

# Cascade School District



## Student Handbook

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

#### **MISSION:**

Promoting Excellence for All Students Through:

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

#### **VISION:**

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

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

#### **GOALS:**

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

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# Introductory Statement:

## To Students and Parents:

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

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

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

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

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

## School Song

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

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

# I. Academic Requirements

## ELEMENTARY SCHOOL

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

### *Marking Policy*

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

4 Advanced - exceeds expectations  
2 Nearing Proficient - Making progress  
N/A Not Assessed

3 Proficient - Meets expectations  
1 Novice - Area of concern  
TNG - Taught Not Graded

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

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

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

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

### *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

- Every student will be encouraged to take the courses that align with their academic needs and post-high school goals.
- Students in good standing 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.
- Students will be awarded the diploma option that aligns with the graduation requirements that they have completed. (alternative/modified diploma, standard diploma, college prep)
- Students suspended from a class will receive an incomplete on their transcript.
- Students in good standing may qualify for alternative means for earning high school credit as specified below.
- Selected 8th Grade students may take advanced level (HS) Math classes, these classes will count toward the 3 Credit HS Graduation requirements.

### *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 will be considered and approved on a case by case basis by the school counselor and principal and must adhere to 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.
- A student has met all requirements and is eligible to take AP and/or dual credit courses.

The alternate course must be a class required for graduation or completion of the Montana University System college prep program.

The following alternatives exist for earning high school course credit:

### **School to Work Program**

Eligible students 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.

Students must be on track with credits for graduation along with maintaining positive attendance. Students participating in the school to work program should model our core virtues and be a positive representative of our school.

It is important to note that students may receive credit for their work experience as a Pass (P) grade, not a traditional letter grade, and will not have an impact (positively or negatively) on the student's GPA. A Pass is earned by demonstrating proficiency in employability skills and Jobs for Montana Graduates (JMG) competencies. It is encouraged that students participate in school to work experiences that support their future career and or educational goals.

### **Summer School**

A student must take it upon themselves to enroll in a summer school program and be able to provide an official transcript to have their coursework counted towards graduation requirements. Prior to enrollment in summer school courses, the signed approval of the student and administrator is required.

### **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 & Dual Credit**

Dual Enrollment courses are courses that are offered at Cascade High School for college credit. These courses are taught by Cascade High School teachers and follow the high school academic calendar. Students will receive credit for successfully completing the course at the high school level and will be reported on college transcripts.

Dual Credit refers to courses that students take online and are taught by college professors. These courses follow the college academic calendar and grading policies. Student's final grades are reported to the high school upon the completion of the college semester. Students participating in Dual Credit will receive at least one period within their scheduled day to work on the course(s).



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.

Dual Credit courses offered both online and at Cascade High School will be recorded on a traditional 4 point scale.

Students participating in Online Dual Credit classes, can elect to have the course only count towards college credits and not recorded on their high school transcript.

Student choosing to not receive high school credit for a dual credit class need to notify the registrar and the school counselor within two weeks of the final grade being posted.

Currently Cascade High School does not offer any AP Courses. Eligible students could consider an AP Course through MTDA offerings.

### **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.

Currently Cascade High School does not offer any AP Courses. Eligible students could consider an AP Course through MTDA offerings.

### ***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. Junior high teachers will meet with the 8th grade students to plan for their ceremony.

### ***Graduation***

Under the guidance of the senior class advisors, It is the responsibility of the senior class to purchase graduation decorations and materials, including caps, gowns, individual flowers and other decorations. Stage flowers will be provided by the school. Seniors must meet all graduation requirements to participate in graduation ceremonies. Students who violate the attendance policy may be prohibited from participating in graduation ceremonies. Furthermore, the principal reserves the right to withhold a student's participation in the ceremony due to issues related to behavior. In such cases, parents or guardians will be notified in a timely manner to allow for appropriate resolution. Seniors will not return to school on the days following graduation unless directed to do so by the principal.

Valedictorian and Salutatorian are selected at the end of seven semesters by numerical grade equivalent. Courses with a pass "P" grade are not calculated in GPA, i.e. School to Work and Drivers Education. 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. In the event of a tie, students will be awarded co-valedictorian and/or salutatorian.

## Graduation Requirements

Subjects	Number of Credits Required
English	4
Math	3
Science	3
Social Studies*	3
Health & Phys. Ed.	1
Fine Arts	1
Career and Technical Ed	1
Personal Finance	½
Electives	8

\*One credit of Social Studies must be Government class, per state graduation requirements.

### 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

### Ag:

Ag 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, 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 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

#### ***Open Enrollment***

The open enrollment period for out of district students will open April 1st and close on May 15th.

#### ***Age Requirements***

The public schools of the state of Montana may be open to all children and youth between the ages of 5 and 19 years. Children must have reached their fifth birthday on or before September 10th of the current school year before being eligible to enter kindergarten.

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**

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 their scheduled classes) 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 of school on the school day prior to the activity. Exceptions may be granted at the discretion of the administration for extenuating circumstances. 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.

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.

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.

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 need to contact their teacher(s) for a plan to complete their missing work. Students absent for 10 consecutive days will be 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.

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.

### ***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

### *Attendance Flowchart*

Number of excused or unexcused absences per semester/class period	Attendance Flowchart
1-4	<p>Call from the attendance office or automated dialer (this happens for each absence starting at 1.)</p> <p>Classroom teacher recognizes that absences may be a concern with the student. Teacher conferences with the student and <b>documents the contact</b>.</p> <p><b>Teacher may contact parent/guardian at this point.</b> Teacher documents the contact.</p> <p>Teacher explains to student opportunities for making up missed classwork (if parent/guardian is contacted that may be explained to them as well.)</p>
5-6	<p>Call from the attendance office or automated dialer (this happens for each absence starting at 1.)</p> <p>Classroom teacher recognizes that absences are a concern with the student. Teacher conferences with the student and documents the contact.</p> <p><b>Teacher will contact parents/guardians.</b> Teacher documents the contact.</p> <p>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, 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 <b>may</b> visit with the student and the parent/guardian. The Principal will document the visit.</p>
7	<p>Call from the attendance office or automated dialer (this happens for each absence starting at 1.)</p> <p>Teacher <b>continues</b> to conference with the student and parent/guardian regarding absences, opportunities for make-up, and class status.</p> <p>The Principal will conference with the student and the parent/guardian. The principal will document the conference.</p> <p>Interventions may be assigned by the Principal (i.e. medical only, contract, Friday school, detention, etc.) The principal notifies both the student and parent/guardian of the intervention type and time.</p>
More than 7	<p>Call from the attendance office or automated dialer (this happens for each absence starting at 1.)</p> <p>Interventions may be assigned by the Principal (i.e. medical only, contract, Friday school, detention, etc.) The principal notifies both the student and parent/guardian of the intervention type and time.</p> <p>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.</p> <p>Possible truancy citation by law enforcement/SRO.</p>

### ***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.)

### ***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. 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.



### **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. 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.

#### **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 support 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.




## Cascade Public Schools Elementary Behavior Support Matrix

### Student Behaviors

Level 1 Student Behavior (Classroom Managed)	Level 2 Student Behavior (Classroom Managed)	Level 3 Student Behavior (Classroom Managed and or Administrative Involvement)	Level 4 Student Behavior (Administrative Involvement)
<ul style="list-style-type: none"> <li>• Disruptive classroom behavior</li> <li>• Hallway disruptive behavior</li> <li>• Running</li> <li>• Cursing or inappropriate talk</li> <li>• Possession of prohibited items</li> <li>• Not following directions</li> <li>• Cheating</li> <li>• Using school chromebook/computer, phone, cell phone or other electronic devices without permission or in an inappropriate manner</li> <li>• Unsafe behavior</li> <li>• Lying</li> <li>• Not respecting physical space (hitting, pushing)</li> </ul>	<ul style="list-style-type: none"> <li>• Continuing (3) level 1 behaviors</li> <li>• Chronic and/or severe disruptive behavior</li> <li>• Directed cursing and abusive language/gestures</li> <li>• Abuse of school and other's property</li> <li>• Leaving the classroom without permission</li> <li>• Refusal to hand over prohibited items to a staff member</li> <li>• Horseplay or rough or dangerous behavior</li> <li>• Minor theft</li> </ul>	<ul style="list-style-type: none"> <li>• Continuing (3) or severe level 2 behaviors</li> <li>• Verbal disrespect to a teacher arguing, yelling, cursing</li> <li>• Physically aggressive behavior</li> <li>• Irreparable vandalism</li> <li>• Engaging in behavior which creates substantial risk of injury</li> <li>• Threatening violence with clear intent</li> <li>• Using slurs based on race, ethnicity, color, religion, or gender</li> <li>• Sexual harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Continuing (3) level 3 behaviors</li> <li>• Physical fighting</li> <li>• Weapons</li> <li>• Sexual (physical) harassment</li> <li>• Major theft</li> <li>• Arson</li> </ul>

## Teacher and Staff/Administrative Responses


Level 1	Level 2	Level 3	Level 4
<ul style="list-style-type: none"> <li>• Student-teacher conference</li> <li>• Teacher directed recess problem solving</li> <li>• Refer to Counselor</li> <li>• Student reflection</li> <li>• Making amends</li> <li>• Apology letter</li> <li>• Time out by working in a cohort classroom</li> <li>• Parent/Guardian contact</li> </ul>	<p>Staff Response</p> <ul style="list-style-type: none"> <li>• Anecdotal documentation</li> <li>• Parent/Guardian contact</li> </ul> <p>And choose from:</p> <ul style="list-style-type: none"> <li>• Student-teacher conference</li> <li>• Teacher or Administrator directed recess problem solving</li> <li>• Refer to Counselor</li> <li>• Refer to Dean</li> <li>• Office referral</li> <li>• Detention (lunch/recess)</li> </ul>	<p>Staff Response</p> <ul style="list-style-type: none"> <li>• Immediate removal from classroom to ____ with referral</li> <li>• Parent/Guardian Contact</li> </ul> <p>Administration will:</p> <ul style="list-style-type: none"> <li>• Parent/Guardian contact</li> <li>• Administrative conference with student</li> <li>• Administrator assigned restrictions</li> </ul> <p>Administration can provide:</p> <ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• Detention (Friday school, ISS/OSS 1-10 days)</li> </ul> <p>Counselor may also:</p> <ul style="list-style-type: none"> <li>• Conference with student and/or guardian</li> <li>• Outside referral</li> </ul>	<p>Staff Response</p> <ul style="list-style-type: none"> <li>• Immediate removal from classroom to ____ with referral</li> <li>• Parent/Guardian Contact</li> </ul> <p>Administration will:</p> <ul style="list-style-type: none"> <li>• Parent/Guardian contact</li> <li>• Administrative conference with student</li> <li>• Administrator assigned restrictions</li> <li>• Behavior contract</li> <li>• Detention (Friday school, ISS/OSS 1-10 days)</li> <li>• Recommended expulsion - Conference with school board</li> </ul> <p>Counselor may also:</p> <ul style="list-style-type: none"> <li>• Conference with student and/or guardian</li> </ul> <p>Outside referral</p>

	ELEMENTARY CLASSROOM	CAFETERIA	HALLWAYS	RESTROOMS	COMMONS	BUS	EXTRA-CURRICULAR ACTIVITIES	PLAYGROUND
INTEGRITY	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	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	Speak quietly, kindly, and positively Stay out of others lockers Keep hands and feet to self	Use appropriate language volume and tone Report concerns to an adult	Use appropriate Language volume and tone	Use appropriate Language volume and tone Report concerns to an adult Be honest with yourself & others	Use appropriate Language volume and tone Practice Good Sportsmanship & Cheer Appropriately	Play nicely Keep equipment in good shape Listen to playground supervisor first time
RESPONSIBILITY	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	Clean up after yourself Properly dispose of food, trash, and litter Ask first if you want to leave	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	Keep it clear & clean GO, FLUSH, WASH Be respectful of the facility	Keep it clear & clean	Keep it clear & clean Always follow the bus drivers instructions Enter & exit the bus on time and quietly	Pick up trash and keep the areas clean Follow Event Etiquette Stay in designated areas	Use equipment appropriately Keep hands, feet, objects to self Line up when bell rings Return equipment
EMPATHY	Be kind and compassionate to others and self Be a team player Speak positively of ourselves and others Be Thankful	Clean up after yourself Properly dispose of food, trash, and litter Ask first if you want to leave	Let others have their personal space Be courteous of students going to classes Pause for elementary classes	Be considerate of others	Realize that this space belongs to not only the school but to the public	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	Be aware & considerate of others around you Include Others Accept the officials decisions	Find a buddy
RESILIENCE	Always do your best Have a growth mindset Stand up for yourself and others Be a problem solver	Make healthy choices Take what you eat and eat what you take	Keep your lockers and hallways clean			Have the self discipline to remain seated Demonstrate the willingness to follow ALL bus rules	Show Enthusiasm & Pride Participate with your best effort	Be a good sport

## JH/HS Behavior Matrix

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

OFFENSE	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<b>STEP 1</b>	Verbal Warning with Corrective Action. Parents notified.	Lunch Detention/After School Detention (1 Hour). Parents Notified. If applicable, Athletic Director notified.	Friday School Detention (4 Hours: 8AM-Noon). Possible ISS/OSS (1-5 Days) Parents Notified. Behavioral Referral & Possible Behavioral Contract & Counselor Referral. Student is ineligible for athletics/activities at minimum seven days (from date of determination of punishment) at the discretion of the Principal.	Police Contacted. Parent notified by Admins. Recommended Expulsion, Removal from athletics/activities, Conference with School Board.
<b>STEP 2</b>	Detention (1/2 Hour) - Can be served in the form of Lunch Detention/After School. Parent Contact.	Friday school Detention (3 Hours: 9AM -Noon). Parent Contact. Behavioral Referral & Possible Behavioral Contract. Student is ineligible for athletics/activities for seven day (from date of determination of	ISS/OSS (1-10 Days), Suspension from Activities (2 weeks). Parent Meeting. Behavioral Referral & Contract & Counselor Referral. Student is ineligible for athletics/activities at the discretion of the Principal.	N/A
<b>STEP 3</b>	Detention (1 Hour). Parent Contact. If applicable Athletic Director notified.	In-School Suspension [ISS] (1-2 Days ). Parents Notified. Behavioral Contract & Referral. Student is ineligible for athletics/activities for fourteen days (from date of determination of punishment). Ineligible for any activity or practice day of ISS.	OSS(1-10 Days). Parent Meeting. Suspension from athletics/activities for remainder of School Year. Behavioral Referral & Contract & Counselor Referral.	N/A
<b>STEP 4</b>	Office Referral, Friday School (2 Hours: 9AM-11AM). Parent Contact by Admins. Student is ineligible for athletics/activities for seven day (from date of determination of punishment).	Out of School Suspension [OSS] (1-5 Days). Parent Meeting w/ Admin. Behavioral Referral & Contract. Suspension from School Sponsored Activities (2 weeks) Student is ineligible for athletics/activities at the discretion of the Principal (ex: Remainder of season and or next season.)	OSS(10 Day minimum), Expulsion recommended. Parent conference with School Board/Admins	N/A
<b>Examples of Offenses</b>	<ol style="list-style-type: none"> <li>1) Public Display of Affection</li> <li>2) Dress Code/ Food &amp; Drink Violations</li> <li>3) "Horseplay" &amp; "Roughhousing"</li> <li>4) Unexcused Tardies</li> <li>5) Profanity/Inappropriate Behavior</li> <li>6) Absence from an assigned Detention</li> <li>7) Disrespectful Behavior</li> <li>8) Defiance</li> <li>9) Other Minor Behavioral Offenses</li> </ol>	<ol style="list-style-type: none"> <li>1) Insubordination/ Non-Compliance</li> <li>2) Chronic Disruptive Behavior</li> <li>3) Minor Vandalism</li> <li>4) Technology Misuse/ Use of Cellular Device</li> <li>5) Unexcused Absences/Truancy</li> <li>6) Cheating/Plagiarism</li> <li>7) Bullying/Harassment</li> <li>8) Threat (Direct or Implied)</li> <li>9) Hazing/Intimidation</li> </ol>	<ol style="list-style-type: none"> <li>1) Verbal Abuse to Student or Staff including racist remarks or hateful language</li> <li>2) Minor Physical Assault/Fighting</li> <li>3) Minor Weapon/Endangerment</li> <li>4) Destruction of Property/Vandalism</li> <li>5) Misdemeanor Theft (&lt;\$500) [Restitution Paid]</li> <li>6) Use/Possession of Drugs/Alcohol</li> <li>7) Sexual Harassment/ Violence</li> <li>8) Inappropriate Misuses of Technology (Phones/Computers/Etc.)</li> </ol>	<ol style="list-style-type: none"> <li>1) Distribution/Selling of Illegal Drugs</li> <li>2) Sexual/Major Physical Assault</li> <li>3) Major Weapons</li> <li>4) Felony Theft (&gt; \$500) [Restitution Paid]</li> <li>5) Bomb/Death Threat(s)</li> <li>6) Falsely Triggering a Fire Alarm</li> <li>7) Violating the Privacy of Student/Staff using Technology</li> <li>8) Violations of Criminal Law</li> </ol>
The examples of offenses listed are representative, and may not be all-inclusive. The administrator will decide which category a particular offense may fall into and what determines major and minor offenses. Students who receive more than four behavior referrals of any level will be considered for a behavior contract.				

	JUNIOR HIGH / HIGH SCHOOL CLASSROOM	CAFETERIA	HALLWAYS	RESTROOMS	COMMONS	BUS	EXTRA-CURRICULAR ACTIVITIES
<b>INTEGRITY</b>	Be Honest, Humble & do your own work Respect self, others, and property Use appropriate language, volume, and tone Participate cooperatively & be an active learner	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	Use appropriate Language volume and tone Stay out of others lockers No PDA Keep hands and feet to yourself	Use appropriate Language volume and tone Report concerns to an adult	Use appropriate Language volume and tone Report concerns to an adult Follow School Conduct & Dress Code	Use appropriate Language volume and tone Report concerns to an adult Be honest with yourself & others	Use appropriate Language volume and tone Practice Good Sportsmanship & Cheer Appropriately
<b>RESPONSIBILITY</b>	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	Clean up after yourself Properly dispose of food, trash, and litter Ask first if you want to leave	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	Keep it clear & clean GO, FLUSH, WASH, & Get back to class Be respectful of the facility	Keep it clear & clean	Keep it clear & clean Always follow the bus drivers instructions Enter & exit the bus on time and quietly	Pick up trash and keep the areas clean Follow Event Etiquette Stay in designated areas
<b>EMPATHY</b>	Recognize differences and use civility and respect in communication with others Demonstrate collaboration and teamwork Show compassion and understanding for ourselves and others Speak positively of ourselves and others Be Thankful	Clean up after yourself Properly dispose of food, trash, and litter Ask first if you want to leave	Smile & Greet others Let others have their space Be courteous of elementary students going to classes Practice Kindness	Be considerate of others	Realize that this space belongs to not only the school but to the public	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	Be aware & considerate of others around you Include Others Accept the officials decisions
<b>RESILIENCE</b>	Work to your potential Don't settle for "good enough" Have a growth mindset Have the courage to communicate & advocate for yourself & others	Make healthy choices Take what you eat and eat what you take	Learn your locker combinations Practice Organization & Continuous Cleanliness			Have the self discipline to remain seated Demonstrate the willingness to follow ALL bus rules	Show Enthusiasm & Pride Participate with your best effort

### 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.

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.**

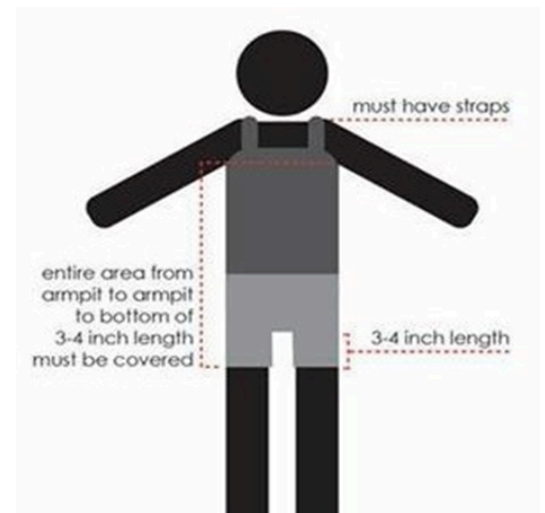
## **CAMPUS CONDUCT**

### ***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 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.

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 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 the 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. 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.

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. Unauthorized possession or use is grounds for confiscation of the device.

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 tag to 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. Any and all accidents that occur on school property must be reported to the principal directly after the incident occurs. 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. The principal may revoke open campus privileges for students who have not met eligibility, attendance or behavior expectations.

### **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.

### ***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 of a parent or guardian for 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. All school rules apply to students during school and school sponsored events.

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 curricular, extracurricular and co-curricular 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***

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 Thursday-during the season in concurrence with the academic eligibility report. Students with more than 7 absences/tardies per semester 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 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. 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.
- Everyone is expected to be in school on time the day following night games. When the proper procedure is followed, the student may attend the event and the absence will not count toward the eight-day rule. You are encouraged to plan ahead; get signed up and get your work done, then enjoy the event.

## **FUNDRAISING**

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.

# **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: \$8.00	Student (K-12): \$6.00

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

Chromebook Repair/Part Replacement Fees	
Charger	\$15.00
Screen	\$35.00
Keys	\$10.00/key
Case	\$15.00
Plastic Casing	\$20.00
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.

### ***Cafeteria***

Breakfast will be served from 7:30 AM– 7:55 AM. 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. 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 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.

## **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 from 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 a 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 not 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 that 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, an 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 found on school website) 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.**

## **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.

## **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 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 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 route buses

### ***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 a guest rider is riding directly to a regular rider's home.

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

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 (or other electronic device) 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. Herin forward, it is understood that the use of "chromebook" also means any other electronic device issued or owned by the school district, such as laptops, etc.

*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 the 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. The use of hotspots or wifi password sharing is not allowed and will be in violation of 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.
- 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) \_\_\_\_\_