

Cascade School District Student Handbook



2020-2021

NONDISCRIMINATION/TITLE IX

Cascade School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX and Civil Rights Coordinator, Elia Ala'ilima-Daley at 509-548-5277, edaley@cascadesd.org, Cascade High School, 10190 Chumstick Hwy. Leavenworth, WA 98826, or Special Education Director and Section 504 /ADA Coordinator, Brett Johnson at 509-548-4042, bjohnson@cascadesd.org, Alpine Lakes Elementary School, 500 Pine St. Leavenworth, WA 98826

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Letter from the Superintendent

Dear Cascade Families,

Welcome to the 2020-2021 school year! The purpose of this handbook is to familiarize you with guidelines and procedures for our school district. This is the first time that we are providing a comprehensive handbook for all grades; our intent is to show how things work throughout our system. Because the 2020-2021 school year is starting during the Novel Coronavirus (COVID-19) pandemic, additional guidelines and restrictions may be provided separately from this handbook.

Creating and maintaining a high quality school system depends on everyone- students, parents, teachers, support staff, and community members. We are very proud of the individual attention and care that our students receive in Cascade School District.

If you have any questions, please contact your child's building principal. We are looking forward to a great school year!

Sincerely,

Dr. Tracey Beckendorf-Edou
Superintendent

Mission

The mission of Cascade School District is to provide Continuous Student Development in every area in which student learn and participate. How do we do this? We structure our school days to provide time each week for teacher to team together to analyze state learning expectations and to create educational plans for students based on these questions:

1. What do we want our students to learn?
2. How will we know when they have learned it?
3. What will we do for students who haven't learned it?
4. What will we do for students who have learned it and are ready to learn even more?

These questions guide our instruction to make sure that every child is learning and growing.

School Board of Directors

The Cascade School District School Board consists of five members who serve as the governing body of the district. The board sets policies that determine how schools operate. The board is ultimately responsible that the district lives up to its mission statement *Continuous Student Development*.

Our School Board members are:

- Trey Ising, Chair, tising@cascadesd.org;
- Cindy Puckett, Vice Chair, cpuckett@cascadesd.org;
- Judy Derpack, jderpack@cascadesd.org
- Cyndi Garza, cgarza@cascadesd.org
- Zachary Miller, zmiller@cascadesd.org

Communication

Cascade School District staff are excited to partner with you in the education of your child or children. We communicate a variety of ways and really appreciate hearing from our families. Look for the following throughout the year:

- District and school websites are full of up-to-date information. Look for us at <https://www.cascadesd.org/>.
- Don't miss our social media presence! Like us on Facebook @CascadeSchoolDistrict228 or follow us on Twitter @228Cascade.
- Please make sure we have current contact emails, phone numbers, and addresses for you as we communicate with our families using ALL of these (update these in Family Access).
- Email us anytime with our first initial followed by last name @cascadesd.org. For example, the email address of Emily Ross is eross@cascadesd.org.
- At Peshastin-Dryden Elementary School, a blue folder in your child's backpack will contain a multitude of information throughout the year. Check this folder for schedule changes, field trip forms, letters from your child's teacher, and approved flyers.
- Monthly school newsletters include updates and tips.

Registration

Students new to the district can be enrolled online through our website under "For Parents" and "New Student Enrollment". These enrollment applications are then processed at the building level. You can complete the online enrollment application without required birth certificates and immunization records but you will need to present these to the school before student enrollment is completed. Under most circumstances and with completed immunizations, the newly enrolled child will start school two days following registration.

When enrolling, please be certain all information is complete and up-to-date. It is essential that emails and phone numbers are correct. If you do not have a telephone, you need to provide us with an alternative emergency phone contact.

Student Records

Final transcripts of each graduate are kept and filed indefinitely. Student records contain grades, test scores, and attendance information. Students and parents or guardians of students less than 18 may request to see their own school records. Records cannot be released to anyone else outside of the school without written consent of the parent or of the student if he or she is 18-years-old or has graduated.

Student Directory Information

Personally-identifiable records or files about an individual student will not be released without written parental consent. However, the district may release photographs of students for public information purposes, and/or lists of students belonging to a group such as graduating seniors. Upon written request by a parent, such information will not be released.

Disciplinary File

A confidential record of disciplinary referrals, incidents and sanctions will be established and maintained by the principal or designee. The disciplinary file may be transferred to other schools as the student moves through the grades. Its contents may be shared with others who demonstrate parental or professional need to know its contents at the discretion of the principal. The contents will not become part of the student's permanent file.

Family and Student Access

Do you need to update your phone numbers, mailing addresses, pay for food service, and be the first to receive e-mails from the school? The minute your student is enrolled in CSD, online Family and Student Access accounts are created through our Student Information System, Skyward. Skyward Family and Student Access is an online program that allows students and guardians to view (and/or edit) family and student contact information, assignments, grades, schedules, food service balances, graduation requirements, immunizations, discipline records, make payments online for food services, athletics and/or academic fees, ASB cards, planners, and much more. Parents and guardians use Family Access, and students use Student Access. These programs allow students and parents to play a more involved role in the student's education and improve communication with the school(s). You first must have a Login ID and password. Students are issued these while at school. Parents and guardians' logins and passwords can be obtained from the student's school office. The portal for family access is located on the front of the school website, under For Parents and Family Access.

Emergency Information

It is vital that your child's school knows where you can be reached during the day. Please be sure that the office has accurate information such as phone numbers for home and work as well as an emergency contact person and his or her phone number. If you change your address, phone number, or emergency contact person, please update the information in Family Access or contact the office immediately.

School Hours

Peshastin-Dryden Elementary School is open for students at 7:30 a.m. School begins at 8:10 a.m. School is dismissed at 2:35 p.m. Alpine Lakes Elementary School and Beaver Valley Elementary School are open for students at 7:45 a.m. School is dismissed at 2:45 p.m.

Icicle River Middle School is open for students at 7:20 a.m. (*This time is subject to change*). After that time, students may meet with teachers and friends in specified areas. Students are to not interfere with the safety or well-being of any other person while at school and especially in common areas such as the halls and cafeteria. School is dismissed at 2:55 pm. The main office will be open from 7:30 a.m. to 4:00 p.m. to handle student business. Parent and/or student appointments with administrators may be scheduled at other times if necessary.

Cascade High School is open for general student use from 7:30 a.m. to 4:00 p.m. Students should be in the building at other times only under the direct supervision of a staff member or to take part in a school-sponsored activity. The main office will be open from 7:30 a.m. to 4:00 p.m. to handle student business. Parent and/or student appointments with administrators may be scheduled at other times if necessary.

Subjects Taught

Elementary School

In grades kindergarten through 5th grade, our students learn reading, writing, math, science, social studies, music, technology, physical education (P.E.), and health. Our students also learn how to use libraries, and they have exposure to art through the Leavenworth Elementary Art Appreciation Project (LEAAP). Through LEAAP Art, students learn about art history and art styles through volunteer docents from the community. The docents teach a guided curriculum seven times a school year in order to offer students new skills, art materials to explore, and methods to learn. Starting in the 2020-2021 school year, CSD is partnering with the Methow Arts Alliance to provide additional skill-based art instruction.

Middle School

The middle school envisions that we ensure high levels of learning for all through focusing on Academic Excellence, a Supportive Learning Environment and a Supportive Professional Environment. Our students have core classrooms in reading, writing, math, science, and social studies. Band begins in sixth grade along with choir, technology, art, physical education (P.E.), and health during their “exploratory” time for 90 minutes every other day.

High School

At Cascade High School, The overall credits required for graduation are 29 credits. In addition to the total credit requirement, there are 16 credits required within specific subject areas. With 90-minute classes, one credit is earned in a class that meets every day for a semester. The specific subject requirements are listed below:

English	4.0	Mathematics	3.0	Science	3.0
Social Studies	3.0	Fine Arts	2.0	CTE/Occupational	1.0
Health & Fitness	2.0				

Graduating with Honors

The title of **Valedictorian** will be awarded to the graduating senior who achieves the highest cumulative grade point average at the end of the eighth semester of high school. All credits on the official high school transcript are used for calculating grade point average. In the case of a tie, two or more Valedictorians may be named. This honor provides recognition in the community, a reward for the student's hard work over a long period of time, possible scholarship recognition and the opportunity to give a speech at the graduation ceremony.

The title of **Salutatorian** will be awarded to the graduating senior who achieves the second highest cumulative grade point average at the end of the eighth semester of high school. All credits on the official high school transcript are used for calculating grade point average. In the case of a tie, two or more Salutatorians may be named. This honor provides recognition in the community, a reward for the student's hard work over a long period of time, possible scholarship recognition and the opportunity to give a speech at the graduation ceremony.

Minimum course requirements to be considered for these awards are: two years of college preparatory mathematics to include Algebra II, Pre-Calculus, and Calculus; two years of college preparatory science to include Cornerstone Science courses; and two years of Cornerstone English courses. Additionally,

Valedictorians and Salutatorians must have taken a full class schedule at Cascade High School in each of their eight semesters of attendance at CHS (four credits per semester). Graduates who do not meet the above requirements but have maintained a cumulative 4.0 GPA will be recognized for their accomplishment.

All graduates who earn a 3.5 cumulative GPA during the eight semesters of high school will receive Honor Cords to be worn during graduation ceremony. Students who have been on the Honor Roll, 3.0 GPA or above, during every semester of high school will also be recognized with a Torch Award.

Student Recognition

Cascade students are recognized by staff for quality academic performance in several ways. At the high school, for example, each month the staff selects students to receive Student of the Month awards. Hard work and dedication to academics, enthusiasm for school activities, and a caring and supportive attitude are traits that staff use when recognizing students of the month. Certificates of Academic Merit will be presented at the end of each semester. The faculty members establish the criteria and present the awards to the outstanding students in each of their classes.

Homework

Homework can be a necessary reinforcement of classroom learning. The following are suggested ways to help students be successful in completing daily and long-range homework/projects:

PLAN: Assign a definite time for study at home and utilize study time and library facilities at school. Keep a list of assignments in your planner and take home all necessary books, papers and materials. Using a home computer to do homework is a great idea.

PLACE: Have a definite place at home to study away from distractions, with all necessary books, papers and materials. Do not attempt to study while conversing or viewing television.

PROCEDURE: Be certain to understand the assignment when the teacher gives it. Actively read the entire assignment slowly and completely for content, relationships and details.

Reasons for Homework

- Practicing and mastering essential learning targets.
- Completing unfinished or missed assignments.
- Studying for tests and quizzes.
- Reading books and newspapers for future classes.
- Bringing or gathering materials for projects.
- Completing long-term assignments for special projects.
- Practice previously learned skills.

Academic Honesty

We have high expectations of our students. Part of our goal is to help students become productive citizens who demonstrate honesty and integrity. This means we expect our students to refrain from cheating or assisting others in cheating. Cheating includes, but is not limited to:

- Copying, exchanging or duplicating assignments then submitting them as your own;
- Writing formulas, codes, key words on your person or on a “cheat” sheet for use during a quiz or test;
- Using programmed materials such as a calculator, computer, or cell phone without teacher permission;
- Obtaining answers from others (either giving or receiving);
- Taking someone else’s test or assignment to study from or to submit as your own;
- Plagiarizing materials, including submitting work created by family, friends or tutors;
- Taking credit for group work when you made little or no contribution; and/or
- Texting or electronically transferring test questions or answers to another student.

If you are caught cheating, you will receive a zero for the assignment with no chance of making it up. Additionally, you may be sent to the office for disciplinary action. Possible consequences for cheating are school suspension, removal from positions of honor or responsibility such as an ASB officer or TA, and possible removal from athletic teams or extracurricular activities. In addition, teachers may have further consequences.

Special Education/504 Services

Special Education is specifically designed instruction that addresses the unique needs of eligible students. Special education is provided at no cost to parents and includes the related services a student needs to access his/her educational program. Services are provided to eligible students according to an Individualized Education Program (IEP). If you have any questions about Special Education services, you can look at our website under Programs. Also, you can contact our Special Education Director Brett Johnson at bjohnson@cascadesd.org.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a federal civil rights law which prohibits discrimination against individuals with disabilities. Section 504 ensures that students with disabilities have equal access to educational programs, services, and activities. Section 504 does not provide for specifically designed instruction or require creating an Individualized Education Program (IEP).

Class Placement

It is critically important that we thoughtfully and purposefully place children into their classes in order to create the most optimal learning environment possible. While we appreciate parent input, according to School Board policy 3111, the final decision about student placement will be the principal’s. Usually, transfers to other classrooms will not be made once class placement has been assigned. At the high school, students may request changes within the first five school days of each semester by contacting the Guidance Counselor. After that time, changes will only be made in exceptional circumstances.

Progress Reports and Report Cards

Kindergarten receives two types of report cards three times/year. The fall conference report card overviews the whole child based on observations by the teacher and is generated by a state-wide report for kindergartners. The next two report cards for kindergarten are standards based report cards, which communicate how each student is progressing toward the end-of-year standard in specific areas.

Numbers from 1-4, outlined in the report, describe this progress, with “3” meaning the end-of-year standard is consistently met.

First and second grades report out four times/year: twice with a progress report in fall and spring and twice with a standards based report card in January and June. Again, this report card assesses how each student is progressing toward end-of-year standard in specific areas. As with kindergarten, numbers from 1-4, outlined in the report, describe this progress, with “3” meaning the end-of-year standard is consistently met.

At the middle school and high school, formal grade reports are issued every nine weeks. The purpose for grading is to reflect student mastery of learning targets, performance on standards-based assessments and guided practice. Formal grading procedures will be outlined by teachers at the beginning of the school year. In addition to the quarterly grade reports, parents can expect classroom progress reports throughout the grading period. Current grades can be checked by parents on Skyward/Family Access. It is important that parents contact teachers with any questions they might have about classroom performance. This will be communicated early in the course by the teacher.

Progress reports and report card processes may be adjusted in the case of states of emergency and modified educational rules from the state.

Grading at the High School

At the high school, each teacher will provide students with a syllabus that includes grading criteria. Final grades are issued at the end of each semester and are posted on the student's transcript. Quarter grades are issued to all students to provide a midpoint grade check. However, they are not posted to transcripts. Student progress can be accessed through Skyward. Progress reports will be sent home either through email or with the students. Only semester report cards will be mailed home. Other report cards will be given to the students in advisory.

At the high school, each student's grade point average is calculated using the following scale and weighted according to the number of credits attempted:

A.....	4.00	B+.....	3.33	C+.....	2.33	D+.....	1.33	F.....	0.00
A-.....	3.67	B	3.00	C	2.00	D	1.00		
		B-	2.67	C-	1.67				

Parent-Teacher Conferences

Communication is an essential part of the educational program. We feel it is important for parents to keep in close contact with their child's teacher concerning his/her progress. Conferences are scheduled twice during the school year. Letters will be sent home before conferences to explain the process and to schedule a time. Additional conferences may be held any time parents or teachers feel that one is needed. Please call your child's teacher to arrange a convenient time. We piloted online conference scheduling at the middle school for spring conferences in February 2020 in anticipation of doing this in grades K-12 in fall of 2020.

Positive Behavior Intervention System (PBIS)

PBIS is a behavior system that CSD uses in grades K-5. PBIS means that students are taught behavior expectations throughout the school and practice it routinely so students know how to make positive choices in different settings. Positive behaviors are reinforced in a variety of ways. For example, Peshastin-Dryden Elementary School rewards students with cub coupons, quality slips and character trait rewards. They also teach students that mistakes help them learn. They send home FYIs when students need some extra guidance and the parent/guardian needs to know about corrective action. An office referral is a more serious situation in which the principal becomes involved. An office referral can lead to a loss of free time or a suspension of bus or school privileges.

At the middle school, students participate in a citizenship program, which encourages everyone involved to become responsible for their own behaviors. It gives students the opportunity to develop their decision-making skills and immediately have time to reflect on how to avoid interfering with the safety, learning, or well-being of others. Students have the ability to redirect their own behavior when given time to reflect. At the end of each day, students need to reflect on whether they MADE THEIR DAY and how to make tomorrow a fresh start.

CharacterStrong

Cascade School District implements a social-emotional curriculum called CharacterStrong in all schools. CharacterStrong emphasizes character development and developing attributes such as kindness, courage, growth mindset, honesty, and more. Parents can expect to see character challenges come home.

Dress Code

Students are encouraged to dress comfortably, healthily, and cleanly. For your child's safety, shoes must be worn at all times. On your child's P.E. day, a lace-up or Velcro-fastened pair of tennis shoes are the best for support and safety. Clothing that does not cover the midriff, spaghetti strap tops, short shorts and skirts (defined as shorter than the middle finger with arms hanging), and any clothing with inappropriate graphics or language should not be worn to school. Baggy pants must be worn with a belt and underwear should not be exposed. The final determination of the appropriateness of attire is the responsibility of the principal.

Understanding socially appropriate dress is fundamental to a student's future employment success. In support of the transition from child to young adult, the following attire related rules are in place.

During the pandemic, appropriate face coverings may be required by health authorities.

Cascade Procedure no. 3224P	Grade Range			
	K-2	3-5	6-8	9-12
A=Appropriate N=Not Appropriate				
1. Long pants including jeans/khakis.	A	A	A	A
2. Skirts, dresses and shorts that extend to fist length.	A	A	A	A
3. Shirts with necklines no lower than a straight line between underarms.	A	A	A	A
4. Sleeveless shirts with small armholes and shoulder straps a minimum width of 3 student fingers.	A	A	A	A
5. Shirts that display the midriff.	N	N	N	N

6. Alcohol, drug, or weapon related words, art, or symbols.	N	N	N	N
7. Nonathletic shoes in PE/recess or barefoot.	N	N	N	N
8. Gang affiliated clothing, piercing, tattoos, jewelry, and hairstyles as recognized by law enforcement.	N	N	N	N
9. Sunglasses, or bandanas (other than with an order from a medical doctor) worn or displayed inside the building.	N	N	N	N
10. Rips or tears in jeans and shorts MUST be below private parts.	A	A	A	A
11. Pants worn below the top of the buttocks.	N	N	N	N
12. Sleepwear/underwear worn in place of, or on top of, regular clothing, and long duster/trench style coats.	N	N	N	N
13. Violent, hate, or harassing related words, art, or symbols.	N	N	N	N
14. Color dyed hair.	A	A	A	A
15. Visible piercings other than earrings (see below).	N	N	A	A
16. Undergarments that can be seen.	N	N	N	N

Jewelry and piercings must be removed to participate in PE/athletic activities if required by teacher/coach. The dress code procedure will be reviewed with building staff on a yearly basis. If a student's dress or grooming does not meet these provisions, the principal will request the student to make appropriate corrections. If the student refuses, the principal will take appropriate corrective action including disciplinary action for a dress code violation. Principals may grant exceptions for occasional special events and activities. Students who violate provisions of the dress code relating to extracurricular activities may be excluded from the extracurricular activity until proper attire is worn.

Phone Usage

The office telephone is for school business and emergency calls only. Parents are also asked to share special after-school instructions with their children before they leave for school in the morning. School dismissal time is very hectic and late afternoon messages to children are difficult to deliver.

Calls to the classroom are not allowed during school hours. They are disruptive to classroom instruction and take up valuable teaching time. A message can be left for the teacher through the office or you can contact your child's teacher through email. **Please do not contact your child via cell phone during the school day.**

Cell phones and other electronic devices will remain off during school hours and stored in backpacks for safekeeping. Any exceptions to this policy should be instructionally based and will be at the discretion of the teacher. The school is not responsible for lost or stolen items. Student discipline may occur based on the use and content of electronics used at or negatively affecting the educational process at school.

Technology Devices

Cascade School District recognizes that many students use cell phones and other electronic devices on a daily basis. However, bringing such devices to school can be a distraction to the learning environment and a safety risk. If a student chooses to bring these devices to school, the Cascade School District is not responsible for any lost, stolen or damages which may occur.

Discipline

Everyone has the right to feel safe and be treated with respect and mutual courtesy—staff, students, parents, and school community members all share this right. Students are expected to show respect toward each other and to those in our school community and behave in a manner that is not

intimidating in any way. The most effective way to improve and maintain a positive school climate is to implement a school-wide behavioral plan that stresses proactive and positive corrective responses toward misbehavior.

Students will be expected to self-manage their own discipline/behavior unless behavior is considered illegal, dangerous to others or oneself, insubordinate or defiant, or disruptive to the learning environment. Students will be referred to the school administrator when they demonstrate the inability to control themselves, or their behavior falls into the category of exceptional misconduct.

Tardiness

Students are expected to be in class and seated when the bell rings. A secondary student is tardy when he/she is late to class without authorization from the office or a teacher. The teacher will enter all tardiness in the student records system.

- TARDY LEVEL I- 1st/2nd tardy: Teacher initiated consequence/30-minute detention, parent contact
- TARDY LEVEL II- 3rd/4th tardy: Student calls home, student contract/2 hours of detention
- TARDY LEVEL III- 5th/6th tardy: Parent conference and/or possible removal from class/4 hours of detention
- TARDY LEVEL IV- 7+ tardies: Parent conference, subject to progressive discipline including possible in-school suspension.

Students with chronic tardies are subject to suspended privileges.

Restorative Practices

Restorative Practices will be used whenever possible and may replace any discipline action if deemed the best course of action by the administration. Restorative practices include the following but are not limited to:

- Restorative conferences
- Community Service

Weapons, Explosives & Being Safe at School

It is important for our schools to be safe. It is not fair that any individual(s) be allowed to disrupt the educational process. Student behavior, dress, signing, or symbolism representing gang affiliation or promoting drug and/or alcohol use will not be tolerated at school, at school-sponsored activities either on- or off-campus, or in a location that will reflect negatively upon our school.

Weapons are not allowed at school and are grounds for expulsion. Students are not to bring onto school grounds any firearms, knives, explosive devices or any other weapons capable of producing bodily harm. Such items are also banned from student vehicles in the school parking lots. If any such item is necessary for a class project or demonstration, permission to bring the item to school must first be granted by the teacher and then an administrator. The item must then be kept in an administrator's office before and after the class in which it is used. **Possession of firearms on school property will**

result in a **one-year mandatory expulsion**, subject to appeal, with notification to parents and law enforcement.

Exceptional Misconduct

Exceptional misconduct is a violation of district rules for student conduct that is so serious in nature and/or so serious, in terms of disruptive effect upon the operation of the school, as to warrant an immediate resort to suspension. Corrective actions are imposed as a consequence for categories of exceptional misconduct which takes place on school premises or at any school-sponsored activity.

Searches

The district may conduct a reasonable search of student’s personal effects, clothing, lockers, computers, and desks, as needed to maintain student safety, health, and an orderly learning environment. Students will not have any expectation of privacy regarding student lockers, desks, and computers.

Care of Buildings and School Property

The care received by any building is a reflection upon those who use it. School buildings and property are also a source of commitment and pride for the entire community. The appearance of the school and grounds becomes a matter of personal, school, and community pride. It is important that we all do whatever possible to care for the facilities provided by the community for the education of its youth. This requires a commitment to the common-sense care of facilities and equipment. Trash belongs in trash cans, food is to be eaten only in designated areas, cafeteria utensils are to be returned to their designated areas after use, and equipment should only be used in the manner for which it is intended. **Students who disfigure property, break windows or damage other school property will be required to pay for the repair or replacement of the ruined item.** If such abuse is intentional other disciplinary action, including suspension or expulsion, may be taken.

Appeal

Any parent or student who has a grievance with a disciplinary action or short-term suspension has the right to an informal conference with the principal. The parent or student, after exhausting this remedy, has the right upon two (2) school days prior notice to present a written or oral grievance to the superintendent. With a long-term suspension or expulsion, a parent or student has a right to a hearing. If the suspension or expulsion is imposed, it may be appealed by filing a written notice of appeal with the superintendent within three (3) business days. Students are allowed to remain in school until the appeal is decided.

Discipline Matrices

Icicle River Middle School

The Discipline Consideration Matrix below will serve as a guide for applying consequences for exceptional misconduct. Administrators may always try a previous action if deemed appropriate.

Academic dishonesty/plagiarism	1 st Offense 2 nd + Offense	Detention, 0 on assignment Change of placement
Assault	1 st Offense 2 nd Offense 3 rd Offense	5 Day suspension 10 Day suspension Long-term suspension *Chelan County Sheriff will be notified on all offenses

Criminal Acts	1 st + Offense	Chelan County Sheriff notified; short/long-term suspension depending on severity
Defiance	1 st Offense 2 nd Offense 3 rd Offense	1-Day ISS 3-Days ISS 5-Day suspension
Destruction of Property	1 st + Offense	Restitution and potential school discipline ranging from detention to long-term suspension.
Disruptive Conduct/Failure to Cooperate	1 st /2 nd Offense 3 rd + Offense	*Most disruptions are managed by the teacher in the classroom. If disruptions continue or are severe, students will be referred to administration. Detention Short-term suspension
Dress Code Violation	1 st Offense 2 nd Offense 3 rd + Offense	Must change clothing Detention, must change clothing, parents contacted Detention, must change clothing, parents contacted
Drug/Alcohol/Paraphernalia (including Vape Devices) possession, use, or under the influence	1 st Offense 2 nd Offense	45-Day suspension, Chelan County Sheriff notified (can be reduced to 5 days with D/A assessment) 45-Day suspension, Chelan County Sheriff notified (no reduction offered)
Drug/Alcohol distribution	1 st Offense +	EEX – Emergency Expulsion Long-Term Suspension Chelan County Sheriff notified
Electronic Device Violation Cell Phone	1 st Offense 2 nd Offense 3 rd +Offense	Warning Detention In-school suspension Short-term suspension, parent conference, behavioral contract
Fighting or causing physical injury	1 st Offense 2 nd Offense 3 rd Offense	3-Day suspension 5-Day suspension 10-Day suspension
Filming a fight	1 st Offense 2 nd + Offense	30-min detention 1 hour detention
Gang activity	1 st Offense 2 nd + Offense	Emergency exclusion from school when warranted by law, threat assessment, short-term suspension Emergency exclusion from school when warranted by law, threat assessment, long term suspension
Harassment, intimidation, bullying, or threats- towards a student	1 st Offense 2 nd Offense 3 rd + Offense	Separation Order agreement signed (severity may move discipline up to 2 nd offense level) Detention to short-term suspension (depending on severity) Short-term suspension, (long-term if harassment is criminal), Chelan County Sheriff notified
Harassment, intimidation, bullying, or threats- towards a staff member	1 st Offense 2 nd Offense	Short-term suspension, Chelan County Sheriff may be notified Long-term suspension, Remainder of academic term Chelan County Sheriff may be notified
Littering	1 st + Offense	Community Service Contract
Sexual harassment/misconduct	1 st Offense 2 nd + Offense	Detention, short-term suspension (depending on severity), Chelan County Sheriff may be notified Short-term or long-term suspension (depending on severity), Chelan County Sheriff notified

Slurs, profanity, vulgarity	1 st + Offense	Detention, short-term suspension (depending on severity)
	1 st (2 nd ?) + Offense	Short-term suspension
Student Laptop Violations	1 st Offense	Detention, Loss of computer for 5 days
	2 nd Offense	Detention, Loss of computer for 20 days
	3 rd + Offense	Short-term suspension
Tardies	3 rd Offense	Referral written, 30 min detention
	4 th Offense	1 hour detention
	5 th Offense	Parent conference and behavior contract
	6 th Offense	Parent conference possible change of placement
Theft/ Possession of stolen property	1 st offense	Restitution, 3-day suspension, Chelan County Sheriff notified
	2 nd Offense	Restitution, 5-day suspension, Chelan County Sheriff notified
	3 rd Offense	Restitution, 10-day suspension, Chelan County Sheriff notified
Tobacco use or possession (Vape Devices)	1 st Offense	3-day suspension
	2 nd Offense	5-day suspension, citation issued by Chelan County Sheriff
	3 rd Offense	10-day suspension, citation issued by Chelan County Sheriff
Truancy	1 st Offense	Detention
	2 nd /3 rd Offense	Detention
	4+ Offense	Parent conference and behavior contract
	5+ Offense	Truancy Board then Juvenile Court
Verbal aggression	1 st Offense	Detention
	2 nd Offense	In-school suspension
	3 rd + Offense	Short term suspension, progressive
Weapons	1 st + Offense	Emergency expulsion from school, may result in a threat assessment and expulsion from school

Failure to attend detention or follow ISS expectations may result in a two-day out of school suspension.

Cascade High School

Offense	Progressive Discipline
Alcohol/Drug Distribution or Sell: Selling or distributing alcohol, nicotine products, marijuana/cannabis, illegal drugs, drug paraphernalia (including e-devices), or prescription and over the counter drugs while on school premises, school transportation, or at school events is not allowed and will include police notification.	<ol style="list-style-type: none"> 45-day long term suspension reduced to a 5-day short term suspension with compliance in a youth drug intervention program; Police referral. 90-day long term suspension; Police referral. Expulsion; Police referral. Required UA and follow assessment requirements.
Assault, harassment, threats or abuse of district personnel: Interfering with the discharge of the official duties of district personnel by intimidation, force, or violence.	<ol style="list-style-type: none"> 3-10 day short term suspension; Long term suspension; Expulsion. 11-90 day long term suspension, Police referral. Expulsion, Police referral.
Arson: Knowingly or recklessly cause a fire or explosion, which is dangerous to human life; or damages or threatens damage to any structure or vehicle.	<ol style="list-style-type: none"> 1-10 day short term suspension; Long term suspension, Expulsion; Police referral. 10-90 long term suspension; Expulsion; Police referral.

	3. Expulsion; Police referral.
Threat to inflict life-threatening bodily harm.	1. Emergency Expulsion – Parent Conference and individual student assessment.
Grievous Assault on Students: Assaulting another with intent to inflict substantial or great bodily harm as defined by RCW 9A.04.110, or knowingly inflict substantial or great bodily harm by any means.	1. 3-10 day short term suspension; Long term suspension; Expulsion. 2. 11-90 day long term suspension; Expulsion. 3. Expulsion.
All other Assault on Students	1. 3-10 day short term suspension; Long term suspension; Expulsion. 2. 5–10 day short term suspension; Long term suspension; Expulsion. 3. 11-90 day long term suspension; Expulsion.
Burglary: Entering or remaining unlawfully in a district building with intent to commit a crime.	1. 1-10 day short term suspension, Police referral. 2. 11-90 day long term suspension, Police referral. 3. Expulsion; Police referral.
Use or Possession of Tobacco/Nicotine Products & E-device/Vaping device (including paraphernalia). Under no circumstance should e-devices (filled or empty) be brought on campus.	1. 3-5 day short term suspension. 2. 5-10 day short term suspension. 3. 11-90 day long term suspension. 4. Expulsion.
Use or Possession of Alcohol/Drugs: Being under the influence, or in possession of alcohol, marijuana/cannabis, or illegal drugs, drug paraphernalia (including e-devices), or prescription and other over-the-counter drugs without school approval while on school premises, school transportation, or at school events is not allowed.	1. 45-day long term suspension reduced to a 5-day short term suspension and compliance in a youth drug intervention program; Police referral. 2. 90-day long term suspension; Police referral. 3. Expulsion; Police referral. 4. Required UA and follow assessment requirements.
Controlled Substances: Selling or distributing controlled substances or other drugs.	1. 90 day long term suspension; Expulsion; Police referral. 2. Expulsion; Police referral.
Malicious Mischief: Destroying or damaging property, e.g. breaking windows, graffiti, defacing desks or lockers, damaging or destroying other people's belongings, interfering with or damaging electronic information systems, etc.	1. 3–5 day short term suspension. 2. 5-10 day short term suspension. 3. 10-90 day long term suspension.
Defiance of School Authority: Refusal to obey reasonable directions or requests of any staff member, including volunteers, aides, substitutes, secretaries, custodians, food service workers, bus drivers, etc.	1. 3–5 day short term suspension, Parent conference. 2. 5-10 day short term suspension. 3. 11-90 day long term suspension.
Forgery: Fraudulently using [in writing] the name of another person, or falsifying times, dates, grades, addresses, or other data.	1. In-school discipline; 3–5 day short term suspension. 2. 5-10 day short term suspension. 3. 11-90 day long term suspension. 4. Expulsion.
Extortion, Intimidation, Blackmail, Coercion, or Robbery: Obtaining money or property by violence or threat of violence. Forcing or attempting to force another to do something against his or her will by threat of force.	1. 3–5 day short term suspension; Long term suspension; Expulsion. 2. 5-10 day short term suspension; Long term suspension; Expulsion. 3. 11-90 day long term suspension; Expulsion. 4. Expulsion.

Fighting: The act of quarreling involving any physical altercations.	<ol style="list-style-type: none"> 1. 3–5 day short term suspension. 2. 5-10 day short term suspension. 3. 11-90 day long term suspension. 4. Expulsion.
Harassment: Intimidating or harassing another person because of that person’s race, color, sex, religious beliefs, ancestry, national origin, or for any other reason. A threat to cause injury, property damage, or physical confinement or restraint of the person threatened, or any other act intended to substantially harm the physical or mental health of the person threatened.	<ol style="list-style-type: none"> 1. 3–5 day short term suspension. 2. 5-10 day short term suspension. 3. 11-90 day long term suspension.
Possession of Stolen Property: Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property.	<ol style="list-style-type: none"> 1. 3-10 day short term suspension; Long term suspension; Expulsion. 2. 5-10 day short term suspension; Long term suspension; Expulsion. 3. 11-90 day long term suspension; Expulsion. 4. Expulsion.
Theft: Stealing items from another. Obtaining another’s property without permission.	<ol style="list-style-type: none"> 1. 3-10 day short term suspension; Long term suspension; Expulsion. 2. 5-10 day short term suspension; Long term suspension; Expulsion. 3. 11-90 day long term suspension; Expulsion. 4. Expulsion.
Lewd Conduct /Indecent Exposure: Behavior that is indecent or obscene, e.g. mooning, exposing oneself, sexual misconduct, etc.	<ol style="list-style-type: none"> 1. 3–5 day short term suspension. 2. 5-10 day short term suspension. 3. 11-90 day long term suspension. 4. Expulsion
Use of Obscenity or Profanity: Oral, written, gestures, or on computer networks.	<ol style="list-style-type: none"> 1. 3-5 day short term suspension. 2. 5-10 day short term suspension. 3. 10 day short term suspension. 4. 11-90 day long term suspension. 5. Expulsion.
Use of Obscenity or Profanity Directed at School Authority	<ol style="list-style-type: none"> 1. 3-5 day short term suspension. 2. 5-10 day short term suspension. 3. 11-90 day long term suspension. 4. Expulsion.
Weapons and Explosives: The district has a no tolerance policy for weapons. Possessing or using weapons, explosives, or any other items capable of causing bodily harm, including “fake” weapons that are represented as “real” weapons.	<ol style="list-style-type: none"> 1. 3-10 day short term suspension; Long term suspension; Expulsion. 2. Long term suspension; Expulsion. 3. Expulsion.
Fire Arms	<ol style="list-style-type: none"> 1. 1-year Expulsion; Indefinite expulsion. 2. Expulsion–Indefinite.
Cell Phone	<ol style="list-style-type: none"> 1. Student pick up in the office at the end of the school day. 2. Parent pick up the phone in the office. 3. Parent pick up the phone and 2 hours detention. 4. Parent pick up the phone and 1 day of in-school suspension.

Bus Transportation

Bus transportation is arranged by calling the bus garage at 548-6039. If you need to make a temporary change to your child's transportation arrangements, please send a note first thing in the morning. At K-5 grades, parents are encouraged to call or email prior to 2:00 p.m. in order to give offices plenty of time to hand-deliver transportation-change notes to all of the students. Changes after 2:00 p.m. will not necessarily be able to be taken into consideration, so please help us make sure that your child is on the correct bus route.

Student safety to and from school is of the utmost importance. Students are expected to follow good behavior guidelines on the bus and while waiting in line for the bus. Students who consistently choose not to follow transportation guidelines may be subject to progressive discipline and even lose bus-riding privileges. You can learn more information about bus discipline protocol on the website under the icon of a bus for the transportation department.

Bus Regulations

- The driver is in full charge of the bus and students. Students must obey the driver promptly and willingly at all times.
- Students riding home on a bus other than the one to which they have been assigned (going home with a friend, etc.) must notify the office in writing.
- Students shall ride their regularly assigned buses at all times, unless permission has been granted by school authorities in the event of emergencies.
- Students are not allowed to get off the buses anywhere other than their designated pick-up and delivery locations. Any change in pick-up/delivery from the routing will require parent transportation.
- Outside of ordinary conversation, classroom conduct must be observed.
- No student shall at any time extend his/her head, hands, or arms out of the windows, whether the school bus is in motion or standing still.
- Students are to remain seated while the bus is in motion and are not to get on or off the bus until it has come to a complete stop.
- Continuous student misconduct on a school bus will be sufficient reason to discontinue providing bus transportation to those students involved.
- Parents of students damaging school buses will be held responsible for proper reimbursement to the school district.
- No eating on buses – No sharing food.
- During the pandemic, students may be required to wear appropriate face coverings and sit in designated seats.

Drop Off and Pick Up

Peshastin-Dryden Elementary School

If you are dropping off or picking up your child, you can use the student loading and unloading zone next to the school. Parking is not permitted in loading and unloading zones at any time.

At Peshastin-Dryden Elementary School, a friendly staff member will open back car doors for students to be able to be dropped off easily in the morning. Breakfast is served each morning from 7:40-8:00 am. First bell rings at 8:05 am and classes begin at 8:10 am. Classes dismiss at 2:35 pm. On early release days, school will be dismissed at 11:40 am.

Alpine Lakes Elementary School

At Alpine Lakes Elementary School, students must be dropped off no earlier than 7:45 am when their front doors are open and breakfast is served. The bell rings at 8:05 am and classes begin at 8:15 am. Hallway doors will open at 8:05. When dropping your child off at school, please enter from the East entry to Alpine Lakes Elementary School from Pine Street and exit through the west end of this parking area back onto Pine Street. Remember to obey all traffic signs and directions for drop off and pick-up. Please note that students should not arrive at school before 7:45 a.m., as there is no supervision available until that time.

On late start days, students should not arrive at school before 9:30 am, as there is no supervision available. Breakfast will be served at 9:30 am and classrooms will open at 9:45 with school beginning at 10:00 am.

Classes dismiss at 2:45 pm. If you are picking up your child (must be done by 3 pm), please remember the one directional traffic flow in front of Alpine Lakes (enter East end off of Pine St and exit to Pine St on West end exit). Busses ONLY enter from Titus Rd to Alpine Lakes Elementary. We ask that all students and parents use designated crosswalks. On early release days, school will be dismissed at 11:50. The Alpine Lakes web page has all of this information on it, including a current student calendar that lists all late starts, early releases, etc.

Open and Closed Campus

For Beaver Valley, Peshastin-Dryden, Alpine Lakes, Icicle River, and freshmen and sophomores at Cascade High School, students are required to remain on campus from the time they arrive at school until the end of the school day. Permission to leave the school grounds during school hours will be granted only with written request of a parent/guardian. If a student leaves campus without permission, disciplinary action will be taken.

Only students in grades eleven and twelve are eligible to leave campus at lunch. Students may not drive or ride in automobiles when leaving campus unless in their parent's or guardian's custody. Eleventh and twelfth grade students who want to walk off campus at lunch must follow all of the conditions of the Lunch Release Contract. Students are not to be in the parking lot without prior permission. The contract outlines Cascade High School lunch release policy pertaining to privileges, responsibilities, and consequences. Students who violate the lunch release agreement will be subject to progressive discipline beginning with the equivalent of a 3rd offense. If the offense is repeated, off campus lunch privileges may be revoked. This is due to the safety and liability concerns that occur when a student leaves campus without permission.

Motor Vehicles - Operation

Motor vehicles driven on school property must, at all times, be operated in a safe and reasonable manner in compliance with relevant state laws. Students should, at no time, ride on top of or hang on

moving vehicles. The speed limit on school property is, at all times, 10 miles per hour. Consequences for failure to operate a vehicle safely are a report to the Chelan County Sheriff and removal of driving privileges on school district property.

Motor Vehicles – Parking

Students are to park only in designated student parking areas. Students may NOT PARK in the parking lot between the middle school and high school, in the handicap or visitor spaces, permit spaces or bus lanes. Motor vehicles may not be used during school hours, without the written permission of the principal or his designee. As required by law, all student drivers will: a) hold a valid motor vehicle driver's license; b) properly license their vehicles; c) carry liability insurance. Students who fail to comply with these regulations will receive progressive discipline and may lose the privilege of parking on school district property.

Off-Limits Areas

Restrooms and hallways are closed in the main building during lunch hours (except for students with a pass who are in class or the library at the time). There are designated restrooms available for student use during lunchtime. These restrooms will be pointed out during the first days of school.

All wooded areas of the school grounds and parking lots in front and back of the building are off limits. The computer lab, gym, locker rooms and library are also off-limits unless a supervisor is present, as are resource rooms without teacher approval.

At the high school, the school parking lots and the area behind the school are off limits to students during the school day unless they are participating in a supervised educational activity. Students should only use the parking lot when in transit and should not sit in cars after arriving. Cars should not be used for storage of school supplies during the day. If students need to get something from their car during the day, permission should first be sought from the office. If students need to work outside their classroom with teacher permission, they may do so in the library, ASB breakout areas or courtyard area with a teacher pass.

Food Services

Breakfast is available for your child each morning. Lunch times vary based on grade level.

- You can pay for food via check, cash, or online through Family Access;
- The cashier in the cafeteria will credit your child's personal account;
- When your child eats, the cost of that meal will be deducted from the account. If your child does not eat, the account will not be charged for that day and the money remains in the account for future use;
- We encourage you to deposit as much money as possible at one time because it will be easier for you and your child.

A cashier will be on duty during breakfast and students may deposit money in their meal accounts before school daily in the multi-purpose room.

Students should eat or drink only in the cafeteria. We enjoy clean hallways, classrooms, and gymnasiums, and strive to keep them looking good. Cooperation in the cafeteria is essential in order to get everyone served and to maintain a pleasant lunchtime environment. Every student will benefit if the following expectations observed:

- Do not interfere with the safety or well-being of another person;
- All food and drink is to be consumed in the commons/cafeteria;
- Clean up your own area by wiping down your table and placing all garbage in the appropriate container;
- Exit the commons/cafeteria with the permission of an adult only;
- Stay seated while eating or visiting; and
- While waiting in line for lunch or moving to another area, move slowly and please do not pass anyone in line.

Free and Reduced Meal Applications

During the first week of school, all children will receive an application for free or reduced meals. If a family qualifies, students K-12 receive breakfast for free and lunch is at a very low price. Applications and more information may also be found on our website under the icon called Meals and Nutrition. You can also complete an application online through Family Access/Food Service and then at the top under "Applications". This application process only occurs during September and **must be filled out annually** and returned to the office for those who wish to apply. Families who qualified for free and reduced lunches last year **must** reapply to continue the free and reduced lunch program.

Meal Charge Policy

The primary goal of the Cascade School District is to provide nutritious meals to students to help them get through their school day. We know how hectic life can be, and we know there are times when students might lack the funds to purchase a school meal. We do allow meal charges as outlined below.

- **Elementary Schools (K-5):** Maximum charge limit: four lunches (\$10.00)
- **Middle School (6-8):** Maximum charge limit: three lunches (\$8.25)
- **High School (9-12):** Maximum charge limit: one lunch (\$2.75)
- **Adult Meals (Staff & Guests):** No charging allowed.

Recovery of Funds

If your student has a negative balance on his/her lunch account, his/her report card/grades may be withheld until the account is paid in full. Once the maximum charge is met, parents will be notified by letter, email, and phone calls. If you have any questions about your student's lunch account, feel free to call us at Cascade School District Nutrition Services 509-548-4042.

Parent Teacher Organization (PTO)

Our elementary schools have thriving parent groups. The purpose of PTO is to enhance home/school relations, encourage enthusiastic interest in the educational process, and to support students and staff. PTO sponsors activities for students, provides volunteer support for school functions, and sponsors fundraising drives. If you would like to be involved, please contact:

- For Beaver Valley, hflake@cascadesd.org
- For Peshastin-Dryden and Alpine Lakes, pdptoinfo@gmail.com

Visitors and Volunteers

Parents and other adults are usually welcome to visit the school, although there may be restrictions on visitors during the pandemic. All visitors must report to the office upon arrival to the building, sign in and get a badge if you would like to go to a classroom. This will help us keep track of who is in the school and alert us if strangers are in the building or on the playground. It is helpful if parents make an appointment with the principal prior to their visit.

The only students allowed in the school building are students from that school. When a student must leave school for an appointment or other reason, parents/guardians **must** come into the office to sign the student out of school.

Interested in volunteering? WE LOVE OUR VOLUNTEERS! If you would like to volunteer, we ask that you fill out the online volunteer application found on our website under “For Parents”, “Parent Resources” and “Volunteer Information”. Volunteers are a vital part of our students’ education and we welcome them on field trips, in classrooms, and helping with special events. We thoroughly screen ALL volunteers prior through the Washington Access to Criminal History (WATCH) system which may take up to three weeks to process. Please allow time before an event if you wish to volunteer for it. Volunteers must be cleared **annually**.

Running Start Students

Students enrolled in Running Start courses are welcome to visit the main office or career center during school hours. These are the only areas these students will be permitted to visit during normal school hours.

Substitute Teachers

Guest teachers and staff are to be treated with respect and cooperation. Classroom disruptions or failure to follow directions will not be tolerated and will result in disciplinary action.

School Pictures

The school provides an opportunity for all students to have their pictures taken. Individual pictures are taken in the fall and class pictures are taken in the spring. Retakes for individual pictures will be available if needed.

Lost and Found

Please label your younger child’s clothing and other belongings with first and last names. Articles of value turned in as well as those left in lockers at the end of the school year will be placed in the lost and found. Lost articles that have been found can be claimed in the school office. There is another lost and found in the bus barn. Parents, please check both locations frequently. Articles left in Lost and Found will eventually be donated to a local charity.

Lockers

Lockers are provided to middle school and high school students. Lockers are the property of the school district and may be inspected and searched by school authorities at any time. Students are to use only their assigned lockers and lockers must be locked when they are not in use. The combination should be secret. This will increase the security of student possessions in the lockers, reduce the instances of theft or vandalism, and increase student safety. Please note that materials in lockers without locks will periodically be cleaned out, and their contents will be taken to the office for safekeeping. The school is not responsible for stolen or lost items. At the end of the school year, students will be held financially responsible for any mistreatment of their locker or lock.

Money and Valuables

Please do not bring large amounts of money or valuables to school. Students should see that any valuables brought to school are secure at all times. Personal property should not be left unattended at school and students should not lend their personal property to other students. We advise that students should not bring more than \$5.00 to school at any one time. Please make sure to lock up your belongings and make sure the lock on your hallway locker and P.E. locker is locked at all times. Do not share your lock combination with other students. The school cannot accept responsibility for lent, lost or stolen articles.

Safety

Safety is a priority for Cascade School District. We have a variety of safety drills that we conduct at least monthly throughout the school year. Why drill? Students need to be able to follow directions promptly without chaos in the event of an emergency. Practicing also gives students a measure of stability and control. See below for some of the drills we practice and what the students do during this time.

Fire Drills

When the fire alarm sounds, all students and building staff shall leave the building immediately. A map is posted in each classroom, which shows the exit path that is to be used at such times. The teacher will exit with the class and instruct students to move to the designated parking lot. Lights shall be turned off and doors and windows closed when exiting. When the building is clear for reentry, the administrators and/or counselor will signal teachers to return to their instructional areas. If you discover a fire, report it immediately to the office staff/administrator. Do not attempt to put it out.

Lockdown Drills

Lockdowns are practiced in the event there is an intruder or a similar threat to safety. Currently we lock down the building and go to "safe zones" within the building during the drill.

Soft lockdowns are practiced in the event there is a perceived threat but not severe enough to interrupt student learning, such as a wild animal seen by the playground. Students remain in their regular schedule as much as possible following directions from the principal and office. During soft lockdown drills, outside doors are usually locked.

Earthquake Drills

Students practice where to stand or take cover in the event of an earthquake.

Shelter-in-Place Drills

A shelter-in-place would occur if we needed to control airflow into the building in case of an external incident, such as a railroad car crash with a harmful gas leak. Students continue with their day as regularly scheduled, but external doors are to remain closed, air circulation in the building is turned off, and the office follows safety procedures from those helping at the scene.

Bicycles and Skateboards

Students are welcome to ride a bicycle or skateboard on the public sidewalks, *but may not ride them on campus or in the school parking lots*. Skateboards and other means of transportation will not be stored in the main office. Students are to get off their skateboard or bicycle when they arrive on school property.

Using bicycles and skateboards is a privilege, and students take full responsibility for securing their bicycles in the proper area or placing skateboards in lockers. If students choose to ride a skateboard or bicycle on campus, they know they will lose it for a period of time or it will be released to the parents. *Don't forget to wear a helmet.*

School Closure or Delay

In the event that school is canceled or delayed, students and their families can gain information by going to our website www.cascadesd.org by 6 a.m. You can also call the Snow Line (509)888-2873, listen to local radio broadcasts on KOHO or KPQ, or check the Cascade School District Facebook page.

Field Trips

Teachers will notify parents of upcoming field trips. A signed permission slip with emergency contact information is required for your student to participate. Students requiring any medication during this time must complete a school/state medication form. Forms must be completed by your doctor prior to the trip and turned in to the school nurse.

Permission Slips

Please provide the school with a note indicating that you have given permission for your child to alter his/her daily routine (going home with another child, going home with a relative, or staying for an after school activity – anything out of the ordinary.) If there is a sudden change in the regular schedule for a student to return home after school, in grades K-5 we encourage parents to call or email the secretaries prior to 2 p.m. in order to hand-deliver transportation-change notes to all of the students. If we do not have written notice or prior to 2 p.m. notice, we must send your child home by his/her usual way. Permission slips are required any time students leave the campus on a school-sponsored event. Teachers will send the slip home in advance. Students who do not have a signed permission slip will remain at school during the field trip.

Attendance

State law mandates daily school attendance. While regular attendance is a responsibility of students and parents, the attendance law places a legal obligation on school authorities with regard to attendance. In

meeting this obligation, attendance rules have been adopted. Below is a sample of our policy, and the full policy is available by brochure in each school office.

Chronic Absenteeism

Chronic absenteeism means that a student misses 10% or more of their school days, whether the absences are excused or unexcused. As a general rule, students are considered chronically absent if they miss 18 or more days of school in a school year.

Excused Absences

Students at times may appropriately be absent from class. The following are valid excuses for absences:

- Illness, health condition or medical appointment for student in question. After 5 days of excused absence for illness, a doctor's note is required;
- Family emergency;
- Observance of a religious or cultural holiday;
- Court;
- Absence directly related to student homeless status;
- Post-secondary, technical school or apprenticeship program visitation or scholarship interview;
- State-recognized search and rescue activities consistent with RCW 28A.225.055;
- Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities;
- Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- Absences due to a student's migrant status; and
- Principal and parent/guardian agreed upon activity. A request may be denied by the principal if absence causes a serious adverse effect on the student's educational progress.

If a student is absent from school for any reason, a parent must call the office before 8:00 each day OR send a note on the day of return stating the reason and date(s) the student was absent (or before the absence for appointments, etc.), include a phone number and parent signature. **Absences not cleared within 48 hours will be unexcused.**

After 12 parent-excused absences, a Doctor's note is required to excuse future absences. A note will be sent home after 6 and 12 absences. Any pre-planned absences do not count towards the 12 excused absences. Also, upon return from any medical/therapy appointments, please bring a note from the doctor and the absence will not count towards the 12 excused absences.

Cascade School District strongly discourages students taking extended vacations during the semester or leaving school prior to the normal closing date. Students missing classes lose essential instruction and place increased demands on classroom teachers in the areas of record keeping and administering make-up work. However, occasions arise where extended absences are necessary. When this is the case, the school will make every reasonable attempt to reduce the damage to the student's educational program. **Extended absences must be pre-arranged and have approval of building administration or the absences will be unexcused.** Pre-planned absence forms are available in the school office.

Unexcused Absences

An unexcused absence means that the student has failed to attend the majority of the hours or periods of the average school day or has failed to comply with a more restrictive district policy on absences.

Unexcused absences occur when:

- Submitting an excuse which does not constitute an excused absence as defined above; or
- Failing to submit an excuse or forgery of an excuse.

The school will notify the parent / guardian by auto-caller the evening in which the unexcused absence occurred. The absence will remain unexcused until the office is provided an acceptable excuse by parent/guardian or school authority within 48 hours (2 school days) of return. After 48 hours (2 school days), if an absence remains unexcused, it will remain unexcused. Continued unexcused absences may result in additional discipline and truancy.

After two unexcused absences within any month or five excused absences in a year, a designated staff member will meet with the student and parent and apply the Washington Assessment of the Risks and Needs of Students (WARNS) and where appropriate apply research-based interventions consistent with WARNS. If the parent does not attend, the staff member and student may hold the conference; however, the parent must be notified of the steps taken to eliminate or reduce the student's absences.

Truancy

Truancy is absence from class/school without the knowledge and consent of parent/guardian or school officials. A student is truant if he/she:

- Leaves school without signing out in the office;
- Is absent from school without prior permission of parent/guardian;
- Leaves a class without teacher permission;
- Obtains a pass to go to a designated place and does not report there;
- Is more than 10 minutes late to class;
- Is on school grounds but does not attend class;
- Fails to attend a scheduled assembly;
- Falsifies a parental or school official's attendance verification;
- Fails to verify an absence within (2) days of the absence; or
- Unexcused absences/tardiness (see Becca Bill)

Court action is required when a student has 7 unexcused absences in a month or 10 in a year. The truancy law requires school districts file a petition in Superior Court against the student, parent or both.

Extended Illnesses or Health Conditions

If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever possible. If a student is unable to do his/her schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Students with a chronic health condition, which interrupts regular attendance, may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The principal shall approve the recommended limited program. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

Guidelines for Make-Up Work

A student shall be allowed one make-up day for each day of absence for up to 5 days. It is the student's responsibility to obtain the make-up assignments from the teacher(s). The student who arrives late or leaves early is responsible for checking with teachers the same day to arrange make-up work.

If you would like more information regarding the Cascade School District's attendance policy, please pick up a brochure at the school office or view the Cascade School District Board's Policies and Procedures at the district website: <https://www.cascadesd.org>.

Skip Day

Cascade High School does not permit a "school skip day" nor "senior skip day". Students involved in such activities will be regarded as truant from the school and subject to discipline. Seniors who participate in a "skip day" will not be permitted to attend the Senior Trip at the end of the school year.

Student Release

When a child needs to leave school before the end of the school day, the parent or guardian must come into the school office and sign out the child. The child may not be picked up from the classroom or playground. If anyone other than a parent or guardian comes to school to pick up a child, the parent or guardian will be called immediately. This is very important for ensuring student safety. In addition, office personnel may ask for identification when an adult picking up a child is unfamiliar to the office staff. Please make sure to send a note to the office if there will be a change in the child's schedule with information as to whom will be picking the child up. Ensure that the date and time is on the note as well.

Textbooks, Computers, Materials and Supplies

School textbooks and computers are loaned to students for their use during the year. Library books are likewise checked out to students for varying periods of time. Overdue library books will result in suspended book checkouts until they are returned or fines are paid. Computers, textbooks and library books are to be kept clean and handled carefully. Fines will be assessed for excessive wear and tear, damage, or for books or computers not returned.

A materials list is available in the main office for each grade level. Students are required to bring these materials to school daily.

Cascade School District has spent a great deal of money and effort into offering the best computer support network for its students. The use of the computer network is a privilege. Students and parents receive a Technology Handbook when the student first enrolls in school and a Technology Use Agreement that both the parent and student (if age appropriate) sign. Continued use of the Internet is

subject to guidelines identified in the Cascade School District Technology Handbook and the Internet Code of Conduct.

Fines

Students are responsible for all textbooks, computers, and library books issued to them during the school year. All lost or damaged books or technology devices must be paid for. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded. Grade reports and other school records may be withheld until such fines are paid. Outstanding fines must be resolved before students are allowed to attend classes in the fall.

Associated Student Body (ASB)

ASB includes all students enrolled in the school. At the secondary level (grades 6-12), all members, except graduating seniors, have the right to vote in ASB elections. The student council of the ASB is composed of representatives from the various classrooms. Together with officers elected twice a year in the fall and spring, these students are responsible for the student body budget and a variety of activities. At the primary level (grades K-5), the ASB is primarily a fund raising group and the principal oversees the ASB budget. The purpose of this organization shall be to give students a voice in the administration of the school activities and to promote in all ways the best interests of the school by:

- Promoting school-sponsored activities;
- Unifying student organizations under one general control;
- Striving for better student-teacher relations; and
- Striving for better student-community relations.

ASB Cards

A student body card is required for those holding a school office, participating in interscholastic sports or academic teams, and participation in clubs receiving ASB funds. ASB cards will be sold at the start of the school year at IRMS and CHS and are also available online through Family Access / Fee Management. Cards can also be purchased from the office. Cardholders receive free admission to home athletic events as well as reduced admission at away games and home activities such as dances. ASB cards must be presented by the cardholder to receive free or reduced admission to any school-sponsored event. ASB cards are not valid at WIAA district, regional or state sporting events.

School Dances

All school dances must be sponsored by an ASB chartered club or organization. An organization wishing to sponsor a dance must secure a date on the school calendar and then complete the required planning form. That form, including the advisor's signature and designated chaperones, must be submitted to the principal for approval a minimum of five school days before the event. A minimum of one advisor, one other staff person and two parent chaperones are required for each dance. The advisor and sponsoring organization are responsible for the cleanup after the dance. Guests must have a Visitor's Pass to enter the dance.

A Cascade High School student must secure the pass from an administrator by 3:30 p.m. the Thursday prior to the dance. Student hosts are responsible for the behavior of their guest while on school grounds. All school dress and behavior patterns must be followed unless special dance apparel has been approved by an administrator as part of the planning process. **All dances will end at 11:00 PM. No student or guest will be admitted to the dance after 10:00 PM.** Once a student or guest leaves the dance, he or she will not be readmitted unless prior approval was secured from the faculty advisor. Exceptions to the above guidelines can be granted by the principal.

Extra-Curricular Programs

Every student is encouraged to get involved in school activities. Cascade School District offers a rich and diverse extra-curricular program including athletics, band, cheerleading, drama, D.E.C.A., Family Career and Community Leaders of America, Honor Society, Sustainability Club, InterAct Club, Knowledge Bowl, Robotics, and Math is Cool to name a few. An ASB card is required for athletic participation or club membership. Students must also meet the eligibility requirements as specified in the honor code.

Attendance and Co-Curricular Activities

Students who are absent the school day of a co-curricular activity or before a Saturday performance in which they are scheduled to take part will not be allowed to participate in that activity. Exceptions will be made for verified doctor or dental appointments or other cases pre-arranged through a building administrator. This policy affects all co-curricular activities and students involved in them; i.e. sports, drama, music. Any activity involving out-of-school time requires school attendance that day.

Sports

Cascade School District offers a full range of interscholastic sporting opportunities. Interscholastic sports for girls include volleyball and cross-country in the fall, basketball in the winter, and track and softball in the spring. Offered sports for boys include football and cross-country in the fall, basketball and wrestling in the winter, and track in the spring.

We believe strongly in encouraging students to try new things and have new experiences, so we encourage all students to take part in clubs and/or athletics. To participate in sports, you will need to have an up-to-date physical, signed activities code, documentation of an ASB card, and documentation of paid transportation fee on file in the office *before* you will be permitted to participate in practice. You can pick up the proper forms in the office.

Student Insurance

An accident insurance policy is available to students. It gives basic coverage on medical bills due to school-related accidents. The policy is available either as a school-time plan or 24-hour full-time plan. Students participating in school-sponsored athletic programs must carry basic medical coverage or a waiver must be signed by his/her parents stating that the student is insured by an equivalent policy. Application forms and brochures containing detailed information about costs and coverage and waiver forms are available in the office.

School Activities

We have lots of fun at the social events that the ASB sponsors during the school year. Activities have the following expectations:

- Students should remain for the entire activity. However, once you leave an activity early, you will not be permitted to return.
- Dress for school activities in regular school clothes, unless the theme of the activity suggests otherwise.
- Only students currently enrolled and in “good standing” may attend.
- A student must be in school attending classes during the afternoon on the day of activity if the student wants to participate in that afternoon’s/evening’s activity unless previous arrangements have been made with the building administration.
- Students involved with after-school activities must be in an area with a supervisor. If not participating in an activity, they should not be at school.

Signs and Posters

Members of clubs or other school organizations wishing to display posters must first have them approved by the advisor and then receive approval from an administrator. Individuals who wish to display posters must secure approval from an administrator. Those who display such posters are responsible for removing them and all tape after the event. Posters should not be placed on painted walls.

Assemblies

During the school year several educational, entertainment and school spirit assemblies will be scheduled if they are permitted by health authorities. These are an integral part of the school curriculum and are to be attended by all students. Such assemblies provide students with an opportunity to practice courteous audience behavior. Students are expected to exhibit appropriate behavior during these activities.

Appropriate behavior for assemblies includes the following:

- Walk in a quiet, orderly manner when entering and exiting the gym;
- Follow directions for seating;
- Show respect for all speakers and performers;
- Respond to the program in an appropriate, positive manner;
- Leave all belongings in the classroom, you will be able to return for them after the assembly;
and
- Leave the assembly in a quiet, orderly manner.

Physical Displays of Affection (PDAs)

The school building and grounds are not the proper setting for physical demonstrations of affection. Kissing and other forms of inappropriate physical contact are not acceptable on school grounds or at school-sponsored events.

Health

Students who become ill during the school day are sent to the office. The school staff determines whether the student should be sent home. If so, parents are contacted. Sick students should not be sent to school. Students with a fever (100 degrees Fahrenheit or greater) or obvious signs of illness (such as nausea, vomiting or diarrhea) must stay at home until their temperature is normal (98.6 degrees Fahrenheit without medication for 24 hours) and/or until all other symptoms subside. Our nurses rotate throughout our schools, so please do not rely on their presences for the treatment of illness. Please inform the school nurse if your child is under doctor's care for any illness and/or medication so that appropriate care plans can be made prior to the start of the school year.

School Nurses

Cascade School District is fortunate to have two wonderful nurses on its staff. Their names are Kesha Milne (kmilne@cascadesd.org) and Shelly Zehm (szehm@cascadesd.org). You can learn more about them on our website if you look for the health services icon on our main page. Please call the school office if you need to talk to one of the nurses.

Illness or Injuries at School

If your child is injured or is too sick to remain at school, (s)he will be sent home only after the school contacts you or your emergency contact. If no one is available, the student will be kept at school. If there is an emergency, school staff members will act on the parent/guardian's behalf and get help. Please keep the school nurse informed of any changes in your child's health condition. If the student is experiencing potential symptoms of COVID-19, the student will need to be isolated until (s)he can be picked up.

School Clinic

CSD has a partnership with Cascade Medical Center to provide medical services to students at scheduled days on the campuses of Peshastin Dryden Elementary School and Alpine Lakes Elementary School. Please contact the school for additional information.

Medication

Cascade School District is authorized by RCW 28A.31.260 to administer medication to students during school hours. It is state policy for schools to administer medication only when necessary to allow a child to attend school. Medication is defined as all oral drugs, whether prescription or over-the-counter, including Tylenol and cough drops. School personnel will not be responsible for reminding students to take medication during school hours.

To request the school to administer medication, a physician or dentist must complete and sign an Authorization for Administration of Medication at School form. The signature of a parent or guardian is also required. Children in need of insulin, asthma inhalers and/or epinephrine at school must also have a completed authorization form on file. In case of disaster, there must also be a backup supply of the same medication provided by the parent and stored with school personnel. Parents/guardians are responsible for transporting medications to school. Please do not send medications with your child.

Requests for the administration of medication are valid only for the medication listed and the dates indicated in writing on the request form. Requests are valid for a maximum of one year, but never

beyond the end of the current school year. Medication must be supplied to the school in its original labeled container(s) and counted in the office upon receipt.

Allergies

There are students in the school district who have severe allergies to different food items. Please check with your child's classroom teacher before sending any treats to class. Students should not share food and should wash hands after eating.

Head Lice

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Head lice are not a major health problem but can be an inconvenience in any school. A child with untreated head lice should not be sent to school. If a child at school is found to have head lice, parents will be notified; the child should start treatment that same day. Nits may persist after treatment, but successful treatment should kill crawling lice. Nits can hatch after initial treatment so checking frequently is advised. Please contact your school nurse with any questions.

Vision & Hearing Screening

The school district may conduct hearing, vision, and/or dental screenings. The screenings should not take the place of regular exams with your child's health professionals. You will be informed if your child does not pass a particular screening. If your child is absent when screening occurs, they may not be screened.

Counseling

Cascade School District has one counselor who serves both Peshastin-Dryden Elementary School and Alpine Lakes Elementary School. There is also one counselor at who serves both Icicle River Middle School and Beaver Valley School. There is one counselor at Cascade High School. In addition, Cascade High School has a career counselor. CSD also partners with regional medical centers in order to provide additional mental health support to students.

Immunizations

Students will be required to provide a medically verified immunization record for entry to school. Students who have not received all immunizations may enter school once they have all immunizations they are due for and may remain in school until the next dose becomes due. Medically verified records include: a Certificate of Immunization Status (CIS) printed from the Immunization Information System; a physical copy of the CIS form with a healthcare provider signature; a physical copy of the CIS with accompanying medical immunization records from a healthcare provider verified and signed by school staff; or a CIS printed from MyIR.

The Washington State legislature passed a law removing the personal exemption for the MMR vaccine. This was in response to the increase in measles cases throughout the country and Washington State. It left in place the religious and medical exemption. Please consult your health care provider if you think your child needs a medical exemption for MMR or a personal exemption for other vaccines and bring the signed *Certificate of Exemption* form to the school office.

State law also allows parents/guardians to claim religious exemption without a healthcare provider signature if they demonstrate membership in a religious body that does not believe in medical treatment. Ask the school office for this form or go to <https://www.doh.wa.gov/YouandYourFamily/Immunization/SchoolandChildCare>

Washington State law requires that students enrolled in grades PreK-grade 12 be either:

- Fully immunized; or
- Have a signed exemption form on file.

You can get a copy of your child's vaccination records (if your child has a health care provider in Washington State) at wa.myir.net or you can ask your doctor's office for a copy.

Tdap

All students entering 7th through 12th grade must have one booster dose of Tdap.

Meningococcal & HPV Diseases

As of July 2005, schools are required to provide meningococcal and HPV vaccine information to parents of students in grades 6– 12. The following is for your information to discuss with your health care provider to decide if you want to provide these vaccines for your child. **These particular vaccines are NOT required for school attendance.**

Meningococcal Vaccine

Meningococcal disease is a serious infection of the brain and spinal cord (meningitis) and blood caused by bacteria. Fortunately, this life-threatening infection is rare — only about 75 people are infected each year in Washington. Adolescents and young adults are most likely to get meningococcal disease, especially those living in group settings such as college dorms. Ask your child's healthcare provider if this vaccine is right for your child. Some ways to prevent the spread of meningococcal disease are:

- Practice good hygiene (regular hand washing, covering coughs and sneezes, etc.)
- Do not share items that might spread meningococcal disease and other bacteria and viruses, such as eating utensils, glasses, cups, water bottles, drinks, lip gloss or toothbrushes.

Signs of the disease are high fever, headache and stiff neck. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion and sleepiness. As the disease progresses, seizures may occur.

The meningococcal vaccine is recommended for:

- All children at their routine preadolescent visit (11 to 12 years of age);
- Or at high school entry; and
- College freshmen living in dorms.

Website resources:

- Washington State Department of Health Immunization Program: www.doh.wa.gov/YouandYourFamily/Immunization/diseasesandvaccines/meningoccalvaccine
- Center for Disease Control and Prevention: www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html

HPV

HPV is a common virus. Most people exposed to HPV will never develop health issues. But for others, HPV causes major health problems, including genital and throat cancers. Most infected people have no symptoms and may spread the virus without knowing it. HPV spreads mainly through sexual contact. The HPV vaccine can prevent infection from some of the most common and serious types of HPV that cause cancer and genital warts. The best time to get it is before sexual activity ever starts. The vaccine does not get rid of existing HPV infections.

Who should get the vaccine and when should they get it? Because the immunization is more effective when given at younger ages, 9 through 14 year olds need two doses. Those starting at 15 or older need three doses. The recommended age is 11 or 12. HPV vaccine may be given up to age 26.

For more information on HPV, the vaccine, and cervical cancer:

- Washington State Department of Health: www.doh.wa.gov/hpv
- Centers for Disease Control & Prevention: www.cdc.gov/hpv

Disease Outbreaks

When an outbreak of a communicable disease (such as chickenpox or measles) occurs among staff or students, a school nurse will consult with Chelan County Public Health officials who take the lead on containment and help the school manage the outbreak. In the case of an outbreak, any student who has not been fully immunized may be excluded from school for up to 21 days.

With the COVID-19 pandemic, the district will work in partnership with state and local authorities in order to determine how schooling will continue and with what restrictions.

Alcohol/Tobacco/Controlled Substances

The possession of alcohol, e-cigarettes, cigarettes, drugs, or any tobacco products is not allowed. Students may not smoke on or near the school grounds. The unauthorized use, sale or exchange of these items or exchange of medical prescriptions is prohibited. Students violating this will be suspended or expelled and referred to a social agency or law enforcement authorities.

District Notices and Policies

School district policies can be found on the website at <https://www.cascadesd.org/Page/288>.

Photos, Videos & Internet

The district uses student photos on the district website, social media, and other publications. We also promote student accomplishments through video productions. Students use the Internet for research to obtain useful information for school projects. If you do not wish the district to use your child's photo in a publication or video production, or if you do not wish your child to use the Internet at school, please refer to the opt-out form available at the school offices.

Truancy Law

Schools will work hard with your child to make sure that he or she feels welcome and valued and the education offered at school is appropriate for his or her needs. Washington State law requires school-age children below 18 years of age to attend school. When a student has unexcused absences, the school will work with the student and parents/guardians to make sure the student comes to school. The

school may take a variety of actions to improve a student's attendance: hold a student and parent/guardian conference, take disciplinary action, change the student's schedule, recommend placement in a special program, or initiate other actions as appropriate.

If a student has either five unexcused absences in any month or ten unexcused absences during the school year, the school must file a petition, with a stay attached, with the Chelan County Superior Court regarding truanancies to enforce attendance.

Students and/or parents/guardians are required to meet with the district's Community Truancy Board to create a plan for supporting the student in attending school regularly. If the plan does not work, the student and/or parent/guardian may be required to appear before a judge.

Community Truancy Board

Under state law, the school district is obligated to take steps to eliminate student absences. The first step taken by the school district is to file a petition with a stay attached with the courts. In an attempt to resolve these issues before the student and/or parent/guardians are required to appear before a judge, a hearing is scheduled with the Community Truancy Board. The Community Truancy Board is an opportunity for the student, parent/guardians, and school to look at the obstacles to the student attending school regularly. Some possible recommendations from the board may include information regarding social service referrals, changes to the student's schedule or academic program, additional academic support provided, or counseling and/or drug and alcohol testing. The purpose of the Community Truancy Board is to provide an opportunity to look at issues regarding non-attendance and to identify possible solutions in an effort to keep the legal system from taking any further action. Failure to attend the Community Truancy Board hearing will compel the district to remove the stay and ask for a date at Juvenile Court.

Withdrawal

Students who plan to transfer to another school during the school year must have a parent conference with an administrator or counselor or bring a written request from the parent or guardian prior to withdrawing. Such written requests should include the date of a withdrawal, new address, and if possible, the name of the new school. A checkout form should be picked up from the counselor by the student, preferably at least two days before the last day of attendance. With notice, the child's teacher, the librarian, and the office staff can more easily assist with the necessary paperwork for transfer.

Personal belongings must be removed from desks and any outstanding textbook, computer, or library fines must be paid. All computers, library books and textbooks must be returned before the student's last day of school. Your cooperation is always greatly appreciated.

Nondiscrimination and Sexual Harassment

Non Discrimination/Title IX

Cascade School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service

animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX and Civil Rights Coordinator, Elia Ala'ilima-Daley at 509-548-5277, edaley@cascadesd.org, Cascade High School, 10190 Chumstick Hwy. Leavenworth, WA 98826, or Special Education Director and Section 504 /ADA Coordinator, Brett Johnson at 509-548-4042, bjohnson@cascadesd.org, Icicle River Middle School, 10195 Titus Rd, Leavenworth, WA 98826

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

<https://www.cascadesd.org/cms/lib/WA01919371/Centricity/domain/50/policy/3000/3207.pdf>

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

<https://www.cascadesd.org/cms/lib/WA01919371/Centricity/domain/50/policy/3000/3205.pdf>

Complaint Options- Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Step 1 – Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2- School District Investigates your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time - period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3 – School District Responds to your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time-period.

Appeal to the School District

If a complainant disagrees with the superintendent’s or designee’s written decision, the complainant may appeal the decision to the district board of directors by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.

The board shall schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written decision with thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant’s right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Complaint to OSPI

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have

completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

- Email: Equity@k12.wa.us | Fax: 360-664-2967
- Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission 1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education record within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board ; a person or company whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a

parent of a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Cascade School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202-4605