Cascade School District Student Handbook

2026-2027

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 Civil Rights Coordinator, Kim Gilreath at 509-548-4042, kgilreath@cascadesd.org, Icicle River Middle School, 10195 Titus Rd. Leavenworth, WA 98826 or Title IX Coordinator Tim Barnes at 509-548-5277.

Contact Information

Kodiak Cubs Preschool

Kodiak Cubs preschool
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Leavenworth, WA 98826
(509)888-7761
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Peshastin-Dryden Elementary School (Grades Transition to Kindergarten-2)

10001 School Street
Peshastin, WA 98847
(509)548-5832
Emily Ross, Principal — eross@cascadesd.org
Miriam Rodriguez, Secretary — mrodriguez@cascadesd.org
Cynthia Zarate, Bilingual Secretary — czarate@cascadesd.org

Alpine Lakes Elementary School (Grades 3-5)

500 Pine Street
Leavenworth, WA 98826
(509)548-5839
Terry Muscutt, Interim Principal — tmuscutt@cascadesd.org
Sonia Davenport, Secretary — sdavenport@cascadesd.org
Cynthia Zarate, Bilingual Secretary — czarate@cascadesd.org

Beaver Valley Elementary School (Grades K-5)

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Home Link Program (Grades K-8)

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Icicle River Middle School (Grades 6-8)

10195 Titus Road
Leavenworth, WA 98826
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Tim Barnes, Athletic Director — tbarnes@cascadesd.org
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Kodiak Virtual Academy (Grades K-12)

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Cascade High School (Grades 9-12)

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Annika Bibby, Assistant Principal — abibby@cascadesd.org
Tim Barnes, Athletic Director — tbarnes@cascadesd.org
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Mayra Fonseca, Attendance & Athletics — mfonseca@cascadesd.org
Hilary Osborn, Bookkeeper — hosborn@cascadesd.org

Discovery Program

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12790 Fish Hatchery Rd
Leavenworth, WA 98826 — tblue@cascadesd.org
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Travis Blue, Teacher

Cascade Transportation Dept

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Andrea Skylstad, Transportation Director — askylstad@cascadesd.org

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Letter from the Superintendent

Dear Cascade Families,

Welcome to the 2026-2027 school year! The purpose of this handbook is to familiarize you with guidelines and procedures for our school district. This is a comprehensive handbook for all grades; our intent is to show how things work throughout our system. 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 the 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 L. Edou
Superintendent

Mission

The mission of Cascade School District is to provide Continuous Student Development in every area in which students learn and participate. How do we do this? We structure our school days to provide time each week for teachers 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 have not 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;
- Cyndi Garza, Vice Chair, cgarza@cascadesd.org;
- Judy Derpack, jderpack@cascadesd.org;
- Zachary Miller, zmiller@cascadesd.org
- Dr. Mike Worden, mworden@cascadesd.org

Communication

Cascade School District staff are excited to partner with you in the education of your child or children. We communicate in 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, follow us on Twitter @228Cascade, and download our app.



- 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 our elementary schools, 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 electronic 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 complete immunizations, the newly enrolled child will start school two days following registration.

When enrolling, please be certain all the 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 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 from 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, library books, 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 must first have a Login ID and password. Students are issued these while at school. Parents and guardians' logins and passwords can be obtained from the school office. The portal for family access is located on the school website, under For Parents and Skyward 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 Skyward Family Access or contact the office immediately.

School Hours

Peshastin-Dryden Elementary School opens for students at 7:45 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 starts at 8:15 am. School is dismissed at 2:45 p.m.
Icicle River Middle School is open for students at 7:45 a.m. Students who receive breakfast from the

school are allowed into the Café. At 8:05 am, the school doors open for all students to start class at 8:15 am. We ask students to stay outside until that 8:05 am time unless the weather does not allow. School is dismissed at 3:00 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 through the office or reaching out to admin directly.

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. Classes start at 8:00 am and dismissal is at 3:00 pm.

On late starts, school starts two hours later than on the regular school day.

Subjects Taught

Early Learning

The Cascade School District believes in the importance of the early years for all our students. Because we want to best serve the children of our community, we provide both Preschool and Pre-Kindergarten programs with a variety of times to suit the needs of families. We have a highly qualified and experienced professional staff with a full component of special services, including Speech and Fine/Gross Motor Therapy. Housed at Icicle River Middle School, with both Preschool and Pre-K half day programs, Kodiak Cubs offers an inclusive, play-based learning environment. In addition, Kodiak Cubs partners with Cascade High School and their students, who are enrolled in Child Development. The "Big Kids" act as teaching assistants and allow classes to have an extremely beneficial "tall to small" ratio. At Peshastin-Dryden Elementary School, there is also a transition to kindergarten (TTK) program available for qualified 4-year-olds. Students participating in TK Cubs attend school all day, Monday through Friday. Students will have access to all programs and activities available to children at P.D. Elementary.

Elementary School

In grades kindergarten through 5th grade, our students learn reading, writing, math, science, social studies, music, physical education (P.E.), health, and more. Our students also learn how to use libraries, and they have exposure to skill-based art through Icicle Creek Center for the Arts.

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 classes in reading, writing, math, science, and social studies with other offerings for electives, which we call exploratory classes.

High School

At Cascade High School, 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. Starting in the class of 2028, valedictorians must have also taken two years of college preparatory social studies classes. 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). Starting in the Class of 2025, Valedictorians and Salutatorians must have taken a full class schedule in a Washington State High School in each of their four years/eight semesters of attendance.*** 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, uninterrupted 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.

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, using electronics, 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;
- Using Artificial Intelligence and presenting it as your own work. Students must ensure that any work produced with the help of AI is original and authentic (refer to procedure 2022P for additional information);
- 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 may be sent to the office for disciplinary action. Possible consequences for cheating are no credit on assignment/test, 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 Program Manager Michelle Arnold at marnold@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). For questions about 504 plans, please reach out to School Psychologist Tyler Cox at tcox@cascadesd.org or your school counselor.

Migrant Education Program

The Washington State Migrant Education Program (MEP) is federally funded to ensure high-quality education programs and supplemental support services for migratory children. Migratory families often have trouble receiving continuous, high-quality educational services because of their high rate of mobility, cultural and language barriers, social isolation, health-related problems, disruption of their children's education, and the lack of resources in the areas in which they live and work. If you have questions about migrant services, you can contact our Migrant/Bilingual Director Emily Ross at eross@cascadesd.org, our Migrant Parent Advisory Committee Coordinator Flor Murguia-West at fwest@cascadesd.org, or our Migrant Recruiter Miriam Rodriguez at mrodriguez@cascadesd.org.

Multilingual Education Program

Cascade's multilingual learner education program provides support for students to develop English proficiency, preserve bilingual skills, and meet academic standards. When students enroll in the district, parents are asked "What language did your child first learn to speak?" and "What language does your child use the most at home?". If the answer to either question is a language other than English, the students take the English Language Proficiency Assessment (ELPA) Screener. Students who score at the Emerging or Progressing levels of English proficiency on the ELPA Screener qualify for additional help to improve their English. If you have any questions about our Multilingual Education Program, please contact Emily Ross at eross@cascadesd.org, elementary bilingual secretary Cynthia Zarate at czarate@cascadesd.org, and our multilingual learner teachers Bonnie Phipps, Flor Murguia-West, Jesus Sandoval, and Jill Weil. For additional information, see: https://www.cascadesd.org/page/migrantbilingual. Other bilingual secretaries include Liliana Guzman at Icicle River Middle School at lguzman@cascadesd.org and Mayra Fonseca at Cascade High School at mfonseca@cascadesd.org.

Class Placement

It is critically important that we thoughtfully and purposefully place children into their classes 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, second, third and fourth 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.

In fifth grade and at the middle school, grades are available to parents through Skyward at any time. Grade reports are also sent out each quarter and semester. At the 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 once or 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.

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.

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.

Technology Devices

Cascade School District recognizes that many students use cell phones and other electronic devices daily. 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 loss, theft, or damage which may occur. Starting in the 2025-2026 school year, Cascade School District is phone free during the school day on campus. You can learn more at: https://www.cascadesd.org/o/csd/page/cell-phone-free. Starting in the 2026-2027 school year, students will be required to use school-issued laptops/devices while at school rather than bringing their own device for school use.

You can learn more about CSD technology at: https://www.cascadesd.org/page/technology-for-parents. You may also be interested in digital citizenship resources for families at: https://www.commonsense.org/education/family-resources.

Discipline

Our approach to student management is to maintain a safe and productive school environment for all students and staff. That plan starts with communicating clear expectations to students from the beginning of the year for every location in the school. To cultivate a positive school climate and reinforce expectations, we regularly recognize positive behaviors, academic accomplishments and other various achievements with our students. We do that in classrooms, in common areas, in sports and in clubs. When students have difficulty meeting expectations, our emphasis in discipline is to support students to develop the skills and knowledge to “make things right,” and to learn from their mistakes. Sometimes that involves some reflection activities while they serve a time out, and sometimes that involves making amends with another person. At times, that requires time out of classes to reflect and repair. Suspension level consequences are reserved for more serious incidents of misconduct and to disrupt chronic misbehavior. All of our staff in our schools work together to cultivate this kind of environment and help students grow socially, emotionally as well as educationally. We teach our students that 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. Our staff teach these values throughout the year and model them for our students.

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.

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

Response to Misbehavior

Our goal is to redirect problem behavior and keep students in class and on task, whenever possible. We teach our staff to respond to misbehavior in a measure necessary to maintain the integrity of the learning environment and safety for all students.

Schoolwide Information Systems (SWIS)

Student behavior referrals are tracked through an online system called SWIS. Interventions and consequences are assigned based on the frequency and severity of the behavior. In addition to on-the-spot interventions and systematic consequences assigned, teachers team around the data from the SWIS system to identify struggling students. Support plans are designed, expectations are clarified, motivation plans are created. We understand that some students may need additional help understanding and following the expectations and procedures at school that may be different than home or whatever school they may have attended in the past. Our goal is to give them the tools they need to be successful in our schools, and as citizens in our community. Problem behaviors are identified as either Minor or Major, based on the severity and/or frequency of the behavior. Below is an example of how they are coded in the SWIS system.

Examples of Minor versus Major Behaviors

Behavior	MINOR (Teacher Managed):	MAJOR (Office Referral):
Defiance or non-compliance	• Not working/unfinished work • Passive non-compliance • Skateboarding/biking on campus	• Verbal refusal to follow directions. • Blatant disregard shown for staff instructions—such as walking off when redirected.
		• Not giving (correct) name when asked by any staff member. • Truancy—10 min.+ late
Disruption	• Tapping • Odd sounds • Moving around at an inappropriate time • Talk-outs	• Screaming/Yelling • Throwing objects • Disruption during a test • Repeated minor disruptions
Dress Code	• Clothing that promotes drug/alcohol use, violence/weapons, sex/promiscuity • Repeated requests to change or cover up ignored • Hats/hoods in building • Sagging pants • “Boobies” bracelets	• Exposure of private body parts • Gang related clothing
Inappropriate Language	• Unintentional, quiet and impersonal use of profanity • Accusing others to get attention	• Intentional, flagrant use of profanity • Words used to Bully, Harass, or Intimidate—profane or not • Using words to “antagonize” others. • Threats • Sexual or Racial comments or gestures • Repeated use of profanity

Physical Contact	• Rough play (without injury) • Public Displays of Affection (PDA) • Unintentional/inattentive contact	• Fighting • Assault • Inappropriate sexual contact • Physical contact with intent to intimidate or harm. • Extreme PDA violation
Property Misuse	• Garbage on the floor • Non-permanent writing on desk • Feet on wall • Desk tipping	• Intentional damage or defacing school property or materials—carving, burning, puncturing, etc. • Graffiti on school property. • Intentional damage to or hiding/moving others property
Technology Violation	• Earphones visible • Phone ringing during class. • Electronic devices out/visible	• Accessing banned sites on school pc's • Accessing pornography on any device during school hours on campus

Discipline Matrix

The following discipline matrix is a starting point to guide administrator decisions and responses to student behavior, also recognizing that each situation is unique and may require an alternate approach.

BEHAVIOR-RESPONSE MATRIX		Classroom Response	Reteach Redo Restore	Office Response	Detention/ Restitution	Classroom Exclusion	In School Suspension	Short Term Suspension	Long Term Suspension
Academic Dishonesty, Plagiarism	Elementary	✓	✓	✓	✓	✓			
	Middle School	✓	✓	✓	✓	✓			
	High School	✓	✓	✓	✓	✓			
Assault-Major	Elementary		✓	✓	✓	✓	✓	✓	✓
	Middle School		✓	✓	✓	✓	✓	✓	✓
	High School		✓	✓	✓	✓	✓	✓	✓
Aggression-Minor, Rough Play	Elementary	✓	✓	✓	✓	✓	✓	✓	
	Middle School	✓	✓	✓	✓	✓	✓	✓	
	High School	✓	✓	✓	✓	✓	✓	✓	
Criminal Acts	Elementary		✓	✓	✓	✓	✓	✓	✓
	Middle School		✓	✓	✓	✓	✓	✓	✓
	High School		✓	✓	✓	✓	✓	✓	✓
Damage to Others' Property	Elementary	✓	✓	✓	✓	✓	✓	✓	
	Middle School	✓	✓	✓	✓	✓	✓	✓	
	High School	✓	✓	✓	✓	✓	✓	✓	
Defiance-Major	Elementary		✓	✓	✓	✓	✓	✓	
	Middle School		✓	✓	✓	✓	✓	✓	
	High School		✓	✓	✓	✓	✓	✓	
Defiance-Minor	Elementary	✓	✓	✓	✓	✓	✓		
	Middle School	✓	✓	✓	✓	✓	✓		
	High School	✓	✓	✓	✓	✓	✓		
Disruptive Conduct	Elementary	✓	✓	✓	✓	✓	✓	✓	
	Middle School	✓	✓	✓	✓	✓	✓	✓	
	High School	✓	✓	✓	✓	✓	✓	✓	

BEHAVIOR-RESPONSE MATRIX		Classroom Response	Reteach Redo Restore	Office Response	Detention/ Restitution	Classroom Exclusion	In School Suspension	Short Term Suspension	Long Term Suspension
Dress Code Violation	Elementary	✓	✓	✓	✓	✓			
	Middle School	✓	✓	✓	✓	✓			
	High School	✓	✓	✓	✓	✓			
Drug/Alcohol or Paraphernalia Use or Possession	Elementary		✓	✓	✓	✓	✓	✓	
	Middle School		✓	✓	✓	✓	✓	✓	
	High School		✓	✓	✓	✓	✓	✓	
Drug/Alcohol or Paraphernalia Distribution	Elementary		✓	✓	✓	✓	✓	✓	✓
	Middle School		✓	✓	✓	✓	✓	✓	✓
	High School		✓	✓	✓	✓	✓	✓	✓
Electronics Violation	Elementary	✓	✓	✓	✓	✓			
	Middle School	✓	✓	✓	✓	✓			
	High School	✓	✓	✓	✓	✓			
False Alarm or False Reporting	Elementary		✓	✓	✓	✓	✓	✓	
	Middle School		✓	✓	✓	✓	✓	✓	
	High School		✓	✓	✓	✓	✓	✓	
Fighting or Causing Injury through Negligence	Elementary		✓	✓	✓	✓	✓	✓	
	Middle School		✓	✓	✓	✓	✓	✓	
	High School		✓	✓	✓	✓	✓	✓	
Filming a Fight	Elementary		✓	✓	✓	✓	✓	✓	
	Middle School		✓	✓	✓	✓	✓	✓	
	High School		✓	✓	✓	✓	✓	✓	
Gang Activity	Elementary		✓	✓			✓	✓	✓
	Middle School		✓	✓			✓	✓	✓
	High School		✓	✓			✓	✓	✓

BEHAVIOR-RESPONSE MATRIX		Classroom Response	Reteach Redo Restore	Office Response	Detention/ Restitution	Classroom Exclusion	In School Suspension	Short Term Suspension	Long Term Suspension
Graffiti, Defacing School Property	Elementary		✓	✓	✓	✓	✓	✓	
	Middle School		✓	✓	✓	✓	✓	✓	
	High School		✓	✓	✓	✓	✓	✓	
Harassment, Intimidation, Bullying Another Student	Elementary	✓	✓	✓	✓	✓	✓	✓	✓
	Middle School	✓	✓	✓	✓	✓	✓	✓	✓
	High School	✓	✓	✓	✓	✓	✓	✓	✓
Harassment, Intimidation, Bullying A Staff Member	Elementary	✓	✓	✓	✓	✓	✓	✓	✓
	Middle School	✓	✓	✓	✓	✓	✓	✓	✓
	High School	✓	✓	✓	✓	✓	✓	✓	✓
Inappropriate Language, Profanity, Verbal Abuse	Elementary	✓	✓	✓	✓	✓	✓	✓	
	Middle School	✓	✓	✓	✓	✓	✓	✓	
	High School	✓	✓	✓	✓	✓	✓	✓	
Littering	Elementary	✓	✓	✓	✓	✓			
	Middle School	✓	✓	✓	✓	✓			
	High School	✓	✓	✓	✓	✓			
Lewd Conduct	Elementary		✓	✓	✓	✓	✓	✓	
	Middle School		✓	✓	✓	✓	✓	✓	
	High School		✓	✓	✓	✓	✓	✓	
Other Exceptional Misconduct	Elementary		✓	✓	✓	✓	✓	✓	✓
	Middle School		✓	✓	✓	✓	✓	✓	✓
	High School		✓	✓	✓	✓	✓	✓	✓
Racist or Homophobic Comments	Elementary	✓	✓	✓	✓	✓	✓	✓	
	Middle School	✓	✓	✓	✓	✓	✓	✓	
	High School	~~✓~~	~~✓~~	~~✓~~	✓	✓	✓	✓	

BEHAVIOR-RESPONSE MATRIX		Classroom Response	Reteach Redo Restore	Office Response	Detention/ Restitution	Classroom Exclusion	In School Suspension	Short Term Suspension	Long Term Suspension
Theft, Possession of Stolen Property	Elementary	✓	✓	✓	✓	✓	✓	✓	
	Middle School	✓	✓	✓	✓	✓	✓	✓	
	High School	✓	✓	✓	✓	✓	✓	✓	
Tobacco/Vape Use or Possession	Elementary		✓	✓	✓	✓	✓	✓	
	Middle School		✓	✓	✓	✓	✓	✓	
	High School		✓	✓	✓	✓	✓	✓	
Tardiness	Elementary		✓	✓	✓	✓			
	Middle School	Skyward	✓	✓	✓	✓			
	High School	Skyward	✓	✓	✓	✓			
Truancy	Elementary		✓	✓	✓	✓			
	Middle School		✓	✓	✓	✓			
	High School		✓	✓	✓	✓			
Threat of Violence	Elementary		✓	✓	✓	✓	✓	✓	✓
	Middle School		✓	✓	✓	✓	✓	✓	✓
	High School		✓	✓	✓	✓	✓	✓	✓
Trespass, In an Undesignated Location	Elementary	✓	✓	✓	✓	✓	✓	✓	
	Middle School	✓	✓	✓	✓	✓	✓	✓	
	High School	✓	✓	✓	✓	✓	✓	✓	
Weapons	Elementary		✓	✓	✓	✓	✓	✓	✓
	Middle School		✓	✓	✓	✓	✓	✓	✓
	High School		✓	✓	✓	✓	✓	✓	✓

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.

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. 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. To learn about the phone free schools policy, please see: https://www.cascadesd.org/o/csd/page/cell-phone-free.

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. 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.

Dress Code

School is a place of learning, and CSD wants every student to wear clothing that makes them feel safe and comfortable with themselves. CSD supports creative expression; however, certain parts of the body and undergarments should be covered in public settings and in school. In addition, gang and violence-related attire is inappropriate at school. For both health reasons and physical safety reasons, shoes should be kept on at all times. For physical education classes, teachers may require tee shirts with sleeves, removal of jewelry, and/or athletic footwear. In sports, coaches may require specific uniforms for practices and games. For more information about the dress code, please see policy and procedure 3224, found on the Cascade School District website at: https://www.cascadesd.org/page/board-policies-procedures.

Gang-Related Behavior

For the safety of all our students and staff, any gang-related behavior is prohibited on all Cascade School District properties. There are a number of behaviors and personal items that are associated with gang behavior and as such are prohibited on all CSD properties. Those items are as follows:

- Hand signs;
- Groups of students (3 or more) wearing a certain color;
- Bandanas in the traditional pattern;

- Any Oakland/LA/Las Vegas Raiders, Pittsburg Pirates, Cincinnati Reds, Dallas Cowboys, or LA Dodgers clothing or accessories;
- Physical appearance alteration (e.g., shaved eyebrows);
- Teardrops on skin or accessories, including sketches;
- Writing, wearing, or displaying anything with the number 13, 14, or 18 or is symbolic of those numbers (dots, Mayan number system, etc.);
- Buttoning only the top button on a shirt;
- Extremely oversized clothing;
- Sagging clothing—underclothes must be completely covered;
- Low hanging belts, over a hand's width in length;
- Whistling—a known mechanism for gang members to locate and identify themselves;
- Any gang related graffiti or imagery;
- Claiming or excluding others from a specific location or "territory" on school district properties; and
- Any imagery or language that a simple internet search would identify as gang related will not be allowed on any CSD properties.

Progressive Discipline for Derogatory Language at Cascade High School

Cascade High School will enforce consistent, progressive consequences for students who use racial slurs, targeted sexual comments, antisemitic, anti-religious or other harmful derogatory language. This policy applies to all school settings, including but not limited to: classrooms, hallways, the cafeteria, school events, extracurricular activities, and school-related online spaces. **The same progression will take place if there is retaliation from any student to a student who reported an incident.**

The following progressive discipline steps will be applied for policy violations (the steps may be subject to administrative discretion based on circumstances around severity and intentionality):

1. **First Offense:** The student will participate in a reteaching conversation and a restorative opportunity to understand the harm caused by their language. The student will also receive a one (1) day in-house suspension. Parents will be notified.
2. **Second Offense:** The student will participate in a reteaching conversation and a restorative opportunity to understand the harm caused by their language. The student will also receive a three (3) day out of school suspension. Parents will be notified.
3. **Third Offense:** The student will receive a five (5) day out-of-school suspension. Another mandatory parent/guardian meeting with administration is required prior to the student's return.
4. **Fourth Offense:** Longer term suspensions and/or alternative placement may be applied

How to Report

Online (Anonymous): Visit the Cascade High School website and use the reporting form accessed through the "TIPLINE" button. You will have the option to not share your identity, and all reports will be reviewed by the administration. Emailing administration is another online means of reporting.

In Person or Email (Non-Anonymous): Students may report concerns directly to any staff member they trust—this can be done in person or through email. Staff will ensure the information is shared with administration so it can be addressed appropriately. If students feel that other students repeated actions rise to the level of harassment intimidation or bullying they can also submit the HIB reporting form in English or Spanish found under policy 3207 at: https://www.cascadesd.org/page/board-policies-procedures.

Talk directly to administration: You can come to the office and ask to speak with any administrator. We take care of holding your words in a safe space. We will not use your name in any investigation or conversation we have with others. We cannot follow up with you or others on what measures we take with other students so please understand we take each account seriously but are bound by ethical standards to not divulge what we do moving forward with any other student or family. **Please remember that just because you may not see a response doesn't mean a response was not given.**

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.

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 <u>one-year mandatory expulsion</u>, subject to appeal, with notification to parents and law enforcement.**

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.

Detection Canines

School officials may allow the use of trained and certified detection canines on district property or at school events to protect students from exposure to illegal drugs, weapons, and contraband.

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.

Discipline Appeal Process

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.

Bus Transportation

Bus transportation is arranged by calling the bus garage at (509)548-6039. If you need to make a temporary change to your child's transportation arrangements, please call or send a note first thing in the morning. At K-5 grades, parents are encouraged to call or email the school office prior to 2:00 p.m. to give offices plenty of time to hand-deliver transportation-change notes to students. Changes after 2:00 p.m. will not necessarily be able to be taken into consideration, please help us ensure your child has the correct after-school transportation plan. Buses are unable to delay routes for late riders. Please be advised that in the event of a change in plans, school personnel are the only ones who can pull a student off a bus unexpectedly. Due to safety protocol, parents need to ask school offices for support with this rather than attempting to do this themselves.

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 on the transportation page under the "BUS INFO" tab under bus rules or discipline protocol on the website.

Bus Regulations

- The driver is in full charge of the bus and students. Students must always obey the driver promptly and willingly.
- Students shall always ride their regularly assigned buses unless permission has been granted by parents or 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 current routing will require parents to contact the transportation office.
- Students riding home on a bus other than the one to which they have been assigned (going home with a friend, etc.) must have parents notify the office in advance in writing or by phone. To board a bus other than the one to which the student has been assigned, students must have a written transportation pass from their school.
- Outside of ordinary conversation, classroom conduct must be observed.
- Students will not extend their head, arms, or hands out of the windows OR throw any items out the window whether the bus is in motion or parked.
- Students are to remain seated while the bus is in motion and are not to stand up to get 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 that create a financial burden to the school district will be held responsible for proper reimbursement to the school district. Students damaging school buses may be suspended for up to 10 days starting immediately after the discovery of the damage and will not be allowed to ride until reimbursement is made.
- **NO** food or drink allowed on the buses. There is **NO** sharing of food or drink.
- **NO** Pokémon cards are allowed to be out of backpacks on the bus.
- Nothing larger than what can fit into a student's backpack may be transported on the bus without prior permission.
- Skateboards are NOT allowed to be brought on the school buses.

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 10:15 am at Alpine Lakes.

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 Pine St and exit to Pine St on West end exit). Buses 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 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 with good academic standing are eligible to leave campus at

lunch. Students are not allowed to drive their cars once they arrive at school, unless they are juniors or seniors on off campus lunch (see *Student Vehicle Registration under 3243F at https://www.cascadesd.org/page/board-policies-procedures).* Students are not allowed to transport another student during the school day unless consent has been granted by both students' parents/guardians. Otherwise, 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 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 always 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 always 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. Buses have priority when entering and leaving school 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

All wooded areas of the school grounds and parking lots in front and back of the building are off limits during school, unless accompanied by an adult. 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, 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. Students should eat or drink only in the cafeteria or designated lunch spaces. We enjoy clean hallways, classrooms, and gymnasiums, and strive to keep them looking good. Cooperation in the cafeteria is essential to get everyone served and to maintain a pleasant lunchtime environment. Every student

would benefit if the following expectations were observed:

- Do not interfere with the safety or well-being of another person;
- All food and drink are to be consumed in the commons/cafeteria or outdoors, if directed;
- Clean up your own area by placing all garbage , recycling and compostable material 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

Online application for free and reduced-price meal benefits are available in Skyward Family Access beginning August 1 each year. Families are encouraged to complete their online application as early as possible to ensure meal benefits are in place when school begins.

Applications may be submitted in one of two ways:

- Online: Log into Skyward Family Access, select Food Service, choose a student, then choose Applications and Add
- Paper: Pick up an application at any Cascade School District school office or print one from the district website under Food Services. Completed paper applications may be returned to any school office

Only one application is required per household, regardless of how many children attend Cascade School District schools.

Families may apply at any time during the school year. If your household income or family circumstances change due to unemployment, reduced income, or other financial hardship, you may submit a new application at any time. There is no limit to the number of applications you may submit during the school year if your eligibility changes.

Households that qualified for free or reduced-price meals during the previous school year must submit a new application each school year to continue receiving benefits. To avoid being changed to full-price meal status, a new application must be received, processed, and approved by the first week of October. Benefits cannot be applied retroactively beyond the date the application is submitted, so families are strongly encouraged to apply as early as possible.

In addition to meal benefits, qualifying families may also be eligible for reduced or waived fees for school programs and activities, including athletic participation fees, preschool/Pre-K tuition, ASB cards, field trips, reduced event admission fees, and other available benefits.

Families who qualify based on household income or size, or who receive Basic Food, Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or who are Directly Certified for free meals, may also qualify for these additional benefits. To allow the district to determine eligibility for other programs, families must complete a Consent to Share Eligibility Form each year. Completing (or declining to complete) this form does not affect your child's eligibility for free or reduced-price meals.

The Consent to Share Eligibility Form is available in English and Spanish at your school office and on the website under Food Services at: https://www.cascadesd.org/o/csd/page/food-services.

Meal Payments

Cascade School District uses the InTouch system to pay online fees. Student and staff food service accounts, athletic fees, fines, and other fees may be paid online using your debit or credit card through our InTouch link - https://wa-cascade.intouchreceipting.com/. School offices can accept cash, checks or credit/debit cards.

Parent Teacher Organization (PTO)

Our 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, Eric Tiegel at etiegel@cascadesd.org
- For Peshastin-Dryden and Alpine Lakes, pdptoinfo@gmail.com
- For Icicle River Middle School, monica_watson@outlook.com
- For Cascade High School,monica_watson@outlook.com

Visitors and Volunteers

Parents and other adults are usually welcome to visit the school. 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 teacher or point of contact you are volunteering with, or the school office 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 at the top under “Menu”, “For Parents”, and “Volunteer Information” at https://www.cascadesd.org/page/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. Volunteers must be cleared **annually**. You will get an email confirming or denying your volunteer application. You must check in with the school office each time prior to volunteering.

Civility

The Cascade School District Board of Directors encourages administrators, faculty, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school district. For more information, please see policy 3204 found at: https://www.cascadesd.org/page/board-policies-procedures.

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 students and high school students for P.E. 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 always secure. 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 always locked. 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.

Emergency Evacuation Drills on School Buses

Buses perform 3 emergency evacuation drills a year. All drills are done on school property. There are two actual drills performed during the year, one in the fall and one in spring. We also perform one verbal evacuation drill in the winter quarter. It is important that students follow the driver's instructions quickly and without question.

Bicycles and Skateboards

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. Skateboards and other means of transportation will not be stored in the main office. 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. Skateboards are NOT allowed to be brought on school buses.

Student Safety on Bikes

- Students riding bicycles to school must follow all Washington traffic laws.
- Approved bicycle helmets are required.
- Bicycles shall be parked only in designated bike racks.
- Students must walk bicycles on school sidewalks and in school parking lots.
- Bicycles may not be ridden on playgrounds, athletic fields, or school walkways during school hours.
- Students should secure bicycles with personal locks.
- The district assumes no responsibility for loss or damage to bicycles.

- Unsafe riding on campus may result in loss of bicycle privileges.

School Closure or Delay

If school is canceled or delayed, students and their families can get 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, check the Cascade School District Facebook page, or check the Cascade School District app.



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; usually, this permission slip is covered by parental information card given to all families at the beginning of the school year or at registration. Students requiring any medication must complete a school/state medication form. Forms must be completed by your doctor prior to the trip and turned into 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. to hand-deliver transportation-change notes to all the students. If we do not have written notice 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 regarding 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.

Tardiness

Students are expected to be in class and seated when the bell rings. Reducing tardies will be a focus of the elementary school this year to prioritize learning time.

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. We strive to build habits that students will use for the rest of their lives. We encourage and support students in building the habit of punctual attendance. This is done through rewarding students for arriving on time and holding students accountable for chronic tardies. Students with chronic tardies are subject to suspended privileges and school discipline.

Tardies	3rd Offense	Reflection time/detention
	4th Offense	Reflection time/detention/parent conference and tardy contract
	5th Offense	Reflection time/detention/parent contact
	6th Offense	Additional progressive discipline

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 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 or foster care 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 deployment of a parent or legal guardian who is an active-duty military member consistent with RCW 28A.705.010;
- 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.

If an elementary school student has seven or more excused absences in a single month during the current school year or ten or more excused absences in the current school year, the district will schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school. If the student has an individualized education program (IEP) or 504 Plan, the IEP or 504 team must convene. For other questions about attendance and truancy legal requirements for elementary students, please see: https://www.k12.wa.us/sites/default/files/public/ossi/k12supports/Legally%20Required%20Steps_Elementary.pdf.

Unexcused Absences

An unexcused absence means that the student has failed to attend most 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.

At some point after the second and before the seventh unexcused absence, the district will take data-informed steps to eliminate or reduce the student's absences. In middle school and high school, these steps will include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the district's designated employee. 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 15 in a year. The truancy law requires school districts file a petition in Juvenile Court against the student, parent or both.

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.
Students and/or parents/guardians are required to meet with the district's Community Engagement 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.
For additional information and/or updates about excused and unexcused absences, see procedure 3122P available at: https://www.cascadesd.org/page/board-policies-procedures.

Community Engagement 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. 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 Engagement Board. The Community Engagement 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 Engagement Board is to provide an opportunity to look at issues regarding non-attendance and to identify possible solutions to keep the legal system from taking any further action. Failure to attend the Community Engagement Board hearing will compel the district to remove the stay and ask for a date at Juvenile Court.

Not later than a student's seventh unexcused absence within any month during the current school year, or a tenth unexcused absence during the current school year, if the district's attempts to substantially reduce a student's absences have not been successful and if the student is under the age of seventeen, the district will file a petition and supporting affidavit for a civil action in juvenile court.

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/page/board-policies-procedures.

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.

Thanks to the support of local voters, 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. You can learn more about CSD technology at: https://www.cascadesd.org/page/technology-for-parents. You may also be interested in digital citizenship resources for families at: https://www.commonsense.org/education/family-resources.

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. Fee waivers may be granted to students whose family would have difficulty paying by reason of their low income. Please note that you may contact the building principal regarding a school fine or the school district business office for a technology fine.

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 or before 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, Future Business Leaders of America (FBLA), Skills USA, Technology Student Association (TSA), Washington Career and Technical Sports Medicine Association (WCTSMA), 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, and 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, soccer and cross-country in the fall, basketball and wrestling in the winter, and track, tennis, golf 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, tennis, golf, baseball, and soccer 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. In addition, grade checks are performed regularly once games begin for a particular season.

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 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. 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.

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 fever, vomiting and diarrhea have subsided without medication for 24 hours. Our nurse and medical specialist rotate throughout our schools, so please do not rely on their presence 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 Nurse

Cascade School District is fortunate to have a wonderful school nurse and one medical specialist on its staff. 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 them.

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 respiratory illness and fever, the student should stay home until symptoms are getting better overall, and the student has not had a fever and is not using fever-reducing medication for 24 hours. Please see: https://www.cdc.gov/respiratory-viruses/prevention/precautions-when-sick.html 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. In addition, it is always a good idea to avoid sharing head coverings. 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 at each of the secondary schools and another counselor serving PD and ALPS. In addition, Cascade High School has a career counselor. CSD also partners with regional medical centers 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://doh.wa.gov/community-and-environment/schools/immunization.

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 https://myirmobile.com/ 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 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/meningocallvaccine
- 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.

District Notices and Policies

School district policies can be found on the website at https://www.cascadesd.org/page/board-policies-procedures.

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.

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 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.

Washington School Report Card

The purpose of the Washington School Report Card is to share information about K-12 schools across the state and within the state. You can find this information, including data specific to Cascade School District, at: https://washingtonstatereportcard.ospi.k12.wa.us/.

Teachers' Professional Qualifications

Parents have the right to request information about a teacher's professional qualifications, including certification level, grade assignment, and endorsement for content area. If you wish to request information concerning your child's teacher's and/or instructional paraprofessional's qualifications, please contact your school principal.

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 the 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 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

The following information and specific language are provided in the student handbook as required by state law 28A.300.286

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

We strive to make our schools a safe and inclusive environment where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section explains what HIB is, explains what to do when you see or experience it, and how our school's respond to it.

What is HIB?

State law (RCW 28A.600.477(5)(b)(i) defines HIB as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to action between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report about HIB?

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based solely only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer Tim Barnes at tbarnes@cascadesd.org who helps prevent and respond to HIB.

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an Incident Reporting Form.

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the HIB Incident Reporting Form, and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened)
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

What are the next steps if I disagree with the outcome?

For the student named as the "targeted student" in a complaint:
If you disagree with the school district's decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they've assigned) to review the investigation. They will send you a written decision.

For the student named as the "aggressor" in a complaint:
A student found to be an "aggressor" in a HIB complaint may not appeal the decision of the

investigation itself. They can, however, appeal corrective actions (consequences) that come from the HIB investigation findings.

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's HIB Policy 3207 and Procedure 3207P.

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member's behavior, ask your school for information on how to repot it.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because of a **protected status**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student's protected status and is serious enough to create a hostile environment. A **hostile environment** is created when behavior is so severe, pervasive, or persistent that it limits a student's ability to participate in or benefit from the school's services, activities, or opportunities.
To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, https://www.cascadesd.org/page/board-policies-procedures.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and seriously interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must accept unwelcome sexual behavior or communication to receive something in return, such as a grade or a place on a sports team. Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic or electronic messages that are of a sexual nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit https://www.cascadesd.org/page/board-policies-procedures.

What should my school do about discriminatory and sexual harassment?

When a school learns about possible discriminatory or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening again.

What can I do if I am concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

Concerns about discrimination:
Civil Rights Coordinator: Kim Gilreath, IRMS Principal, 509-548-4042

Concerns about sex discrimination, including sexual harassment: Tim Barnes, Athletic Director, 509-548-5277
Title IX Coordinator: Tim Barnes, Athletic Director, 509-548-5277

Concerns about disability discrimination: Michelle Arnold, Special Education Program Manager, 509-548-4042
Section 504 Coordinator: Tyler Cox, School Psychologist, 509-548-4042

Concerns about discrimination based on gender identity: Gender-Inclusive Schools Coordinator: Annika Bibby, CHS Assistant Principal, 509-548-5277

To **submit a written complaint**, describe the behavior or incident that you believe may be discriminatory. Send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible so the school district can investigate it promptly. You must submit your complaint within one year of the behavior or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The Civil Rights Coordinator will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the investigation results.
- A determination of whether the school district failed to comply with civil rights laws.

- Any corrective actions or measures that are needed.
- Information about how to appeal the decision.

What are the next steps if I disagree with the outcome?

If you disagree with the decision about your complaint, you may appeal the decision to superintendent or designee. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important deadlines, see the school district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can be discrimination if it is based on a protected status. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to fully resolve your complaint.

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, whether or not they have legally changed their name.
- Update students' gender designation so they are accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
- Ensure students can participate in sports, physical education courses, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and protect students from teasing, bullying, or harassment based on their gender or gender identity.

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit https://www.cascadesd.org/page/board-policies-procedures. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Annika Bibby, CHS Assistant Principal.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Our School is Committed to Students and State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something – that they knew, or reasonably should have known, would violate state law. Under ESHB 1296, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- Civil rights and nondiscrimination (RCWs 28.A.640 and 28A.642)
- Harassment, intimidation, or bullying (RCW 28A.600.477)
- Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170, 28A.320.230, and 28A.320.235)
- Use of restraint or isolation (RCW 28A.600.485)
- Student discipline (chapter 28A.600 RCW)

How do I make a complaint about willful noncompliance with state law?

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at How to File a Complaint, and follow any applicable processes. If none exist, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue

Who else can help with HIB, Discrimination, or Willful Noncompliance Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes, as well as complaints alleging willful noncompliance with state law under ESHB 1296.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

OSPI Office of Legal Affairs (For more details on the willful noncompliance complaint process)

- Website: ospi.k12.wa.us/educator-support/educator-conduct/state-law-noncompliance-complaints
- Email: OLA@k12.wa.us

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: https://www2.ed.gov/about/offices/list/ocr/index.html
- Email: orc@ed.gov
- Phone: 800-421-3481