

# Cascade Public Schools Student Handbook



2019-2020

Early Kindergarten to 12<sup>th</sup> Grade

**CASCADE PUBLIC SCHOOLS STUDENT HANDBOOK 2019-2020**  
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## CASCADE PUBLIC SCHOOLS

### ADMINISTRATION

Superintendent	Rick Miller	Ext. 105
Early K-6 Principal/Title IX	Michelle Price	Ext. 106
7-12 Principal/Title IX	Nichole Pieper	Ext. 102
Counselor	Becky Satterwhite	Ext. 107
Activities/Athletics Director	Sonja Mazaira	Ext. 140
Transportation Supervisor	Damon Schrecengost	Ext. 155
Maintenance Supervisor	Bryan Smith	Ext. 150
Food Service Supervisor	Angela Johnson	Ext. 120

### ELEMENTARY/JUNIOR HIGH/HIGH SCHOOL STAFF

Early Kindergarten	Julia Maxwell	Ext. 110
Kindergarten	Sharon Stevens	Ext. 111
1st Grade	Rebecca Cooper	Ext. 112
2nd Grade	Sarah Pederson	Ext. 113
3rd Grade	Rachel Schaefer	Ext. 114
4th Grade	Kelly Rumney	Ext. 115
5th Grade	Alissa Johnson	Ext. 116
6th Grade	Elizabeth Allen	Ext. 117
EK-6 PE	Sonja Mazaira	Ext. 140
Title 1	Michelle Price	Ext. 106
Title 1	Heather Bricker	Ext. 118
Elem. Resource Room	Coleen MacDonald	Ext. 153
Business Education, BPA, JMG	Cathy Workman	Ext. 137
7-12 PE, Health	Jay Fredrickson	Ext. 147, 148
EK-12 Art, Yearbook, Ketchi	Christa Hardy	Ext. 132
Librarian	Karen Matteson	Ext. 127
Math	Chuck Mercer	Ext. 135
JH/HS Resource Room	Pamela Moultray	Ext. 126
JH/HS Science	Erin Rollins	Ext. 119
Counselor	Becky Satterwhite	Ext. 107
EK-12 Music, 5-12 Band	Jeff Skogley	Ext. 143
JH/HS English	Ashley Tait	Ext. 149
Agriculture, FFA	Eric Tilleman	Ext. 145, 146
Social Science	John Wright	Ext. 131

### SECRETARY/CLERK

Tracy Taft	Student Office	Ext. 108
Karsen Drury	District Clerk	Ext. 104
Tina Mann	Attendance Office	Ext. 101

### SUPPORT STAFF

Danette Mahana	Paraprofessional	Ext. 153
Mindy Schrecengost	Paraprofessional	Ext. 107
Ray Castellanos	Resource Aide	Ext. 126
Kandra Ludvigson	Resource Aide	Ext. 153
Christy Ross	Speech Therapist	Ext. 152
Kari Bird	Occupational Therapist	Ext. 142
Andrea Ethridge	XCELL!	Ext. 141

**BOARD OF TRUSTEES**

Valerie Fowler (Chairperson) and Deanna Hastings (Vice Chairperson)  
Trustees Chris Boland, Iain McGregor, Ruth Mortag and John Rumney

**JUNIOR HIGH AND HIGH SCHOOL CLASS ADVISORS**

Class of 2020	A. Tait and P. Moultray
Class of 2021	C. Mercer and E. Tilleman
Class of 2022	C. Workman and E. Rollins
Class of 2023	J. Wright and J. Fredrickson
8th Grade	J. Skogley and K. Matteson
7th Grade	C. Hardy and S. Mazaira

**SCHOOL PHONE NUMBERS**

Voice Line:	(406) 468-9383
Fax Line:	(406) 468-2212

**SCHOOL WEB PAGE**

<http://www.cascade.k12.mt.us>

Comments and suggestions for the web page may be directed to the Technology Coordinator

**SCHOOL HOURS**

Office Hours: 7:30 AM to 4:30 PM M-Th  
 EK Full Day 8:00 AM to 3:45 PM  
 EK Half days 8:00 AM to 10:50 AM and 11:45 AM to 3:45 PM  
 Grades K-3 8:00 AM to 3:45 PM  
 Grades 4-12 8:00 AM to 3:51 PM

## **Cascade Public Schools' 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.

## **Cascade Public Schools' Mission**

Promoting Excellence For All Students Through.....

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

## **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*

## **PREFACE:**

### **To Students and Parents:**

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.

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.



## ACADEMIC REQUIREMENTS FOR ELEMENTARY SCHOOL

A program of instruction will be conducted throughout the public school 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 EK-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  
S+  
S  
S-  
N

94-100  
90-93  
80-89  
70-79  
0-69

#### Grades 4-6

A+ 98-100%  
A 94-97%  
A- 90-93%  
B+ 87-89%  
B 83-86%  
B- 80-82%

C-  
D+  
D-

C+ 77-79%  
C 73-76%  
70-72%  
67-69%  
D 63-66%  
60-62%  
F 0-59%

### Honor Roll

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

## ACADEMIC REQUIREMENTS FOR JUNIOR HIGH AND HIGH SCHOOL

- Students must carry at least 7 class periods per day per semester.
- (24) credits are required for graduation.
- Standard diplomas will be issued to students who have completed graduation requirements.
- Students suspended from a class will receive a S/F (suspended-failed) notation on their transcript.
- A maximum of 2 high school credits will be accepted for work completed outside of Cascade High School following the regulations attended below (Alternative Means for Earning High School Credit).
- Selected 8th Grade students may take advanced level (HS) Math classes, however these classes will NOT count toward the 3 Credit HS Graduation requirements. The three (3) HS Math credits must be obtained while attending the high school.

### Alternative Means for Earning High School Credits

- It is recognized that the best possible means for earning credit for graduation from Cascade High School is to do so while attending regular classes during the day. Opportunities for earning credit by an alternative method are discouraged, but may be granted under the following circumstances:
- A student needs an alternate method to obtain an additional number of credits for graduation.
- A student needs to repeat a required course for graduation.
- An alternate method of earning credit will be granted only if it is not possible to take the class while in regular attendance at Cascade High School.

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

The following alternatives exist for earning high school course credit:

### **Evening High School (EHS)**

Evening high school is an extension of, not a substitute for, regular day school. Students must be in attendance in regular day school unless their class has graduated or unless unusual circumstances prevent a student from attending school.

**Cascade High School does not conduct an evening high school.** The student must contact the counselor regarding this. A student may not take more than two (2) EHS courses at any time, nor earn more than two (2) full credits toward graduation. Students must have administrative approval before enrolling in EHS. Final approval on admission to EHS rests with the program director. Evidence of successful completion must be provided directly to Cascade High School by the EHS before credit will be granted. Courses taken should follow the Cascade High School curriculum whenever possible. A student may not be enrolled in more than 7 classes at any given time.

### **Correspondence Courses/Summer School**

Correspondence courses are discouraged unless unusual circumstances are demonstrated by the student.

Students are given one semester to complete the course. Courses taken should follow the curriculum at Cascade High School as closely as possible. A student may not earn more than two (2) credits toward graduation from correspondence, evening high school and summer school courses combined. Prior to enrollment in correspondence courses, the signed approval of the student and administrator is required. Evidence of successful completion must be provided directly to Cascade High School from the institution providing the correspondence course before credit will be granted. Correspondence courses must be acquired and completed with accredited institutions.

### **Montana Digital Academy (MTDA)**

The Montana Digital Academy will provide online coursework to Montana high school students 24 hours a day, 7 days a week for the 2019-2020 school year. Cascade High School students have the opportunity to register, choosing from among 43 online courses ranging from core subject areas, to world languages and unique electives. Courses will be delivered via the Internet. Coursework completion will be the responsibility of the students and all courses will be taught by Montana-licensed qualified instructors and aligned to state educational standards. May be provided opportunities to complete coursework during the regular school day. 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 Mrs. Satterwhite (Counselor). MTDA classes are approved by the Principal. At this time all courses are offered free of charge. 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.

### **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. Eligible students may choose from the following AP courses: U.S. History, U.S. Government and Politics, Studio Art, Calculus, English Literature and Composition (taken during the junior year), and English Language and Composition (Senior year).

**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; or 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; or, 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 College Board process can have the 5.0 point value.

Students and parents are encouraged to contact the AP Coordinator, Mrs. Satterwhite, for questions and additional information.

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

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

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

Junior High is graded by quarter. The grading is the same as for high school students. All junior high classes are used to calculate GPA.

### **Honor Roll**

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

### **Incomplete Grades**

All quarter and semester incomplete grades must be done within 10 school days from the end of the marking period. Only the principal may grant exceptions.

### **Assignments**

Students at Cascade School will complete every assignment at a 70% or better. All students who have missing assignments or assignments that were turned in but of poor quality, have their names put on an assignment list. Parents are updated frequently via text/email throughout the week when their child is on the assignment list. The notification will inform the parents of the specific assignment(s) their child needs to complete in order to be removed from the list. Students will be provided extra time to complete assignments. Students will be required to attend homework sessions (before/after school and/or Friday or Saturday) until all assignments have been completed at a 70% or better.

### **Advancement Requirements**

The District has established a set of advancement requirements for 9-12th grade students which will act as a guide in helping students move methodically and purposefully on a course that will eventually lead to high school graduation. Therefore, the following advancement requirements are required in the District:

- To advance to the 10th grade, students must earn at least three (3) units of credit in 9th grade, one each in
- English, math and science.
- Failure to pass a 9th grade English, math and science class shall necessitate the failed course being retaken in the 9th grade even though the student may have earned enough credit to advance to the 10th grade.
- Students who have failed one or more 9th grade courses may get credit for that course by retaking it during the summer.
- A student who is retained in the 9th grade would normally have to repeat all classes. However, the Principal may, through a joint agreement, allow the student to take one or more advanced courses. In the event that the Principal does not agree on allowing a student to take advanced courses, the decision will be appealed to the

Superintendent.

Students may be retained at each grade level if the following year requirements are not met by August 30. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted based on age or other social reason not related to academic performance.

### **Graduating Seniors**

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

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

### **Eighth grade**

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

## Graduation Requirements

Subjects	Number of Credits Required
<b>English I-II-III-IV</b>	<b>4</b>
<b>Math</b>	<b>3</b>
<b>*Science</b>	<b>3</b>
<b>Social Studies</b>	<b>3</b>
<b>Health &amp; Phys. Ed.</b>	<b>2</b>
<b>Fine Arts</b>	<b>1</b>
<b>Career/Technical/Document Formatting</b>	<b>1</b>
<b>Electives</b>	<b>7</b>

*Total Credits Required to Graduate = 24*

*\* One additional Science credit will be required for those students entering the 9th grade during the 2016-2017 school year and thereafter. They will be required to have completed 24 credits to graduate.*

### Communication Arts

English I, II, III, IV	1 credit
Journalism	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

### Health Enhancement

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

### VoAg

VoAg I, II, III, IV	1 credit
Ag Lead & Comm.	1 credit
Intro to Mechanics	1 credit
Ag Mechanics	1 credit

### Business

Accounting I	1 Credit
Accounting II	1 Credit
Document Formatting	1 credit
Global Communications	1 credit
Focus on Technology	1 credit

### Math-Computer Science

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

### Fine Arts

Band	1 credit
Art	1 credit
Chorus	1 credit
Art (AP)	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

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

## ATTENDANCE

### Entrance Age Requirements

The public schools of the state of Montana may be open to all children and youth between the ages of 6 and 19 years.

Children must have reached their sixth birthday on or before September 10th of the current school year before being eligible to enter first grade.

Transfer students who have been enrolled in another community who do not meet the above cut-off date will be accepted in our first grade. Students residing in our community and enrolled in another school because of a later cut-off date will not be accepted if they were to transfer to our school after a short period of time. This would be taking deliberate advantage of our original policy. Students entering Early Kindergarten 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 Early Kindergarten 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 appear before an admissions committee 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 meet with the Admissions Committee prior to enrolling into Cascade Public School. A parent must attend this meeting with the student.

### **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.

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**

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.

**Please see District Policy #3150 for additional information on Part-time Attendance.** As per Board policy, a part-time

student cannot receive honors and awards reserved for full-time students, including but not limited to participating in Grade 8 or Cascade High School graduation/commencement ceremonies.

### **Attendance Policy**

Students are responsible for attending class. The learning experiences that take place in the classroom environment are an essential part of the educational process. Absences and tardiness tend to disrupt the continuity of the instructional program and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students and teachers. Missing class hinders a student's ability to master the subject matter, and this may be reflected in the grade.

Grades earned in any course should reflect the student's fulfillment of academic requirements, achievement, and daily participation. It is the student's responsibility to develop time management skills, a productive work ethic and accountability for successful preparation for graduation and beyond. The administration does not condone absences that detract from our academics. Such absences include, but are not limited to: skip days, shopping, work (on a job or at home), moving, banking, oversleeping, haircut, tanning, and manicure appointments. **It is also appropriate that family vacations be taken only during school breaks.**

### **Attendance the Day of an Activity**

Students must be present for a FULL day (present in seven periods) of school in order to participate in ANY extracurricular activities, including practices. In cases where a medical note can not be provided (ie: bereavement or family emergency) the student must receive **prior approval from the administration**. Exceptions may be granted by administration for extenuating circumstances. A student who leaves school early or arrives to school late due to an illness, not feeling well, or too tired is considered too ill to participate in athletics that day and shall not be allowed to attend a practice or contest.

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

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

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

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

### **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. If you are 18 years or older and live on your own, you may call yourself in to miss school, but if attendance extends past the five days per quarter your absences will be marked as unexcused unless you provide documentation from a doctor's office, court clerk, etc.

Siblings are not permitted to excuse each other. Please send a note, not a verbal message.

Please do not send students to school if they are ill or have been exposed to a contagious illness. Students missing three consecutive days for injury or illness may be offered help through the school tutoring services. Students absent for 10 consecutive days will be dropped from the rolls (as per state law).

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Before the end of the school day, the secretary shall attempt to contact every parent, guardian, or custodian whose child has not reported the child as absent. This is to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

### Classification of Absences

#### Definitions:

**Absence:** Students will be marked as unexcused until parent notification is received. Notification must be within 24 hours.

**Tardy:** not in the classroom/seat by the time the bell rings and up to 10 minutes after the bell rings.

**Excused Absence:** Caused by illness, family emergency, medical and/or weather. All other absences will be considered unexcused.

**Unexcused Absence:** Caused by truancy, skipping, or failure to verify an excused absence in a timely manner. Students MUST complete make-up work immediately upon their return.

**School Related:** This is an absence involving participation in school-sponsored activities. Students under school sponsorship are automatically excused. Students away from school in this category are considered present. However, individual teachers (with prior notice) may require students to complete work before the students are absent for the activity.

### Make-Up Work

It is reasonable to expect that some coursework cannot be replicated due to the nature of the assignment. However, it is the student's responsibility to inquire about make-up course work. The student should know assignment expectations and due dates. Students must make prior arrangements with their teacher for planned absences. If the student has a pre-assigned assignment due during an absence, the student will submit the completed assignment upon returning to school.

Students must make prior arrangements for assignments on extended absences. On absences without notice, the student will be placed on the homework list and the parent will be informed of the specific assignment(s) their child needs to complete in order to be removed from the list. Students will be required to attend homework sessions (after school and Friday or Saturday) until all assignments have been completed at a passing level.

### Excessive Absences

**If a student is absent for more than eight days in each semester, the following will apply. On absences 9 and 10, the student will be required to make up those hours at Friday or Saturday school. Any absences past 10 will result in loss of credit for the semester. Only in emergency situations will extra absences be allowed by principal approval. School sponsored absences will not count towards student personal absence total.**

**The following will apply for students who are absent more than 8 periods in the same class per semester, the student will be required to make up those periods at Friday school. Any absences past 10 will result in loss of credit for that class. Only in emergency situations will extra periods be allowed by principal approval.**

**Any student who reaches 8 absence days per semester will not be allowed to travel on any trips outside of the school without the principal's written approval.**

As part of due process: Parents will receive warning letters from the office when a student has accumulated 5 and 7 absences per semester. After 8 absences, parents and students must meet with the principal, sign an attendance contract and make up any future absences through Friday or Saturday school or a loss of credit will result.

A student and his/her parents may appeal the loss of credit to the administration within a 5-day time limit. 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 K-12 are strongly encouraged to send their children every day that school is in session. Teaching cannot take place and learning will not happen if the child is not present on a daily basis. Every day is important. A child's academic success, social growth,



and development as an individual can only progress with a commitment to faithfully attend school. Parents are asked to keep children home during bouts of illness so as not to spread disease or sickness to other children. Make-up work can always be arranged with the classroom teacher.

### **Tardy Policy**

- All tardiness will be considered unexcused unless extenuating circumstances warrant otherwise.
- Students arriving late due to a bus arriving late are NOT considered tardy.
- Students detained by another teacher must obtain a written pass from that teacher or this will be considered an unexcused tardy.
- Any student who is 10 minutes tardy to a class will receive an unexcused absence for that class. The teacher will record the absence.
- Three unexcused tardies in one class constitutes an unexcused absence in that class. This is cumulative for the semester.
- For students who are tardy to any class, detention will be served the following day. A student will serve one lunch detention for every tardy they receive to any class.
- Parents will only be able to call before noon and excuse a tardy to school on the day of the tardy. Only two tardies per semester will be considered excused after that the student will serve detention.
- At the principal's discretion, excessive absences/tardies to class may result in more severe consequences such as after School Detention, Saturday school, ISS or OSS. Semester Detention Policy.
- When a student receives his/her 4th detention, they will be assigned one hour of after-school detention.
- When a student receives his/her 5th detention 1 hour of after-school detention.
- When a student receives his/her 6th detention 2 hours of after-school detention.
- When a student receives his/her 7th detention ISS or Friday or Saturday School will be assigned.

### **Field Trips**

At the teacher/sponsor's discretion, students may NOT be allowed to attend school or class field trips. If a student is not allowed to go on a field trip, they are still expected to attend school on that day.

## **CODE OF CONDUCT FOR ALL STUDENTS**

The district's code of conduct and discipline is established to achieve and maintain order in the school. Persistent or repeated violations of the rules of conduct may result in increasingly serious penalties. The District has jurisdiction over its students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any activity during the normal school day, attendance at any school related activity regardless of time or location, and any school related misconduct, regardless of time and location will be dealt with.

### **General Information**

- A complete list of student policy is found in the Board Policy, a copy of which is in the library, the administrative office and on the school website.
- Book covers are to be used only at the teacher's discretion, but under no circumstances are the fabric covers to be used. No writing or marking is allowed in any textbook.
- Student guests are not allowed. Exceptions may be granted by the principal.
- Students participating in any school activity must be present the **entire** school day of the activity, if the activity is on a school day.
- Homework for ill students will require 24-hour notice before it will be ready to send home.
- Students withdrawing after 10 school days from the start of a class will receive an "F" for that class.

### **Montana Behavioral Initiative (MBI)**

#### **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. To that end, the

district has implemented the Montana Behavioral Initiative, or MBI, to assert and affirm high success-oriented student expectations in both behavior and academics.

All staff will apply the guidelines below when faced with a student discipline issue. Throughout the school year, students and staff will participate in an ongoing program of positive behavior supports, motivation, and skill-building to nurture and promote a positive school climate, responsibility and respect. To implement behavior supports on a daily, school-wide basis, all staff will apply the guidelines below to determine the level of intervention a student discipline issue may warrant.

Below is a tiered discipline matrix for students in grades EK-6th that follows MBI principles. Minor infractions will result in a “Tune-up” slip sent home for parents to sign and return to school. The purpose of the “Tune-up” slip is to keep parents informed of student’s minor behavior infractions and to give parents opportunities to address these behavior issues at home. Major infractions will result in detention/suspension at the discretion of the principal. The principal will notify parents of students who commit major infractions.

<b>Behavior Matrix, Cascade Elementary School</b>			
<b>Minor Infractions</b>	<b>Definition</b>	<b>Major Infractions</b>	<b>Definition</b>
<b>Inappropriate Language</b>	Student engages in low intensity instance of inappropriate language.	<b>Abusive Language/ Inappropriate Language/Profanity</b>	Verbal messages that include swearing, name calling or use of words in an inappropriate way.
<b>Physical Contact/Physical Aggression</b>	Student engages in non-serious but inappropriate physical contact.	<b>Fighting/Physical Aggression</b>	Actions involving serious physical contact where injury may occur (eg. hitting, kicking, hair pulling, etc.)
<b>Defiance/ Disrespect/ Non-Compliance</b>	Student engages in brief or low-intensity failure to respond to adult requests.	<b>Defiance/ Disrespect/ Insubordination/ Non-Compliance</b>	Refusal to follow directions, talking back and/or socially rude interactions.
<b>Disruption</b>	Student engages in low-intensity but inappropriate disruption.	<b>Disruption</b>	Behavior causing an interruption in a class or activity. Disruption may include sustained loud talk, yelling or screaming, horseplay or roughhousing, and/or sustained out-of-seat behavior.
<b>Property misuse</b>	Student engages in low-intensity misuse of property. Writing on tables, breaking pencils, crayons, etc.	<b>Property Damage/ Vandalism</b>	Student participates in an activity that results in destruction or disfigurement of property.
		<b>Theft</b>	Student is in possession of, having passed on, or being responsible for removing someone else's property.
<b>Technology Violation</b>	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, cameras, and / or computer.	<b>Technology Violation</b>	Student engages in a seriously inappropriate (as defined by school) use of cell phone, pager, music/video players, cameras, and/or computer.
		<b>Truancy</b>	Student receives an "unexcused absence for 1/2 day or more.
<b>Lying/Cheating</b>	Student delivers low intensity message(s) that are untrue and/or involve cheating.	<b>Lying/Cheating</b>	Student delivers serious message(s) that are untrue and/or deliberately violate rules.
<b>Harassment</b>	Student delivers disrespectful, low intensity messages (verbal or gestural) to another person such as rumors, facial expressions, inappropriate exclusion, etc.	<b>Harassment</b>	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other classification.

		<b>Bullying</b>	Intentional intensive behavior, repeated over time, that involves an imbalance of power.
		<b>Inappropriate Location/ Out of Bounds Area</b>	Student is in an area that is outside of school boundaries (as defined by school).
		<b>5 Tune-Up Slips</b>	Student receives 5 tune-up slips.
<b>Other</b>	Students engages in any other minor problem behaviors that do not fall within the above categories.	<b>Other Behavior</b>	Problem behavior causing this referral is not listed above. Staff using these areas will specify the problem behavior observed.

### **Student Dress**

All students are expected to be groomed and dressed appropriately with respect to the following criteria:

- Cleanliness: clothing must be adequate to insure a decent appearance.
- Educational distraction: grooming and dress must not be so unusual or bizarre as to constitute a distraction or to interfere with the educational opportunity of the other students.
- Visual representation: examples of inappropriate clothing to illustrate the guidelines listed below will be found throughout the building. Please refer to these visuals (drawings or pictures) to determine whether clothing worn is appropriate.
- With ever-changing styles, additional guidelines are established to help maintain high standards of dress.
- Standards of dress are provided so as not to be distracting to the educational process.
- Shorts and Skirts: mid-thigh length is acceptable and appropriate. Shorts and skirts should be mid-thigh in length or longer.
- Shirts and tops must be at a minimum waist length. “Spaghetti straps” and low cut shirts will not be allowed.
- No cleavage of any kind will be allowed.
- Muscle, side slit and midriff shirts are not appropriate for the classroom.
- No undergarments should be visible.
- Hats and sunglasses will be removed upon entering the building. Hats may not be worn in school except by specific permission of the Principal, such as special hat day fundraisers.
- Apparel with slogans that promote activities prohibited by the school district’s Code of Conduct or with inappropriate sexual or anatomical references is prohibited.
- Clothing normally worn when participating in a school-sponsored extracurricular or sports activity may be worn to school when approved by the advisor or coach. Examples would be cheerleaders’ outfits, band uniforms, and team shirts.
- Clothing is to be modest and maintain a modest appearance when standing, sitting, or bending.
- Apparel that would normally be considered sleepwear is not appropriate at school. Pajamas, slippers or pajama pants should not be worn, and may constitute a violation of the dress code.
- No clothing that could be considered “gang-related” will be allowed.
- No hoods/hoodies shall be worn up to cover heads.
- All spandex or yoga pants may only be worn if the hip and buttocks areas are covered with a shirt or dress.
- Any student deemed in violation of the dress code will be required to find clothing that meets the code or they will be sent home to correct the situation. This means that standards of dress will vary for students in different programs and that uniforms or special clothing will be required for shop classes and certain laboratories. A second offense will warrant an after-school detention. Subsequent offenses will be assigned, and may include: Added detentions, Saturday School, ISS or OSS. Parent conferences may be called at the principal’s discretion. Please refer to Board Policy #3224 for additional or further information.

### **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.

### **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 can not fit in locker they may be stored neatly under benches but picked up by the end of the school day.** All items left overnight or over a weekend will be confiscated. Keeping hallways free of clutter provides a comfortable place for you and your fellow students to sit and visit. Failure to follow these expectations will result in disciplinary action.

### **Food and Drinks in Hallways**

Food items permitted in the commons, lunchroom, and in classrooms at teachers' discretion (parties, breakfasts, etc.). Food left in the lockers, classrooms, or dropped on the carpeting attracts ants and is unsanitary. Capped bottles containing WATER ONLY are permitted.

### **Skateboards, Skateboarding, Rollerblades and Skates**

Skateboards are not to be used before, during or after school. Please leave this equipment at home.

### **JH/HS Cell Phones and Electronic Devices**

*Cascade School recognizes the importance of cell and smartphones in students' lives. See Policy #3630.*

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school 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, pagers, and other electronic signaling devices on campus before and after school, during pass time and during student's designated lunch break. Students will be required to turn in all cell phones at the beginning of class with their teacher. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized possession or use is grounds for confiscation of the device by school officials, including classroom teachers.

Confiscated devices will be turned into the student office.

- First offenses will be documented, the device will be turned in to the office and the student will be allowed to pick up the device at the end of the school day.
- For second offenses the device will also be turned into the office, documented, the parent will be contacted and Friday/Saturday school will be assigned.
- On the third offense the student will receive suspension and be required to turn the device in daily for two weeks. As above, students that do not comply with turning in the device will be suspended.
- Any additional offense will result in the consequences being doubled.

**IF A STUDENT REFUSES TO RELINQUISH HIS/HER CELL PHONE TO THE TEACHER, THEY WILL BE TAKEN TO THE PRINCIPAL IMMEDIATELY.**

Personal laptops will be permitted within certain parameters and conditions. Students wishing to use personal laptops during the school day must obtain a "Laptop Use Agreement" form from the office. The form is to be signed by the Principal, student, and parent/guardian/caretaker relative and returned to the student office where it will be kept in the student's file. The form must be returned with the proper signatures before a laptop can be used.

### **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

**Sexual Harassment**

School District #3 & B 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 Cascade District 3B Board Policy.

**Reporting Harassment**

Students or employees who believe they may have been harassed or intimidated should contact the counselor (Becky Satterwhite), the Title IX Coordinator, the Equal Employment Opportunity Officer (Rick Miller), 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
2. hope that the problem will go away.
3. Notify a counselor, the Title IX Coordinator or an administrator right away.
4. Early reporting assists in any investigation.
5. Request a copy of the district's sexual harassment policy so that reporting processes are clear.
6. Keep notes. Keep a record of dates, times, places and witnesses and descriptions of each incident.
7. Save all notes or records in a safe place.
8. Complainants are permitted and encouraged to have a friend or advisor present with them for moral support
9. 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.

**Violence/Disrespect/Hazing**

Cascade Public School continually works towards decreasing the amount of violence and disrespect in our building. By working towards this goal it is expected that students will find Cascade Public Schools 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 at Cascade Public Schools. 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.

Cascade School 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:

- (a) 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;
- (b) creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit;
- or
- (c) substantially and materially disrupts the orderly operation of a school.
  - (d) 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.**

#### **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. When the need arises, there may be a reward offered for students who turn in the names of persons involved in vandalism. The amount of the reward will be the responsibility of the person(s) involved in the vandalism.

#### **Search and Seizure**

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. **See Board Policy #3231.**

#### **Substitutes/Guest Teachers**

Throughout the year, students will have the opportunity to interact with a number of substitute or guest teachers. Directions given by substitute or guest teachers must be followed as if they were given by the regular teachers. Substitute teachers are to be treated with respect and courtesy.

#### **Dance Code Regulations**

When School District #3 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.

#### **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.

### **Campus and Building Video Surveillance**

The board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District 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.

### **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**

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 (**See District Policy #3345**).

### **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 of Vehicles**

Students may drive one way morning and night. All vehicles driven to school by students must be parked on school premises. Student vehicles may not be parked off campus while the student is attending school. Vehicles are to be left on the premises until the close of the school day unless special permission is granted by the principal. Parking of students' vehicles will be limited to the parking area north of the school. Do not park on the edge of the roadway leading into the parking area. Do not park in reserved areas such as guests and handicap. All vehicles driven to school for class or for school activities and parked on campus during school or an activity are to be registered with the attendance office. Driving students are to complete and file a registration form with the school secretary and will be given a parking decal to be placed on the windshield. All unauthorized or unidentified vehicles parked for more than 24 hours on campus will be towed at the owner's expense. Extreme caution and safety should be used while driving your vehicle on and off school premises. Careless or reckless driving will not be tolerated. Failure to comply with safe driving rules could lead to loss of driving privileges and suspension from school. Local police will handle all traffic violations and complaints.

**DRIVING OR RIDING AROUND IN PRIVATE VEHICLES AT LUNCH TIME OR ANY OTHER TIME DURING SCHOOL HOURS IS STRICTLY PROHIBITED. ANY STUDENT CAUGHT DRIVING OR RIDING IN A VEHICLE WILL BE RESTRICTED TO A CLOSED CAMPUS FOR THE REMAINDER OF THE SCHOOL**

**YEAR.** This could also result in suspension. Younger students are coming back to school from lunch hour and do not always watch for automobiles. Students are also not to drive or ride in personal vehicles for any school related activities. Only school issued vehicles should be used to transport students.

### **Bikes**

A bike rack is provided for bicycles belonging to our students. Bicycles must be placed in the rack. Riding another student's bike without permission will be considered stealing and may result in a suspension.

### **Detention**

A complete list of student policy may be found in the Board Policy, a copy of which is in the library. The principal may assign detention to the students for violation of the following:

- Making exuberant attempts of affection towards each other such as kissing, fondling, or any other suggestive expression which is embarrassing to other students or staff members.
- Throwing snowballs on school property.
- Roughhousing or running in the corridors or on the stairways.
- Activity such as fighting, throwing objects, or similar activities that may pose a safety problem.
- Disrespect towards teachers or any other adult or fellow student.
- Unexcused absence from the class.
- Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
- Engaging in verbal abuse, including but not limited to name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
- Food and drinks are to be consumed in designated areas: Cafeteria and concession area. Times allowed are before school, noon and after school. Only water will be allowed (with teacher permission) in the classroom.

Detention will be held every day of the school week. Either lunch or after-school detention will be assigned at the principal's discretion. If the detention is missed, the detention will be doubled or more severe action may be taken.

### **Lunch Detention**

For students who are tardy to any class, detention will be served the following day. A student will serve one lunch detention for every tardy they receive to any class.

### **In-School Suspension Rules**

1. Students assigned to ISS are responsible to report to the Principal's office prior to 7:55 a.m. the day they are assigned to ISS.
2. Students assigned to ISS are excluded from all extracurricular activities, programs, practices, and performances as a participant or a spectator for the day(s) assigned to ISS.
3. Seats will be assigned to the student for the day. Any changes are to be made by the ISS supervisor.
4. Students are to bring class work and/or library reading books when they check in at the first bell.
5. If students fail to bring classroom assignments to ISS, the ISS supervisor will provide assignments to them.
6. A lunch break will be provided. Sack lunches will be provided. Use of the vending machines is not allowed while a student is in ISS.
7. There will be monitored restroom breaks throughout the day.
8. Use of phones is not allowed in ISS.

### **Friday/ Saturday School**

Students assigned to Friday/**Saturday** School will be those students who are having academic, discipline, and/or attendance problems. Friday/**Saturday** school will run from 8:00 a.m. to 12:00 p.m. and be assigned by the Principal as to which Friday/**Saturday** the student will attend.

- In order for students to earn credit for attending Friday/**Saturday** School, they must be on time and must have assigned work to keep them busy for the full 4 hours.
- It is the student's responsibility to bring school assignments to work on for the time they are assigned to Friday/**Saturday** 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/ **Saturday** School.
- Students are expected to show respect to the classroom and teacher during Friday/**Saturday** 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/**Saturday** 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/**Saturday** School or suspended from school.
- Due to security reasons, students must enter the building through the main entrance and be in class by 8:00 a.m. The doors will not be kept open for students that are late.
- Students who do not attend their assigned Friday/**Saturday** School a second time, will be suspended from school for three days and will be required to meet with the Cascade Public Schools Discipline Committee.

### **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.

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

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

In any case, when a student is removed from the classroom by a teacher a phone call must be made to a parent by that teacher by the end of the school day.

During the period that a student is suspended, he/she is prohibited from entering the school grounds and from attending any school related functions without express permission of the building principal. Students who receive OSS will have to make up any work missed during the suspension. Any student who is truant forfeits his right to make up any work missed and shall not be allowed additional preparation time for required assignments or tests. Students missing Thursday due to

out-of-school suspension will not be allowed to participate in any program until the following Monday. Students on an out-of-school suspension will not be allowed on the school premises until they have been readmitted to school.

#### **Readmission After a 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.**

#### **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.

#### **Gun Free School Policy**

**Gun-Free Schools Policy (#3311).** The Board will expel any student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered or looks like a firearm, for a definite period of time of at least one (1) calendar year. The Board may modify an expulsion period on a case-by-case basis. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

When a student violating this gun-free policy is identified as disabled, either under the IDEA or Section 504 of the Rehabilitation Act of 1973, a building administrator must determine whether a student's conduct is related to disability. If a violation of policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed. The Board will grant a hearing for any student subject to an expulsion in accordance with § 20-5-202, MCA, and Policy 3300.

#### **Possession of a Weapon in School Building**

The District will refer to law enforcement for immediate prosecution of any person who possesses, carries, or stores a weapon in a school building, except as provided below, and the District may take disciplinary action as well in the case of a student. In addition, the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building.

For the purposes of this section only, "school building" means all buildings owned or leased by a local school district that are used for instruction or for student activities; "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; nunchaku; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a

school building. This policy does not apply to on-duty law enforcement personnel.

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

The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to other governmental agencies as required by law.

### **Gang Activity**

Gangs which initiate, advocate/promote activities which threaten the safety/well being 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.

## **COLLEGE REQUIREMENTS**

### **The Montana University System**

The Montana University System (MUS) which requires students applying for admission to any unit to meet and complete the following requirements: (includes: Montana State University-Billings, Montana College of Mineral Science and Technology, Montana State University, Montana State University-Northern, the University of Montana, and the University of Montana Western Montana College).

A graduate of any accredited Montana high school may enter any 4 year unit of the MUS as a regular first-time student, provided the graduate has: (1) a score of at least 22 on the enhanced American College Test (ACT), or 920 on the Scholastic Aptitude Test (SAT) for Montana Tech, Montana State University and the University of Montana, or a 20 ACT or SAT for Montana State University-Billings, Montana State University-Northern, and the University of Montana Western Montana College, or (2) has at least a 2.5 high school grade point average on a 4.0 scale, or (3) ranks in the upper half of his or her graduating class.

English:

4 years – emphasis on written and oral communication skills and literature.

English Standard:

ACT – Writing Subscore: 7

ACT – Combined English/Writing Score 18

Social Studies:

3 years – includes global studies, American history, government, economics, Native American History or other third year courses.

Mathematics:

3 years – includes Algebra I, Geometry, and Algebra II.

Math Standards:

ACT – 22 minimum on math portion

SAT – 520 minimum on math portion, or

Advanced Placement Calculus Exam – 3 minimum.

Laboratory Science:

2 years – includes earth science, biology, chemistry, physics.

Additional 2 years chosen from the following:

Foreign Language: (preferably two years)

Computer Science  
Visual and performing arts  
Vocational education units

### **Montana Admissions Requirements**

*Montana State University, Montana State University-Billings, Montana Tech of the University of Montana, and The University of Montana:*

22 ACT or 920 SAT or  
2.5 GPA on a 4.0 scale, or  
Rank in the upper half of graduating class, and  
Complete required college preparatory courses

*Montana State University-Northern, the University of Montana and Western Montana College*

20 ACT or 800 SAT or  
2.5 GPA on a 4.0 scale, or  
Rank in the upper half of graduating class, and  
Complete required college preparatory courses

### **Private Colleges**

*Carroll College*

2.5 minimum GPA  
21 ACT or 850 SAT  
Essay

-Students below requirements will be reviewed by committee

*University of Providence*

Any applicant who is a graduate of an accredited high school or who holds a GED high school equivalency certificate may be admitted as a degree seeking students.

*Rocky Mountain College*

Acceptance for admission is based on the individual, the individual's transcripts, test scores, recommendations and an essay.

### **Community Colleges**

*Dawson Community College, Flathead Valley Community College, Miles City Community College*

High school diploma from an accredited high school or GED  
M.C.C required the ACT or SAT for students under 21 with no minimum score.

### **Vocational-Technical Centers**

Helena College of Technology of the University of Montana, Montana State University-Billings, College of Technology; Great Falls College MSU; University of Montana College of Technology; Montana Tech-Division of Technology.  
High school diploma from an accredited high school or GED  
Helena Vo Tech: high school diploma or GED preferred.

Adult Basic Education may be submitted with a minimum grade of 9.0 Aviation Maintenance and Nursing students must have a high school diploma or GED.

### **EXTRACURRICULAR**

Cascade High School offers many different activities and clubs for interested students, including student government and service organizations. All student activities must be supervised by a staff member.

Students participating in school activities and riding a school bus must depart and return on the activity bus. Students not returning on the activity bus must follow the activity handbook requirements.

Students that live in Ulm and have driven their personal vehicle may be dismissed for an activity and follow the bus to Quigley's to be picked up by the activity bus. No other students may ride with them.

### **Student Eligibility/Extracurricular Procedures**

General: In order to be eligible for activities a student must be in regular attendance at school.  
Students in grade 5 & 6 must adhere to the same eligibility rules as Jr High students. Eligibility for passing will be

determined weekly.

Cascade Public School eligibility rules apply to all extracurricular (athletics) and co-curricular (clubs and organizations, Science Fair, band, choir, etc.) activities grades 5th through 12th. Students not meeting Cascade School eligibility requirements may be allowed to participate in practice or in-school activity requirements at the discretion of the coach or advisor; however, they will not participate in any activity or contest representing Cascade School.

**Weekly “F” Policy:** A student must be receiving a passing grade in ALL classes. Eligibility for passing will be determined weekly beginning on the third week of each quarter. The Principal will send out an Activity Eligibility Report every Tuesday during the season. This report will show all participants with a failing grade in any classes. If a participant appears on this report, they will have one probationary week to pull up their grade from an “F” to a passing grade. If their name appears on the list the following week, in any class, they will be ineligible for participation in any activities until the following Tuesday when the next report is run. Students and parents should continually monitor “Infinite Campus” so they are aware of what their student athletes grades are in each class. **Any student in grades 9-12 who receives three or more F’s in a quarter or semester will be ineligible for an entire semester as per MHSA rules.**

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

**Any student grades 9-12 who receive three or more Fs for a quarter or semester will be ineligible for an entire semester as per MHSA rules.**

*Ineligible students will be allowed to practice (at coach’s discretion)*

*Ineligible students will not be allowed to travel with the team until eligible.*

*Ineligible students will not be allowed to compete at any level until eligible.*

#### **Assumption of Risk Statement**

The coach/advisor/director, any other member of the school staff, or any member of the Board of Trustees will not be held liable or responsible in case of an accident incurred during practice, games, meets, matches, tournaments, concerts, or trips supervised by Cascade Public Schools. Each parent or guardian will be responsible to sign an “assumption of risk” statement indicating that the parents/guardians assume all risks for injuries resulting from such participation. [Board Policy 2151]

#### **School Curfew**

Students involved in extracurricular and or co-curricular activities shall adhere to the following curfew:

**Sunday through Friday: 10:00 PM,**

**Saturday: 12:00 AM**

Coaches and Advisors shall enforce and establish disciplinary actions for curfew violations.

#### **Student Per Diem**

Student menu per diem for post season travel (district, divisional, state travel for athletics, music, and co-curricular competitions) will be a maximum of \$6.00 for breakfast, a maximum of \$8.00 for lunch and a maximum of \$12.00 for dinner.

#### **Activity Fee (Districts Collection & Tracking)**

An activity fee will be assessed to ALL students participating in middle school and high school activities. Fees will be assessed one (1) time per year, when the participant joins their first sport/club/group/etc.

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

**Students wishing to participate in any athletic, pep/cheer, band, chorus, FFA, BPA, JMG or FCS activity MUST purchase an activity pass.** The money raised from this fee helps with the financial support of the activity that the student benefits from, though it pays for only a small portion of the actual expense of the activity.

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

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

### Activity Fees

<b>Student All-Season Activity Pass</b>		
6th-12th grade		\$50.00
K-5th grade		\$35.00
<b>Family All-Season Activity Pass</b>	<b>\$155.00</b>	
<b>(For Those Living in the Same Household/College Student)</b>		
<b>Adult All-Season Activity Pass</b>		\$62.00
<b>Senior Pass (62 and older)</b>		FREE
 <b>HS/JH Football Combined Contests</b>		<b>Gate Price</b>
K-12th		\$5.00
Adults		\$7.00
<b>Combined Contests (two high school level contests)</b>		
K-12th	\$5.00	
Adults		\$7.00
<b>JV/JH Only Contests</b>		
K -12 <sup>th</sup> grade		\$3.00
Adults		\$5.00
<b>Stacked Games (three or more games)</b>		
<b>Tournament Games (Boys and Girls)</b>		
K-12th grade		\$6.00
Adults		\$8.00

### Non-Participating Students Attendance to Activities

To attend a district, divisional, or state tournament and /or track meets, the following must be done to obtain permission to attend:

- Students must sign up to attend the tournament/track meet in the office one day before the event.
- Students must have a 2.0 grade point average, and be in good standing behaviorally.
- Everyone is expected to be in school on time the day following night games. When the proper procedure is followed, the student may attend the event and the absence will not count toward the eight day rule. You are encouraged to plan ahead; get signed up and get your work done, then enjoy the event.

### Fundraising

Fundraisers must be for non-profit, student groups and specifically related to school activities. A Fundraising Committee will oversee a master schedule of activities and review and approve all proposals. All student groups must submit proposals for approval by completing a Fundraising Request Form in the fall of each school year to the Activities Director. Only school group fundraising is permitted. Individual students are prohibited from conducting fundraisers. At no time can a fundraising activity interfere with instruction or the school program. There is to be no solicitation of school personnel in the building before, during, or after school. (Established January 2008)

Unsupervised students are to leave the building by 4:00 PM. All students participating in athletics after 3:51PM will use the commons area doors. Students who are still in the building and not supervised will be considered to be trespassing and

asked to leave.

**2019-2020 Holidays**

<b>Event</b>	<b>Month</b>	<b>Day(s)</b>
<b>Labor Day</b>	September	2
<b>MEA Days</b>	October	17 & 18
<b>Thanksgiving Break</b>	November	28 & 29
<b>Badger Invitational</b>	December	6 & 7
<b>Christmas Break</b>	December/January	Dec 23-Jan 3
<b>Easter Break</b>	April	13

**Note: Designated Fridays each month will be a Professional Development day for all teaching staff.**

**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.

**Conference Dates**

<b>Event</b>	<b>Month &amp; Dates</b>	<b>Times</b>	<b>Grade Level</b>
<b>Back To School Night</b>	<b>August 15</b>	<b>5:30-7:00</b>	<b>EK-12</b>
<b>Parent/Teacher Conferences</b>	<b>October 22 October 24</b>	<b>4:00-7:00 4:00-7:00</b>	<b>EK-12</b>
<b>Parent/Teacher Conferences</b>	<b>March 24 March 26</b>	<b>4:00-7:00 4:00-7:00</b>	<b>EK-12</b>

**Weather Emergencies**

If a severe storm or other weather-related emergency is forecast and/or has hit the area, the Superintendent will determine if school will open for the day. The following media will be contacted with information about school closures and resumptions:

Every attempt will be made to contact the following radio and TV stations before 6:30 AM or the night before school is to be closed; KMON –KEIN – Fisher Radio Stations – KAAK; KIK; KINX FM; KQDI FM; KQDI AM; KXGF AM; KFBB TV –KRTV TV

In the event of a school closure during school hours, parents will be contacted by the office as quickly as possible. We ask that students do not call their parents to make arrangements to go to a friends house.

In the event of a school closure while students are not in session teachers grades EK-6 will make an earnest attempt to contact each parent’s phone (cell phone) so that each family is informed.

**Board Policy**

School District #3 & B School Board Policy is available for inspection by the public in the administrative office and the school Library.

## 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 EK-5 after 4:00 PM on Wednesdays.

## Cafeteria

Breakfast will be served from 7:30 AM.– 7:55 AM. Breakfast prices are \$1.70 for students, \$2.25 for adults. Lunch prices are \$2.95 for all grade levels. Adult lunches are \$3.75 each. Parents wishing to have lunch with their children are encouraged to contact the food service department by 9:00 AM. Free and Reduced lunches are available, please see section below for more information.

### **No pop or Energy drinks will be allowed in the lunchroom.**

Lunch count will be taken in each room, each morning. Students should:

Purchase lunch or bring their cold lunch.

Place \$25.00 or more in the student's lunch account.

Only High School students, 9th-12th grade, will be permitted to leave campus for lunch.

If hot lunch is purchased, milk is included. Students may purchase extra milk in the cafeteria at \$.50 per carton. If the student owes money on his/her account, they may not purchase additional items.

Parents are encouraged to fill out an application for free/reduced meals. If you qualified for free/reduced meals last year, you will need to fill out a new application at the start of the school year. You have 30 days to get the application to the food service dept. 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.

Students will **NOT** be allowed to CHARGE lunch. Money should be put into your child's account on a regular basis. If charges on a student's account begin to exceed \$10.00, the student will be told verbally of the charges by the food service staff. If charges continue to go beyond \$20.00, the food service department will contact the parent to make arrangements to pay the charges. If charges exceed \$100, the district office will be notified and parents will be contacted. The food service department will provide statements for any accounts that are less than \$5.00. Statements will also go out with report cards.

## Elementary Lunch and Lunch Recess Schedule

<b>Lunch</b>	<b>Lunch Recess</b>
EK-10:50-11:15	11:15-11:30
K-10:53-11:15	11:15-11:30
1- 10:56-11:15	11:15-11:30
2- 11:10-11:30	11:30-11:50
3- 11:13-11:30	11:30-11:50
4- 11:40-12:00	12:00-12:20
5- 11:40-12:00	12:00-12:20
6- 11:40-12:00	12:10-12:20

## JH/HS Lunch Schedule

12:28pm - 12:48pm

## Lunchroom Behaviors

With both food items and milk, students are encouraged to taste each item.

### **Expected Behaviors:**

1. Walk to the lunchroom with hallway behavior.
2. Cutting and grabbing food from others isn't appropriate.
3. Hand sanitizer is available by the door if wanted.
4. Get silverware needed for lunch.



5. Once in the serving area, no talking and keep your hands and feet in your space so that lunch requests can be heard.
6. Look at and listen to the server and know what you want for lunch.
7. Wait at the end of the tray area for computer space.
8. Type in your number at the computer.
9. Dump tray. Elementary grades EK-4 ask for okay, urging some healthy items to be eaten.
10. Clean your area.

JH and HS may leave when done. Elementary will wait to be excused for recess. Walk quietly back to class/recess/break area.

### **Student Fees, Fines, and Charges**

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. The District may withhold a student's grades or diploma until restitution is made. A student or parent may appeal the imposition of a charge for damages to the Superintendent and to the Board.

### **Asbestos Management Plan**

School District #3 & B has an Asbestos Management Plan that is available in the maintenance supervisor's office. The plan is available for inspection by contacting the superintendent.

### **Federal Program Involvement**

Cascade District #3 & B 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 Cascade Public Schools 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 JH/HS Principal:**

### **McKinney-Vento Homeless Assistance**

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.**

Board Policy, References & Regulations: 3125, 3125F

## **Law Enforcement**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify the parent unless the interviewer raises what the principal considers to be a valid objection. Per State Law, a parent is NOT required to be present during questioning.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection. The principal will cooperate fully regarding the conditions of the interview, if the questioning is part of a child abuse investigation.

### **Students Taken into Custody**

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student’s physical health or safety.
- Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer’s identity and, to the best of his or her ability, will verify the official’s authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

## **Student Records**

A student’s school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school personnel with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered education records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of postsecondary education; or (3) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

### **Special Education Records**

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

## Student Directory Information

Cascade School District will maintain two (2) sets of school records for students: a permanent record and a cumulative record. A permanent record consists of basic information that identifies the student, academic transcripts, immunization records, and attendance records. The cumulative record may include but is not limited to aptitude test results, psychological reports, achievement test results, record of extracurricular activities, honors and awards received, teacher anecdotal records, and disciplinary information.

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians, and students over eighteen (18) years of age certain rights with respect to a student's education records. These rights include:

- The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.
- The right to request an amendment of student's education records which the parent(s), guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
- The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
- The right to a copy of any school student record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information concerning the parent's or guardian's child.

Throughout the school year, Cascade Schools may release directory information regarding students. The following is a list of what Cascade School defines as directory information.

- Student name
- Photograph
- Dates of attendance
- Grade level
- Weight and height of members of athletic teams
- Honors and awards
- Enrollment status (full or part-time)
- Participation in activities and sports
- The right to request that information not be released to military recruiters and/or institutions of higher education. By federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. Parent(s)/guardian(s) or eligible students may request that the District no release this information and the District will comply with the request. Parents, guardians, and eligible students should refer to the Student Directory Information Notification form in the yearly August Newsletter and also picked up in the student office. The form should be signed and returned to the school within ten (10) days of receipt of this handbook ONLY if you do NOT want directory information about your child disclosed to a third party in accordance with FERPA. If no response is received, the District will disclose all student directory information at its discretion and/or in compliance with the law. Note: If a student's name, grade level, or photograph is to be withheld, the student will not be included in the school's yearbook, program events, or other such publications.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. Parents, guardians, and eligible students should refer to the Student Directory Information Notification form which can be requested from the student office. Parents may check off any combination of boxes if they do NOT want directory information provided to any or all entities. The form must be signed and returned to the student office within ten (10) days of receipt of this handbook (**Board Policy #3600**).

## Married Students

Married students may continue their "basic" education in our school. They may be members of school organizations and participate in extracurricular activities. All students between the ages of 7 and 15 must attend school unless excused by Montana law 20-5-102. Students who enter the school year late or exit early must make up all work to receive credit for that grading period. Those late entering students will also have their attendance for the current year counted toward CHS attendance roll.

## **HEALTH**

The Cascade School 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, Cascade will provide all students (EK-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.

Cascade 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 school district will see to it that the student is transported.

Students who have a temperature that exceeds 101 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 at Cascade Public Schools will not receive insurance coverage paid for by the school district. Students may purchase coverage at their own expense. These forms are available at the student secretary's office. It is the student's responsibility to send the insurance policy to the company.

### **Medication**

The administration of medication to students in schools is permitted with written authorization of a physician or dentist and that of a parent, guardian, or caretaker relative. Proper authorization forms must be on file at the office for a student who needs to carry and self-administer specific medication on school grounds or at school sponsored activities. The authorization form must be completed by the prescribing physician and an authorizing parent, guardian, or caretaker relative. When

applicable, and Education Authorization Affidavit must be completed and signed by a caretaker relative for the current school year. Students who self-administer using epinephrine during school hours must immediately report to the school office, classroom teacher, or principal so that follow-up care can be provided.

If, under exceptional circumstances, a child is required to take oral medication during school hours, and the parent cannot be at school to administer the medication; then the following procedure will be used:

Written instructions signed by parent and physician (school form letter included in this handbook) will be required and will include:

- Child's name
- Name of medication
- Purpose of medication
- Time to be administered
- Dosage
- Possible side effects
- Termination date for administering the medication.

The medication must be brought to school by the parent or guardian in a labeled container as outlined above. It should be taken to and left at the student office for proper handling. The parent may bring medications for no more than one week at a time unless special arrangements are made through the office. Each initial daily dose must be administered at home by the parents, to avoid adverse reactions from occurring at school. School personnel may assist the student by reminding him/her what time to take the medication.

The school will:

- Contact the parent to discuss the medication request.
- Inform appropriate school personnel of the medication.

The parent of the child must assume responsibility for informing the school of any change in the child's health or change in medication. **The school 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.

### **Elementary Playground Rules**

While at recess we expect students to conduct themselves in a safe and respectful manner. Students are to play in designated areas only.

The following rules will be enforced.

- Leave all electronic games and toys at home. They are not allowed on the playground.
- All equipment, such as balls and jump ropes need to be shared with others.
- There is only one person at a time going down the slide. Slides are for sitting and sliding down, not climbing up! Do not hang off the edge.
- Do not roll rocks/stones down the slide.
- Absolutely no pushing, shoving, hitting, tackling, obscene gestures, or put-downs.
- No throwing snowballs, stones or rocks.
- Telling is to help a person in trouble, tattling is telling to get a person in trouble.
- The hill may be used for sitting, relaxing and talking with your friends. You may not play king of the hill or go on it when it is muddy.
- Do not talk to students who are on the wall. Do not attempt to get their attention in any way.
- Do not leave the playground for any reason unless you have permission from the duty teacher.
- Use equipment properly—jump ropes are for jumping, slides are for sliding and climbing only on climbing wall.
- Take turns. Do this by counting to 60 slowly, and then you can trade.
- Be respectful to all staff monitoring the playground.

- No foul language or name-calling.
- Do not chase other students if they have asked you to stop.
- When recess is over, line up in the appropriate place. Keep your voices low and your hands to yourself. Do not enter the school until given permission.

Students are required to be appropriately dressed for the weather when at recess. This includes waterproof boots/hats/gloves or mittens when temperatures and precipitation dictates their use. Students won't be allowed to linger in the hallway or to go to any classroom without prearranged hall/classroom pass. Any student who refuses to cooperate with any faculty or staff member at the school, while they are under the jurisdiction of school time or any school sponsored event or program at Cascade or away, who threatens or indicates the same by gestures will be suspended from school. All CPS staff have authority to redirect any CPS student.

### **Junior High Playground Rules**

While at recess we expect students to conduct themselves in a safe and respectful manner. The following rules will be enforced.

- Students are to play in designated areas only. This does not include the ramp, window areas, and hillside.
- Throwing or tossing any object(s) that could be harmful to yourself or others such as rocks, sticks, or snowballs is prohibited.
- All games will be conducted with a sense of fairness and without argument.
- Any behavior that includes pushing, tackling, hitting/fighting, name-calling, put downs, and/or obscene gestures will not be tolerated.

Students who violate any of these rules or conduct themselves in a disrespectful manner as noted by the supervisor may be reported to the principal. Further referrals will require a parent/principal meeting and a plan of improvement before student may be allowed to re-enter the playground for recess.

Students are required to be appropriately dressed for the weather when at recess. This includes waterproof boots/hats/gloves or mittens when temperatures and precipitation dictates their use. After finishing lunch, junior high students are to go directly to their designated areas as instructed by the teacher on duty. Students won't be allowed to linger in the hallway or to go to any classroom without prearranged hall/classroom pass. Students who violate this rule will be reported to the principal. Any student who refuses to cooperate with any faculty or staff member at the school, while they are under the jurisdiction of school time or any school sponsored event or program at Cascade or away, who threatens or indicates the same by gestures will be suspended from school. Any elementary teacher has as much authority over junior high and high school students as the junior high and high school instructors have over elementary students.

## **SCHOOL BUS RULES AND REGULATIONS**

All rules apply to regular routes or to special trips. School bus riders are under the jurisdiction of the school bus driver while on the bus, unless the superintendent has designated some other adult to supervise (coach, teacher, activity sponsor). If these rules are not observed the student will be refused the privilege of riding the school bus.

Video cameras with audio capabilities have been installed on all regular route as well as Activities buses.

### **General Information**

- The bus driver will stop only at designated stops.
- No firearms, illegal drugs, alcohol, matches, cigarette lighters or tobacco products are allowed on the bus.
- Observe the same rules on all trips under school sponsorship.
- Students riding school buses to any school activity will ride to and return from that activity on the school bus. The only exception will be if students' parents present a note of permission to the advisor. Any other arrangements must be made through the principal prior to the trip.
- Never tamper with the bus or the bus equipment.
- Remember you are a representative of Cascade Public Schools when riding buses to other communities. Be respectful, courteous, and polite to those you see.
- No drinks allowed on bus unless secured in a container with a screw top lid.
- No animals or pets are permitted on the bus.
- No adult riders (parents or guests) are permitted on route buses.

- No food or drink on the buses, including after school activity bus.

#### **Prior to Boarding the Bus**

- Be on time at the designated bus stop.
- Stay off the road while waiting for the bus.
- Do not move toward the bus until it has come to a complete stop.
- Where it is necessary to cross the highway, proceed to the front of the bus on the right shoulder of the highway where oncoming traffic can be seen in both directions. Wait for a signal from the bus driver permitting you to cross.

#### **While Riding the Bus**

- In the event of a road emergency, remain in your seat until instructions are given by the bus driver.
- Students are to remain in their seats until they reach their destination and the bus has come to a full stop.
- Be absolutely quiet when approaching a railroad crossing stop.
- Avoid loud talking and laughing or unnecessary confusion.
- It is not permissible to throw anything within or out of the bus.
- Keep head and hands inside the bus at all times.
- Keep all articles out of the aisles.
- Help with the bus cleaning; do not throw refuse on the floor.

#### **Exiting the Bus**

- Exit the bus in a quiet and orderly manner.
- Be sure to take all your belongings with you.

#### **Guest Riders**

Students who normally do not ride a given school bus will be considered guest riders and may ride if the following conditions are met as such requests aren't on a regular basis. Determination of what is "regular basis" will be made by the principal. Guest riders must provide the transportation supervisor with a note written and signed by the parent or guardian. It will state the specific day and time transportation is requested, and the name of the person the guest is riding with. Upon receiving approval from the driver, the guest rider will be expected to abide by all rules and regulations set up for regular riders. The bus driver will not allow the guest rider to exit the bus unless the specified individual who is named in the note is present to receive the student. If no one is present to assume responsibility for the guest rider, he or she will remain on the bus until it returns to the Cascade School. Parents are expected to provide an alternative arrangement in the event the child is returned. This last stipulation does not apply if guest rider is riding directly to a regular rider's home.

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

The bus driver will have the responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's principal **ASAP**. The school principal will have the authority to suspend the riding privileges of students who are disciplinary problems on the bus. Parents of children whose behavior and misconduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. The safety of students during their transportation to and from school is a responsibility which the students and their parents share with the bus driver and school officials.

The school wants students to know what is expected of them when they wait for and ride on a school bus. Therefore, the rules of student conduct will be issued to every bus riding student at the beginning of the school year. Students who fail to observe these rules will be subject to immediate disciplinary action, since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to the principal on the same school day, if the incident occurs in the morning, or the next morning, if it occurs in the afternoon. The following action will be taken:

The principal will determine if the offense warrants parent notification.

These offenses warranting parent notification will result in:

- *First Offense:* A warning card describing the incident will be sent home. The card must be signed by the parent and presented by the student to the driver for signature when the student next boards the bus and must then be returned to the principal.
- *Second Offense:* A card clearly labeled as Offense #2 will necessitate the parents appearing with the child in a meeting with the principal before the student may ride the bus again (15 days lost bus ridership may be reduced with parent-principal meeting).
- *Third Offense:* A third offense card (so labeled) will result in suspension of bus riding privileges for a period



- of 30 days.
- Any further offense will result in a minimum of 45 days lost ridership and a maximum of permanent lost-ridership.
- Riding days lost during the last month of school will carry from school year to school year.
- Excessively dangerous behavior will result in immediate disciplinary action by the principal.

### **Use of Technology- Chromebook Agreement for JH/HS Students**

All students at Cascade High School will be issued a Chromebook for use in school and/or at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

*Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District-owned Chromebook, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, and/or legal action.*

To understand the expectations of the District, students and their parents/guardians are responsible for reviewing the District's Internet Acceptable Use Policy which must be signed before any student is allowed Internet access.

#### **Ownership of the Chromebook**

The District retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes for the academic year. Moreover, the District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

#### **Care of the Chromebook**

In order to instill and create a sense of responsibility with the students, the school has tiered incident program for the Chromebooks:

- Following the 1<sup>st</sup> Claim Incident – The student and/or parent must pay up to \$40 to repair the chromebook. The student cannot take the Chromebook home until the repair cost is paid and the repaired Chromebook is returned.
- Following the 2<sup>nd</sup> Claim Incident – The student and/or parent must pay the entire cost to repair the Chromebook and the student cannot take the Chromebook home. The Chromebook must be checked in and out from the principal.
- Following the 3<sup>rd</sup> Claim Incident – The student and/or parent must pay to replace the Chromebook at replacement value. The student cannot take the Chromebook home and the Chromebook must be checked in and out from the principal.

#### **Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Acceptable Use Policy
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. (Note: A fully charged Chromebook should last at least 8 hours.)
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in a protective case which the district will provide when traveling.
- Students must promptly report any problems with their Chromebook to the District Technology Coordinator.
- Students may not remove or interfere with the serial number, school asset tag, or name sticker.
- Students must not alter the appearance of the Chromebook in any way. (You may only write on the name sticker.)
- Students must keep their device clean and use only approved Chromebook screen cleaners.
- Food and drinks are not allowed by the Chromebooks. The cost of any damage that is a result of food or drink will be total responsibility of the student. Keep your Chromebook away from food and drinks.

### **Responsibility for Electronic Data**

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the District technology staff. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and is given no guarantees that data will be retained or destroyed.

### **Web Content Filtering**

The school provides content filtering for the Chromebooks at home and school. Any attempt to bypass the content filtering is a violation of the Acceptable Use Policy.

### **Spare Equipment and Lending**

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for the loaner device. If a student does not bring his/her Chromebook to school, disciplinary action will result. (Warning the first time, Discipline Write Up after that). Failure to bring a fully charged Chromebook to school may result in disciplinary action (Warning the first time, Discipline Write Up after that.)

### **Charging and Storage Location**

Each student will be assigned a place to store and charge their Chromebook in the school. This location will be unlocked in the morning and locked up after school each day. The Chromebook is still the responsibility of the student and the District will not be responsible for lost or stolen devices. This location is provided as a convenience for students who do not want to take their assigned Chromebook home each night.

### **Chromebook Signature Form**

By signing the handbook confirmation page, the student and their parent/guardian agree to follow and accept:

- Acceptable Use Policy
- Chromebook Agreement
- The Website and Social Media Guidelines
- That the District owns the Chromebook, software, cases and issued peripherals
- If the student ceases to be enrolled at Cascade Schools, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the device. In addition, the student must also return both the Chromebook charger and the Chromebook case. If one or both of these items are not returned, the student/parent must pay \$45 for the Chromebook charger and/or \$25 for the Chromebook case.
- In no event shall Cascade School District be held liable to any claim of damage, negligence, or breach of duty.

## **ACCEPTABLE USE AGREEMENT: INTRANET/INTERNET**

### **CASCADE ELEMENTARY SCHOOL Grades EK-12**

#### **(PARENTS: READ EACH ITEM TO YOUR CHILD BEFORE THEY SIGN IT)**

**As a part of my schoolwork, my school gives me the use of computers and storage space on the server or in the Cloud for my work. My behavior and language are to follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:**

1. I will use the computers only to do school work, and not for any other reason. I will not store material that is not related to my schoolwork.
2. I will use the Internet only in ways the teacher has approved.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others to unsecured public sites.
6. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
7. I will be polite and considerate when I use the computer. I will not use it to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.

9. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion or sex.
10. I will not damage the computer or anyone else's work.
12. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. If the problem is an inappropriate image I will turn off the monitor and then seek help.
13. I will not block or interfere with school or school system communications.
14. My computer use is not private; my teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.
15. I know that the conduct that is forbidden in school is also forbidden when I use electronics outside of school if it interferes with other students' education, and if I break the rules there will be consequences in school.

**Parents:** I have read and discussed with my child the Acceptable Use Agreement, and I give permission for his or her use of the resources. I understand that computer access is conditional upon adherence to the agreement. Although students are supervised using computers, and their use is electronically monitored, I am aware of the possibility that my child may gain access to material that school officials and I may consider inappropriate or not of educational value.

**\* STUDENTS MAY NOT USE COMPUTERS UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE TEACHER.**

## Student Directory Information Notification

Please request, sign and return the form 3660F to the school within ten (10) days of the receipt of this notice **ONLY** if you do not want directory information about your child disclosed to third parties in accordance with the Family Educational Rights and Privacy Act (FERPA). If we receive no response by that date, we will disclose all student directory information at our discretion and/or in compliance with law.

NOTE: If a student's name, grade level, or photograph is to be withheld, the student will not be included in the school's yearbook, program events, or other such publications.

Following is a list of items this District considers student ***directory information***.

-Student's name	-Enrollment status (e.g. full-time or part-time)
-Grade level	-Participation in officially recognized activities and sports
-Photograph (including electronic version)	-Weight and height of members of athletic teams
-Dates of attendance	-Honors and awards received

Form 3600F to withhold your child's directory information must be requested from the student office.

**STUDENT/PARENT HANDBOOK CONFIRMATION**

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

**CASCADE PUBLIC SCHOOLS COMPUTER USE AGREEMENT EK-12**

**Website & Social Media Guidelines: Think before you act because your virtual actions are real and permanent!**

<b>Guideline</b>	<b>Student Initials</b>	<b>Parent Initials</b>
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do 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. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		

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

\_\_\_\_\_  
 (Signature of Student)

\_\_\_\_\_  
 (Signature of Student)

\_\_\_\_\_  
 (Signature of Student)

\_\_\_\_\_  
 (Signature of Student)

\_\_\_\_\_  
**(Name Printed of Parent/Guardian)**

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

**\*WHILE FREQUENT ATTEMPTS TO OBTAIN PARENT SIGNATURES (HANDBOOK CONFIRMATION) WILL BE ATTEMPTED, STUDENTS ARE STILL REQUIRED TO COMPLY TO ALL RULES HEREIN, WHETHER THIS PAGE IS RETURNED SIGNED OR NOT.**