0.00	1444.47
13 CONCESSIONS	42274.87	0.00	0.00	0.00	-16910.00		0.00	0.00	25364.87
47 COUNSELING	1900.34	0.00	0.00	0.00	0.00		0.00	0.00	1900.34
65 DRIVERS EDUCATION	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
32 FCS	206.93	0.00	180.00	0.00	0.00		0.00	0.00	386.93
15 FFA	4210.66	3504.67	2703.10	0.00	0.00		0.00	0.00	3409.09
64 FOOD SERVICE CLEARING	52596.27	53269.87	0.00	673.60	0.00		0.00	0.00	0.00
12 HS BOYS' BB	1921.02	0.00	0.00	0.00	0.00		0.00	0.00	1921.02
46 HS CROSS COUNTRY	2224.60	0.00	0.00	0.00	0.00		0.00	0.00	2224.60
38 HS FOOTBALL	4364.32	245.00	0.00	0.00	0.00		0.00	0.00	4119.32
40 HS GIRLS' BB	-412.98	0.00	0.00	0.00	0.00		0.00	0.00	-412.98
66 HS GOLF	148.03	46.39	0.00	0.00	0.00		0.00	0.00	101.64
19 HS HONOR SOCIETY	4016.57	0.00	0.00	0.00	0.00		0.00	0.00	4016.57
29 HS STUDENT COUNCIL/MBI	701.79	0.00	0.00	0.00	0.00		0.00	0.00	701.79
37 HS TRACK	-14.51	295.01	359.00	0.00	0.00		0.00	0.00	49.48
10 HS VOLLEYBALL	5196.41	4409.71	10964.00	600.00	0.00		0.00	0.00	12350.70
34 HS WRESTLING	2072.69	0.00	0.00	0.00	0.00		0.00	0.00	2072.69
57 JH BOYS BB	1328.74	0.00	0.00	0.00	0.00		0.00	0.00	1328.74
39 JH FOOTBALL	2195.61	0.00	0.00	0.00	0.00		0.00	0.00	2195.61
56 JH GIRLS BB	282.04	0.00	0.00	0.00	0.00		0.00	0.00	282.04
35 JH HONOR SOCIETY	207.62	0.00	0.00	0.00	0.00		0.00	0.00	207.62
27 JH STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
53 JH TRACK	320.84	0.00	0.00	0.00	0.00		0.00	0.00	320.84
54 JH VOLLEYBALL	841.54	0.00	0.00	0.00	0.00		0.00	0.00	841.54
55 JH WRESTLING	128.19	0.00	0.00	0.00	0.00		0.00	0.00	128.19
43 JMG	208.61	0.00	0.00	0.00	0.00		0.00	0.00	208.61
6 JUNIOR TIRP	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
18 K-8 MISC EARNINGS	1833.88	110.00	0.00	0.00	0.00		0.00	0.00	1723.88
26 LIVING 2 SERVE	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
25 REVOLVING	5235.50	275.00	0.00	275.00	0.00		0.00	0.00	5235.50
24 ROBOTICS	97.20	0.00	0.00	0.00	0.00		0.00	0.00	97.20
9 SCHOLARSHIP	1719.87	0.00	0.00	0.00	0.00		0.00	0.00	1719.87
33 SHOP FUND	1305.54	0.00	0.00	0.00	0.00		0.00	0.00	1305.54
31 TECHNOLOGY	10142.70	14.95	0.00	0.00	0.00		0.00	0.00	10127.75
17 XCELL	422.23	0.00	0.00	0.00	0.00		0.00	0.00	422.23
898 MISC EARNINGS	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
899 MISC CHARGES	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
Total for Student Accounts	146812.04	66265.08	31505.61	1775.00					113827.57

SECTION IV - SUB LIST

Substitute Teachers	
Name	
CERTIFIED	
Corder, Mary	C/FP
Cox-Marez, Dawna	C/FP
Gearing, Michele	C/FP
Gist, Virginia	C/FP
McKamey, Jeanne	C/FP
Robinson, Diane	C/FP
Schulte, Carly	C/FP
Skogley, Melody	C/FP
Strobbe, Peggy	C/FP
NON-CERTIFIED	
Brown, Molly	FP
Gonzalez, Jordan	FP
Kimble, Genevieve	FP
McKamey, Rachelle	FP
Secretarial	
Name	
Brown, Molly	FP
Corder, Mary*	C/FP
Gearing, Michele*	C/FP
Skogley, Meolody	FP
McKamey, Jeanne	FP
XCELL! Afterschool Program	
Name	
Antonich, Myrtle	FP
Brown, Molly	FP
Deshayes, Heidi	FP
Gonzalez, Jordan	FP

Bus Drivers	
Name	
Brown, Amanda	FP/PH
Cope, Ted	FP/PH
Cummings, Thomas	FP/PH
Faulkner, Byron	FP/PH
McKamey, Jeanne	FP/PH
Nelsen, Dave	FP/PH
Nelsen, Mark	FP/PH
Skogley, Jeff	FP/PH
Tilleman, Eric	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	
McKamey, Jeanne*	FP
Vinson, JoAnn	FP/PH
Volunteers	
Name	
Legel, Erin (trainer)	
Nelsen, Jessica (piano)	

***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

SECTION V - STUDENT ATTENDANCE AGREEMENTS

**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 Box 380 59477	Grade	Mailed Date	Returned Date	Appvd Date
IO	11	04/04/24	05/07/24	

Simms Elementary School District PO Box 380 59477	Grade	Mailed Date	Returned Date	Appvd Date

Cascade students attending school in another District				
Great Falls Dist. EK-12th PO Box 24	Grade	Approved	Rcvd 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	
AB	K		06/06/24	
OB	1		06/06/24	

Ulm School Dist. EK-6th PO Box 480 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 Elementary School Dist. PO Box 207 59448	Grade	Mailed Date	Returned Date	Appvd Date
BG	9	04/04/24	04/15/24	
JG	10	04/04/24	04/15/24	

* Indicates new to the district this year
 "x" student attendance agreement received
 R=SAA received
 BA=SAA Board Approved
 New agreement received since last Bd Mtg
 Updated 10/2023 AH

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

SECTION VI - INDIVIDUAL TRANSPORTATION CONTRACTS

Individual Transportation Contracts
2024-2025

Elementary	R	BA	Mileage	Rate	Grade
KS					K-8

High School	R	BA	Miles To Bus Stop	Rate	Grade

"x" ITC received

R=Received

BA=Board Approved

New contract received since last Bd Mtg