STUDENT AND PARENT HANDBOOK

Welcome to the 2026-2027 school year! Our school's motto is Cascade Elementary: where Children Experience Success. For your child to have the best educational opportunity possible, it is important that there be collaboration among the students, parents, and faculty. We are looking forward to working with you and your child.

This handbook has been prepared to inform you of the policies and guidelines of our school and the Bedford County Board of Education. This handbook contains explanations of the expectations that we have for our students in areas such as attendance, academics, conduct, and other aspects of school life. Both students and parents should read this handbook and become familiar with the rules that apply to the students at Cascade Elementary School. This handbook is intended as a guide and does not represent or describe every policy of Cascade Elementary School or the Board of Education.

Follow us on our BCS app- Download the BCS App and choose your school from the drop-down

SCHOOL BELIEF STATEMENTS

1. A family partnership is essential for successful learning.
2. Students should be encouraged to be creative thinkers, problem solvers, and effective communicators.
3. Students should be given opportunities to experience success in many different ways: academic, responsibility, leadership, character, etc.
4. Children learn best when they feel accepted and respected in an environment that is conducive to learning.
5. Students are responsible for participating in their educational success by being actively engaged in the learning process.
6. The assessment of student progress should be authentic and useful in guiding instruction.
7. Educators will prepare students to become life-long learners in order to live in a changing and challenging world.
8. Our school will make a deliberate effort to maintain high academic standards integrating quality core curriculum objectives, addressing diverse learning styles, and developmental levels through collaboration with specialized personnel.
9. Our school environment will embrace all cultures, races, and socioeconomic levels with a purpose of honoring diversity.

MISSION STATEMENT

The mission of Cascade Elementary School is to provide the opportunity for our Children to Experience Success to enable them to be a productive and responsible citizen.

HEALTH STATEMENT

Healthy kids make better students. Better students make healthy communities.

VISION STATEMENT

The vision of Cascade Elementary School is to give opportunities for our students to be Challenged, Engaged, and Supported to reach and expand their full potential.

Our Three Rules are:
Be Respectful
Be Responsible
Be Ready

I. OPERATIONS

School Day 7:30 a.m. – 2:30 p.m.

The school doors are open at 7:00 a.m. No student will be admitted to the building before 7:00 a.m. Students arriving at school must enroll with the School Age Care Program (SACP). These registration forms are available in the main office, or you may call the SACP office at 684-8646, ext. 231. Any child remaining at school past 3:00 p.m. must also be enrolled in the School Age Care Program. All building doors are locked at 3:00 p.m. Our school day is from 7:30 a.m. – 2:30 p.m. School begins promptly at 7:30 a.m. Students must be in their classroom at 7:30 to be counted present; otherwise, they are tardy. Teachers can either enter the tardy in skyward or send student to the office for EIS clerk to enter. Tardy slips are only used for EIS clerk to enter tardy. Skyward is the official documentation of all student information. ALL first through fifth grade students arriving at school before 7:15 a.m. shall report directly to the gym. ALL Kindergarten students should report to the cafeteria. Students should not stop by the classroom prior to going to the gym. In order to support bus traffic and safety, there are to be NO drop offs in the front of the school prior to 7:30.

For the safety of students and staff, we must follow all security procedures. Parents are not allowed to park and walk their student into the building during arrival.

The breezeway doors are for car riders only and are locked at 7:30a.m.

VISITORS REPORTING TO THE OFFICE

Cascade Elementary is a secure building. All doors remained locked during the school day. All visitors must buzz in and present an ID in the buzzer camera. Visitors must report why they are at the school before the secretary allows them entrance into the building- NO ID-NO ENTRANCE. When you enter the front lobby, you must report to the office for a visitor tag. Visitors should not ever go straight to their destination without reporting to the office. Due to confidentiality issues, the rights of other students, and disruption to the learning process, unplanned visits to the classroom are not allowed. Under special circumstances, parent/guardian visits may be approved by the principal. There are regularly scheduled parent/teacher conferences each year, and you may request a conference at any time by contacting your child's teacher through email or the BCS app.

To maintain a secure school environment, it is our policy not to allow classroom visits during the regular school day. If you are visiting for lunch, please say your goodbyes at the designated lunch area. Guests will not be permitted into the classroom. All visitors are expected to leave promptly when signing out of the office and return the visitor sticker when completing their business. Students should not remain in the visitor eating area after their lunch time is up. Lunch schedules are posted in the eating area. Students must go with their class. We ask for your cooperation in this matter so that instruction is not interrupted.

Parent and Family Lunch Visits

Parents and family members are welcome to eat lunch with their child on Fridays and during special school events designated by the principal. To ensure the safety of all students, all visitors must present a valid government-issued photo ID and be listed as an approved contact in the student's Skyward account. Guests are permitted to eat only with their child or approved family member in a designated lunch visitor area in the front lobby. For the safety and consistency of our cafeteria procedures, outside food (including restaurant or fast food) is not allowed to be brought into the school for students or visitors.

To maintain order and limited space, we will use a weekly sign-up system to manage the number of lunch visitors each Friday. A sign-up link will be shared on our social media account and school website, and spots will be available on a first-come, first-served basis. We appreciate your understanding and cooperation as we work to provide a safe and enjoyable lunch experience for all students.

Parents wishing to drop off forgotten or snack items for students should bring them to the office. There is a cart outside of the office by the buzzer. Please leave items on the cart. The office will deliver items to the student. **Sending flowers, balloons, presents, etc. to school for birthdays and special occasions is not permitted.**

The front of the building is a Bus Zone from 7:10 – 7:30 a.m. and 2:10 – 2:45 p.m. There is no visitor traffic or parking at that time. For safety reasons, students may NOT be dropped off or picked up in the bus zone. The only exception is our Premier pass which is raffled off at Harvest Festival.

TARDINESS

It is extremely important that your child arrives at school on time. Being on time sends a message about the importance of your child's education and gets him/her off to a good start. **It is the parent's or guardian's responsibility to see that students arrive at school on time. If tardy, a parent/guardian must come into the office with the student.**

BEDFORD COUNTY SCHOOL ATTENDANCE POLICY

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day that school is in session.

Absences shall be classified as accountable, excused, or unexcused as determined by the principal or her designee. **Accountable** absences shall include:

1. Personal Illness
2. Illness of immediate family member
3. Death in the family
4. Extreme weather conditions
5. Circumstances which in the judgment of the principal create emergencies over which the student has no control

Excused absences shall include:

1. Personal illness verified by medical documentation

2. Religious observances
3. Court appearances
4. Circumstances which in the principal's judgment create emergencies over which the student has no control.

Any student with five unexcused absences will be monitored by BCS student services. If attendance does not improve, the attendance supervisor will refer the student to a school social worker.

The parent of any student having accumulated ten unexcused absences will be called to a Truancy Board hearing. If the outcome of this hearing does not rectify the situation, a warrant shall be served upon the parent.

All schools will issue excused and unexcused absences in accordance with school board policy. An excused absence permits the student to make up schoolwork, at the teacher's discretion, within five (5) days of returning to school. An unexcused absence denies a student the privilege of completing these assignments. It is the student's responsibility to arrange with the teacher to get the makeup assignments. **Parent notes may suffice for up to 7 absences; after 7 absences a doctor's note is required. Notes must be turned in to the school within 7 days of the absence**. If a situation arises where the student knows ahead of time that an absence is required, i.e., a family trip, the parent must complete a **Pre-approved Trip Request form** that is available in the front office. Vacations during the school year are strongly discouraged. **All absences for this type of absence will be accountable or unexcused.** Accountable allows for make-up work but will be counted as an absence on the 15 day limit rule. If you know of an upcoming trip, you are encouraged to save the 7 Parent Notes to cover this absence.

Any administrative decision regarding attendance may be appealed to the superintendent and the Board. The appeal shall be made in writing to the superintendent within five (5) school days following the action or the report of the action, whichever is later.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

Approved by the Bedford County Board of Education, any other questions or concerns refer to addendum 6.200 Revision in the B.O.E. policy.

Tier I

Tier I of the progressive truancy plan shall include the following:

Schools will provide schoolwide, prevention-oriented supports.

Tier II will be implemented upon a student's accumulation of 5+ unexcused absences and the school/district designee will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absences.

Tier II

If a student accumulates additional unexcused absences, they will be subject to Tier II.

1. A conference with the student and the student's parent/guardian;

2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and an attendance supervisor or designee. The contract shall include:

a. A specific description of the school's attendance expectations for the student;

b. The period for which the contract is effective; and

c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.

3. Regularly scheduled follow-up meetings to discuss the students' progress.

4. An individualized assessment by a school employee of the reasons a student has been absent from school; and

5. If necessary, referral of the child to counseling, community-based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems.

Tier III

This tier shall be implemented if the truancy plan under Tier II is unsuccessful.

Tier III may consist of one (1) or more of the following:

a. School-based community service;

b. Participation in a school-based restorative justice program;

c. Referral to a school-based teen court; or

d. Saturday or after-school courses designed to improve attendance and behavior.

These shall be determined by a team formed at each school. These shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Superintendent of Schools/designee.

RETURN TO SCHOOL AFTER AN ABSENCE

Students returning after an absence must give their excuse note to their homeroom teacher or the office secretary *before* the school day begins.

The student must have a note from the parent/guardian or physician with the following information:

1. Student's full name
2. Date of absence
3. Reason for absence
4. Parent/guardian's signature
5. Telephone number where parent/guardian can be reached

Students will be allowed to make up work in accordance with the Bedford County Board's Attendance Policy. See Attendance Policy.

CHECK OUT POLICY

Our school day ends at 2:30 p.m. We request you check out your students only when necessary. Again, it sends a strong message about the importance of your child's education when you limit check-outs to medical, dental appointments, etc. **Due to the disruptions late check outs cause to school dismissal procedures, students will not be allowed to check out after 2:00 p.m.** Only parents or legal guardians may authorize a student to leave school during the school day. Any parent wishing to personally check a student out during the day must come to the office and do so. Teachers are not to release a student from a classroom until they are notified by the office. **Please do not go to the classroom to get your child**. The parents will be required to sign the student out in the office. **All calls by students regarding early check for any reason must be approved and made in the office.** Student cell phones and/or smart watches are not to be used to communicate during the day. If there is a question of legal custody, **the school reserves the right to require proof of custody before releasing a student**. If you have a situation in which there are court orders denying access to your child by other family members, a copy of those papers must be on file in the school office. Check out by phone will only be allowed in cases of emergency. A school official must speak personally with the parent or guardian before the student is released.

Notes from parents/guardians are required for a student to check out for any reason. The note must contain the same information as above (Return to School). School officials will check the validity of any questionable note. Any note requesting a check-out which cannot be verified will not be accepted, and permission to checkout will be denied. Classes missed while a student is checked-out are subject to the same rules as regular absences.

TRANSPORTATION CHANGES

For safety reasons, students must have ONE regular transportation plan. Parents must send a note or call the office for transportation changes. Changes made in transportation must be made before 1:30 p.m. and be made only in emergency situations. If there are continued changes in transportation, Principal will request a meeting with parents to discuss the best transportation plan for your child that includes one dismissal way. If daily changes continue, parents will have to register their child for SACP.

STUDENT WITHDRAWAL

Students leaving this school during the school term for any reason must withdraw properly with a withdrawal form, which may be obtained in the office. All school debts and any lunchroom

charges must be paid, all library books, and all textbooks must be returned. Records will not be sent without a proper request from the receiving school.

Open Enrollment/Shared Residency

To attend Cascade Elementary School, students must live within the Cascade School district. Proof of residence will be required to verify a student's address. If you live with a family member that has an appropriate address, social workers will be notified to check in with the family. The principal and school counselor will do home visits. The shared residency paperwork will have to be completed each year.

Open enrollment requires parents to apply to attend a school out of zone. It is a privilege to do so. The parent agreement can be found Board Policy 6.204.1 / 6.205.1 / 6.206.1

Upon agreement of BCS open enrollment requirements, parents must also follow the BCS parent code of conduct. If a parent has multiple incidences of unwarranted complaints or social media misuse degrading the school or staff, their child's open enrollment is subject to be revoked at Principal discretion. Badgering the teacher and continually assuming negative intentions will not be tolerated. Our goal is to maintain a positive, respectful environment for all students, staff, and families. Open enrollment is a privilege, not a right.

Parent Volunteers and PTO

Parent Volunteers are welcomed at Cascade Elementary. We love parent volunteers! Please ask how you can help your child's teacher or the school. All volunteers must be preapproved by Principal. The teacher will coordinate the schedule and share it with you.

Parents are also encouraged to participate in the PTO.

PTO officers:

President- Mallory Ayers

Vice-President- Ashley Allen

Secretary- Rachel Swift

Treasurer- Mandi Moore

TRAFFIC SAFETY

Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:

1. Car riders are dropped off in the back and **MUST** stay in the car until it reaches the drop off zone.
2. **Do not drop off car riders in the bus zone at the front of the building during bus times. A SIGN IS CLEARLY POSTED THAT LIMITS THE FRONT PARKING LOT TO BUSES ONLY BETWEEN 7:00 AND 7:30 A.M. AND 2:10 – 2:45 P.M. YOU MAY NOT PARK IN FRONT OF THE SCHOOL ALONG THE WALKWAY.**
3. ALL parents must remain in their vehicles and in the car rider pick up line out back.
4. ALL car rider students will be dismissed simultaneously.
5. Students will stand/sit in the appropriate sections for dismissal.
6. ALL people who pick up students from the car rider pick up will have a name placard on the dashboard of the car.

7. Each car rider student will be provided 2 name placards.
8. There will be two traffic pick-up lines for elementary students only. Middle School students will be picked up at the middle school parking lot.
9. There will be 2 teachers with radios who will call students' names to load vehicles.
10. Do not enter or park in the bus loading zones at the front of the building between 7:00-7:30 a.m. and 2:10-2:45 p.m.
11. On Special Event Days, please use the large parking lot between the two buildings, or make plans to remove your vehicle by 2:00 p.m. If you are parking in the front parking lot on special event days, please pull up to the front sidewalk diagonally rather than horizontally.
12. **Children are not permitted to cross the parking lot to the middle school, so please do not park in the middle school parking lot and let your child out of the car to cross traffic.**
13. Please have your children prepared before arrival at school, i.e., have backpacks packed, papers signed, and your child ready to exit their vehicle.

REMEMBER: Our main concern is the safety and wellbeing of everyone.

SAFETY DRILLS

Fire, armed intruder, and tornado drills are held at regular intervals throughout the school year. Your children practice sitting quietly in enclosed areas in our building during a tornado/armed intruder drills and walking quietly outside during a fire drill. We also have a campus evacuation drill at least once during the year. Bedford County Board of Education has a county plan in place if schools have to be transported to another site. Communication about the emergency will be provided by BCS Communications liaison.

SKYWARD

Please make sure skyward is updated and the student information has been updated. Please include an **email and working phone number**. That is how all communication from Administration is sent. If you are not receiving calls and/or emails from administration, your information is either not in skyward or not in skyward correctly. Skyward houses all information, it is the parents responsibility to check skyward regularly to keep up with student progress.

EMERGENCY CONTACT INFORMATION

It is particularly important that we be able to contact you in case of an emergency. We must always have your CURRENT address and telephone numbers, even if your phone number is unlisted. Please add your cell phone number to your child's record when possible. Please notify our secretary and/or your child's teacher if you change your address or telephone number. The school will keep this information confidential.

INCLEMENT WEATHER PROCEDURES

We like to be prepared in the event of inclement weather. Please complete emergency and inclement weather information in skyward. Early school closings will be announced by phone and posted on the Bedford County Schools website.

MEDICATIONS:

If under exceptional circumstances a child must take prescription or non-prescription medication during school hours, a designated person will assist the student in self-administration. The student must be competent to self-administer medication. Before medication can be taken at school, the parents must complete and sign a medication form. **The medication must be delivered to the office in person by the parent or a responsible adult for the student. Please DO NOT place medications in your child's backpack. Parents must notify the school of any medication changes, and a new form must be completed. The** medication form and the medication bottle must match.

Written instructions signed by parent will be required and will include:

1. Child's name
2. Name of medication
3. Name of physician
4. Time to be administered
5. Dosage
6. Possible side effects, if known
7. Termination date for administering the medication

There is a school medical form that must be signed and on file in the office before non-prescription treatments can be administered. **No medication, prescription or otherwise, will be dispensed without the proper signatures. If your child needs Tylenol, or any other non-prescription medicine at school, it must be provided by the parent/guardian.** We do not keep medications at school. Any other questions or concerns regarding medication refer to addendum 6.404 in the B.O.E. policy.

Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever inhalers if the additional information is provided by a parent/guardian:

1. Written statement from the prescribing health care practitioner that the student suffers from asthma and has been instructed in self-administration; and
2. Purpose of the medication.

The principal/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent/guardian in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except emergency medication and medication retained by a student per physician's order;
5. Return unused prescription to the parent or guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

BLOOD GLUCOSE SELF-CHECKS

Upon written request of a parent or guardian, and if included in the student's medical management plan and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and

treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

Unsafe School Choice:

Under Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotate 40-38-111(g) or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Bedford County's Title 4 Director at-931/684-3284.

FIRST AID

Cascade Elementary School has a full-time nurse. Temporary first aid care will be given to sick or injured students. There is a limited amount of over the counter first aid supplies in the clinic. The nurse or personnel (in the nurse's absence) will check for signs of fever, upset stomach, or contagious diseases (pink eye, scabies, etc.). If there is no fever or otherwise discernible signs of distress, the student will be sent back to the classroom. If a student needs to go home, the nurse or office personnel will notify their parents. In an accident, an accident report form should be picked up from the office, completed and filed in the office.

It is the parent's responsibility to notify the school in writing of any special condition, allergies, etc. concerning their child. Please note that parents of students with special problems must provide the telephone number of a responsible adult who can pick up the student at any time. Teachers will not administer any medicine to students. The parent must complete a school medication form to allow office personnel to dispense medicine to the student to self-administer. Parents may pick up a form in the office.

Students are not to bring their own medicine back and forth to school. Parents are responsible for bringing in and picking up any necessary medicine.

Please inform the office of any health conditions your child may have. For example: Diabetes, seizure disorder, asthma, allergies, or any other health condition not listed. Identification of these students will assist in health services to provide the best possible care for your child's medical condition while at school.

Parents will be notified if the administration and school nurse determine that a student is frequently visiting the clinic without exhibiting any symptoms.

HEAD LICE

Please refer to Bedford County Board Policy 6.4031.1

TELEPHONE USE

Student use of the telephone during the school day is discouraged. Students will be permitted to use the school telephone only in case of emergency. **All calls by students regarding early check for any reason must be approved and made in the office.** Parents should make every effort to arrange transportation, appointments, practices, etc., before the child leaves for school each day. In case of an emergency, we will make every effort to deliver phone messages to the student. ***If a parent must call with a message, please do so before 2:00 p.m.***

AUTHORITY OF THE BEDFORD COUNTY BOARD OF EDUCATION

The Board reserves the right to modify this policy as necessary. The school system reserves the right to determine what may be disruptive and unsafe.

Use of Personal Communication Devices in School:

Students may possess wireless communication devices so long as such devices are turned off and stored during instructional time. Such devices include any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, such as wearable technology, cell phones, laptops, tablets, and gaming devices.

A student may, however, be permitted to utilize a wireless communication device under the following circumstances:

1. In case of emergency;

2. When authorized by a teacher;

3. To manage the student's health, as documented in the student's individual healthcare plan;

4. When the possession or use is required by the student's individual education program, 504 plan, or individual learning plan; or

5. When the device is being used by a student with a disability for the operation of assistive technology to increase, maintain, or improve the student's functional capabilities.1

PENALTIES

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parent(s)/guardian(s). A student in violation of this policy is subject to disciplinary action.

EMERGENCY COMMUNICATION PLAN

In the event of an emergency or possible emergency occurring at school, parent(s)/guardian(s) shall be alerted by an all call from the district or school principal/designee.

The Bedford County Board of Education, its schools, and employees assume no responsibility or liability for the loss or damage to any student's personal communication device, or for the unauthorized use of a student's personal communication device.

ROOM FEES: Room fees are requested at the beginning of each year. Our room fees ($25.00) are used to purchase classroom supplies, supplemental resources, etc.

RETURNED CHECKS: The amount of a returned check, including banking fees, must be paid with cash or a money order.

II. ACADEMIC AFFAIRS

TEACHERS: All teaching staff at Cascade Elementary are highly qualified.

GRADING POLICY

This school believes that the issuance of grades serves to promote continuous evaluation of student performance, to inform the student and parents of the student's progress, and to provide a basis for bringing about needed changes in that student's performance. Conduct grades are based on behavior and are not deducted from academic grades.

Grades are given at the end of each nine-week period and will be determined from daily work, written assignments, projects, and assessments. Grades are given for each academic subject in the regular classroom. If you have any questions or concerns regarding the student curriculum, check B.O.E. policy 4.200-4.201 to find out how to access student curriculum. You may access your child's grades online. Please see someone in the front office to obtain a username and password to access our **Skyward Parent Portal**. It is the parent's responsibility to monitor your child's progress in Skyward.

Grade Scale: **The grading scale for grades 3-12 as established by the Board of Education policy is:**

A	**90 – 100**
B	**80 - 89**
C	**70 – 79**
D	**60 – 69**
F	**0-59**

Grade K-2 are Standards Based Report cards

Students' IEP academic goals and accommodations will be followed as outlined. If all accommodation has been provided and the student still refuses to complete the work, a failing grade may be given, with documentation of efforts and refusals kept on file.

CONFERENCES

Parent-Teacher conferences will be held at the end of the first nine weeks to discuss your child's progress in school. The teachers will be available to meet with parents on an individual basis at this time. The teachers will make appointments. We ask that you make every effort to attend your conference at the appointed time. If your schedule conflicts with the appointment given, we will be glad to rearrange the conference so that we can still meet. If the need arises for a conference

during the year, please contact your teacher. Call 389-0031 to schedule a conference. Parents may not show up at school to meet with the teacher without an appointment. Regular home/school communication is important for the success of our students at Cascade Elementary. If you have any questions or concerns regarding promotion, refer to addendum 4.603 and 4.603.1.

We do not accommodate parental requests to change teachers unless extreme circumstances warrant an exception.

NOTICE OF MEDIA PUBLICATION

Photographs, video, and sound are a part of a school setting. Any published media will serve to educate students, promote the school or system, spotlight activities and/or reward student work. Published work may not be limited to, but will certainly include school newspapers or newsletters, agendas, system calendars, yearbooks, and/or school and system websites. Safety will always be at the forefront of anything published. Care will be taken to exclude identifying student information in any published digital format. A parent has the right to request removal of any published media involving a child, and the media will be removed promptly.

If permission is not granted, please update in Skyward to reflect your decision.

Parents may not take photos of other students while they are visiting our school.

REPORT CARDS: Report cards are issued every nine weeks. Parents may also find grades in skyward. Refer to the Bedford County School calendar.

ATTENDANCE AWARDS: At the end of each school year Bedford County Schools recognize students who have made the outstanding effort to attend school each day. Attendance awards are presented in two categories.

Perfect Attendance is awarded to students who have attended school every minute of every school day. Students that are awarded perfect attendance have no tardies and no early checkouts.

TEXTBOOKS: All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. The student must pay for books that are lost, stolen, or damaged beyond use. For more information on the textbook policy refer to addendum 6.709 in the B.O.E. policy.

FIELD TRIPS: Field Trips are taken throughout the school year for educational and reward purposes. NO SCHOOL AGED SIBLINGS/FAMILY MEMBERS ARE ALLOWED TO ACCOMPANY STUDENTS ON THE FIELD TRIP, due to absenteeism, safety, and academic responsibilities.

III. Student Conduct

Board of Education Policies:

Code of Conduct

The Board delegates to the Superintendent of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school. Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as RTI2B.

Exclusionary discipline shall only be used as a measure of last resort. The development of each code shall involve principals and staff members of each level and shall be consistent with the relevant policies adopted by the Board.

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged. These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a manner that:

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

To ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: restorative practices, RTI2B, positive school climate, ACES training, and multi-tiered system of supports.

Positive Practices to Promote Positive School Discipline

Balancing appropriate school discipline with school safety, classroom effectiveness, and positive outcomes for students can be challenging. However, the benefits of using positive school discipline are many, including students are more engaged and on task; classrooms are managed well; parents feel welcome and are engaged; office disciplinary referrals, as well as suspensions and expulsions, reduced: academic achievement, attendance, and graduation rates improved.

Positive, trauma-informed approaches to school discipline have been promoted as more effective alternatives to harsh and exclusionary discipline. Positive approaches emphasize strengthening, not lessening, the capacity of both school staff and students to establish and maintain safe, healthy, and supportive school climates to reduce and prevent inappropriate and disruptive student behavior. Our schools balance appropriate school discipline with school safety, classroom effectiveness, and positive outcomes for students affected by trauma.

Student Rights

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable search and seizure;
3. Be educated in a safe and secure environment;
4. Have appropriate resources and opportunities for learning;
5. Not be discriminated against based on sex, race, color, creed, religion, national origin, or disabilities
6. Be fully informed of school rules and regulations.

Student Responsibility

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board and school officials;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

Staff Responsibility

All staff are responsible for creating an atmosphere conducive to learning. It is expected that all officials, teachers, and other employees of the school system will treat the students with fairness in applying these rules. The goal is to create a positive school climate and meaningful relationships between students and staff.

LEVEL OF OFFENSES

The following is a four-level analysis of consequences that can be utilized by students and staff to ensure an orderly educational environment.

MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing)

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Failure to do assignments or carry out directions
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

- Leaving school grounds

Disciplinary Procedures

Due process will be afforded to all students.
A trauma-informed assessment will be performed on each student with a disciplinary issue that results in an office referral (required – 1x per year; you may complete more if needed). This assessment should be completed by administration or guidance personnel.

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if he/she understands the 28 natures of the offense.
- The staff member employs appropriate disciplinary options.
- The parent/guardian(s) are notified when appropriate.
- The record of the offense and disciplinary action shall be maintained by the staff member.

Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- In-school suspension
- Lunch bunch
- Think time
- Behavior contract
- Social Stories
- Visual Schedules
- Check-in/Check-out
- Social Group

MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing)

- Continuation of unmodified Level I misbehaviors
- Using forged notes or excuses

- Disruptive classroom behavior
- Possession/use of tobacco or vaping substances/vaping

Disciplinary Procedures

Due process will be afforded to all students.
A trauma-informed assessment will be performed on each student with a disciplinary issue (required – 1x per year; you may complete more if needed). This assessment should be completed by administration or guidance personnel.

- Immediate intervention by a staff member is required.
- Determine what offense was committed and its severity.
- Determine the offender and that he/she understands the nature of the offense.
- Employ appropriate discipline options.
- Referral to the principal/designee for appropriate disciplinary action.
- Principal meets/talks with student and teacher/staff member.
- Principal takes appropriate disciplinary action and notifies teacher in writing.
- The record of offense and disciplinary action shall be maintained by the
- principal.

Disciplinary Options

- Schedule change
- Teacher/schedule change
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Out-of-school suspension
- Check-in/Check-out
- Social Stories
- Withdrawal of privileges
- Counseling
- Restorative circles
- Restorative counseling
- Social group
- Behavior Intervention Plan (BIP)
- Functional Behavior Assessments (with parental permission)
- Referral to an outside agency (with parental permission)

MISBEHAVIORS: LEVEL III

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II misbehaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, or distribution of drug paraphernalia
- Being under the influence of drugs
- Stealing
- Threats to others
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Procedures

Due process will be afforded to all students.

A trauma-informed assessment will be performed on each student with a disciplinary issue that results in an office referral (required – 1x per year; you may complete more if needed). This assessment should be completed by administration or guidance personnel.

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if he/she understands the nature of the offense.
- The staff member refers the student to the principal with an Office Discipline Referral for appropriate disciplinary action.
- The principal meets with staff members and students and allows the staff member and student to explain the situation and conduct.
- The principal employs appropriate disciplinary action and notifies the teacher of the action in writing.
- The principal may refer the incident to the Superintendent of Schools and make recommendations for consequences.
- The parent/guardian(s) are notified.
- The record of the offense and the disciplinary action shall be maintained by the principal.
- If a student's program is to be changed as a result of an indefinite suspension/SDHA, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing. Any change in school assignment is appealable to the Superintendent and then to the Board.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- Schedule change
- In-school suspension
- Detention
- Restitution from loss, damage, or stolen property

- Out-of-school suspension
- Social adjustment classes
- Transfer
- Counseling
- Social stories
- Restorative counseling
- Restorative circles
- Check-in/check-out
- Social group
- Behavior Intervention Plan (BIP)
- Functional Behavior Assessment (FBA) (with parental permission)
- Referral to an outside agency (with parental permission)

MISBEHAVIORS: LEVEL IV

This level of misbehavior includes acts which result in violence to another person's or property, or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III misbehaviors
- Death threat
- Extortion
- Bomb threat
- Possession, use, and/or transfer of dangerous weapons
- Bringing to school or being in unauthorized possession of a firearm on school property*
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*
- Aggravated assault*
- Vandalism
- Theft, possession, and/or sale of stolen property
- Arson
- Possession of unauthorized substances (e.g., any controlled substance, controlled substance analogue, or legend drug) *
- Use, transfer, sale, or distribution of unauthorized substances
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Electronic threat to cause bodily injury or death to another student or school employee

Disciplinary Procedures

Due process will be afforded to all students.

A trauma-informed assessment will be performed on each student with a disciplinary issue that results in an office referral (required – 1x per year; you may complete more if needed). This assessment should be completed by administration or guidance personnel.

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member refers the student to the principal with an Office Discipline Referral for appropriate disciplinary action.
- The principal meets with the staff member and student and allows staff member and student to explain the situation and conduct.
- The parent/guardian(s) are notified.
- Law enforcement officials are contacted when appropriate.
- The principal employs appropriate disciplinary action and notifies the teacher of the action in writing.
- The principal may report the incident to the Superintendent of Schools and make recommendations for consequences.
- If a student's placement is to be changed, adequate notice of the change shall be given to the student and his/her parents/guardian(s) and his/her right to appear at a hearing.
- The record of the offense and the disciplinary action shall be maintained by the principal.

Disciplinary Options

- Other hearing authority or Board action which results in appropriate placement
- Zero Tolerance offenses – per BCS Board Policy 6.309
- Suspension – per BCS Board Policy 6.316
- Student Disciplinary Hearing Authority (SDHA) – per BCS Board Policy 6.317
- Restorative Conference
- Restorative Circle
- Behavior Intervention Plan (BIP)
- Functional Behavior Assessment (with parental permission)

***** Designates zero tolerance offenses.

We believe learning should occur in a safe and happy environment. Cascade Elementary follows the manual of the student Discipline Code of the Bedford County Schools. The following school rules support positive learning for all. Our school wide rules are: **Be Respectful, Be Responsible, & Be Ready**.

Our team identified rules and behavioral expectations. Procedures for addressing violations to school-wide behavioral expectations are as follows:

CLASSROOM RESPONSIBILITIES AND RULES

Teachers will explain classroom expectations to all students at the beginning of each school year. All classroom rules will be posted in each classroom. Students are to observe these rules or be subject to disciplinary action. Repeated or excessive misconduct will result in the referral of a student to the office.

Teachers will utilize the behavior point system through the BCS app. Teachers will monitor student progress and maintain regular communication with parents. While transparency is important, parents are asked to trust the professional judgment of teachers and refrain from challenging or questioning individual negative points. These points are meant to support behavior tracking and are not intended to spark daily debate. If persistent badgering of teachers occurs, administrative action may be taken, including the potential loss of access privileges.

Cascade Elementary Classroom Consequence Plan

Every Day is a New Day!!!

**1 verbal warning before any points are deducted

Yellow- Warning		Teacher intervenes
Orange-Levels 1 and 2	-1 behavior point	Time out (time off recess, isolated lunch, moved in isolation in classroom, etc.) & parent contact with dojo message or call
Red- Levels 1 and 2 continued behaviors	-2 behavior points	Out of community (student goes to another teacher's classroom) 30 min up to an hour & parent contact. *Student could be out of his community for the day- in another teacher's classroom *If behaviors continue complete ODR

***2 Red days in one week= Office Discipline Report (ODR) to Administration**

***Misbehaviors 3 and 4 Office managed = ODR**

BUS REGULATIONS

Riding the school bus is a privilege. Improper conduct on the bus will result in the privilege being denied. The bus is an extension of the school, and the same conduct is expected on the bus during the school day. Any bus concerns should be reported to the bus garage- 931-684-1500.

Bus students are to go to the bus as soon as they are dismissed from school in the afternoon. Teachers that have children that attend elementary school may ride the bus to middle or high school.

Bus regulations are as follows:

1. Observe the same conduct as in the classroom.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver, show respect to the driver and obey the driver.

6. Do not smoke or use tobacco products.
7. Do not be destructive: Students will be required to pay for damages to school seats.
8. Stay in your seat. Legs and feet should not be in the aisles.
9. Keep your head, hands, and feet inside the bus. Do not throw objects.
10. Sit in seats assigned by the driver or principal, facing forward, with books and belongings in their laps.
11. Students should never tamper with emergency doors.

Learn your bus number and bus driver's name, both in the morning and afternoon. There are always video cameras in use.

PROCEDURES FOR BUS MISCONDUCT

The bus driver shall report continued minor violations in writing to the principal or his designee of the school. The school administrator shall notify the student and parent in writing that another violation shall result in a 5 - 10-day suspension from riding the bus. Each subsequent violation shall result in an additional suspension, multiple minor offenses shall constitute a major violation, and students become subject to permanent removal from riding any bus.

In case of a major violation, the bus driver shall report such to the appropriate school administrator immediately. Pending proper investigation and findings of such a violation shall result in immediate suspension from riding the bus for not less than 10 days. A second violation of a major offense shall result in suspension from riding a bus for one calendar year.

Parent request to view bus video- note it could possibly take 3-5 days to get bus video from bus transportation office:

- You have to complete the formal video request form
- The Admin and SRO will be present
- You may not record any of the video clips that you are shown
- You may only view the video clips of your child
- We can only discuss your child

Please refer to BCS Board Policy 6.308

Cascade Elementary Bus Conduct Report consequence progression:

1 Bus conduct report= warning

2 Bus conduct report= In school consequence, adjustments on the bus ex. Change in bus seat

3 Bus conduct report= 3 days off the bus

4 Bus conduct report= 10 days off the bus/Semester suspension-off the bus/Year Suspension-off the bus

PLAYGROUND RULES

GRADES 2 – 5

1. Swing only forward and backward, no twisting or jumping out.
2. Do not throw rocks or mulch.
3. One person on the slide at a time when the path is clear.

4. No football.

GRADES K – 1

1. Swing only forward and backward, no twisting or jumping out.
2. Do not throw rocks or mulch.
3. One person on the slide at a time when the path is clear.

VANDALISM AND PROPERTY DAMAGE: Our school building and equipment are made available through taxes paid by all citizens of Bedford County. Students who destroy or vandalize school property will be required to pay for loss or damages. Suspension or expulsion may result from the willful destruction of school property. Accidental damage to school property should be reported to a teacher or to the office immediately. This applies to buses as well. Any other questions or concerns refer to addendum 6.311 in the B.O.E. policy.

IV Bedford County Parent Code of Conduct

https://4.files.edl.io/ec03/08/02/24/165234-31302895-15b5-4066-b781-76954b20cd97.pdf

SOFT DRINKS/GUM: Students are not permitted to bring bottled or canned carbonated drinks to school at all. A student's water bottle must contain water only. Students are not allowed to chew gum at school, unless given to a student during tests or teacher permission.

Dress Code:

This policy is mandated for grades 6-12 and voluntary compliance for K-5 students is encouraged. It shall be uniformly implemented and enforced throughout the school system. The Student Dress Code shall be in effect during school hours and at any school activity or event at which student attendance is required. Voluntary and after-hours extracurricular activities are not subject to the dress code.

I. GENERAL REQUIREMENTS AND ACCEPTABLE ATTIRE FOR BEDFORD COUNTY SCHOOLS (GRADES 6-12)

A) The Student Dress Code will be in effect during both the school year and summer school 9 program.
B) Students' dress and grooming will be clean and neat. Clothes and appearances must be safe and not disruptive to the educational process.
C) Students will wear clothing of an appropriate size. Appropriate sizes are defined as being of a proportional size to the wearer (no more than one size smaller or larger).
D) The school system will not require specific brands of clothing.
E) Sleeveless shirts should have straps at least 2 inches wide.
F) Chest and midriff must be covered.
G) Lightweight outerwear garments and "hoodies" are permitted in the building.
H) Heavy coats can be worn to school but must be stored in lockers after arrival.

I) Pants, jeans, leggings, shorts, skirts, or dresses are permitted.
J) Pants, jeans, leggings, shorts, skirts must be worn at the waist without "sagging".
K) Holes (4) inches from the top of the knee must have a patch under the hole.
L) Shorts, dresses, skirts, and skorts should not be shorter than (4) inches from the top of the knee.
M) Leggings may be worn if the shirt, shorts, skirt, pants, jeans, or skorts worn with them cover at least 24 (4) inches from the top of the knee.
N) Leisure pants, jogging pants, sweatpants, and athletic shorts are allowed. All of these must 26 comply with the general requirements regarding pants and shorts.
O) Footwear must always be worn. Laces on shoes must be tied.

Attire for Special Occasions

1. The principals of individual schools may allow exceptions to the Student Dress Code for school-wide activities up to ten (10) school days per year. Such exceptions would include a particular mode of attire for special occasion days such as School Spirit Week or for school-sponsored or school-related activities during the school day.
2. In addition, principals will have the authority to approve occasional variations to the Student Dress Code for recognized school activities as deemed appropriate.

II. DRESS CODE PROHIBITIONS

A) No see through/sheer clothing is allowed.
B) Logos or manufacturers' trademarks and accessories with writing or images of substances that are illegal for teens (i.e., drugs, alcohol, or tobacco products) or are gang-related or constitute racial or ethnic slurs may not be worn. This prohibition applies to all school activities.
C) Tattoos that display drugs, alcohol, or tobacco products, gang or sex-related words or images must not be visible.
D) Chains and spiked accessories are not permissible.
E) Head coverings (hats, bandanas, toboggans, etc.) are not allowed.
F) Hoods on "hoodies" cannot be worn on the head inside the school building.
G) Sunglasses are not allowed.
H) The wearing of jewelry in any visible piercing other than the ear and nose is prohibited during school time or school functions.
I) Heavy outerwear may not be worn during the school day inside the building.
J) Shirts that expose a large area under the arms or undergarments are not allowed.
K) Halter tops and cut-off shirts are not allowed.
L) Skate shoes (with wheels) and house shoes are not allowed.

III. COMPLIANCE

When a student fails to comply with the dress code, discipline is appropriate. The following 22 discipline procedures will apply:

A. First Offense

1. A student whose clothing or accessories violate the Student Dress Code shall be referred to the office for remediation and/or punishment.
2. Repeated violations of the student dress code will be treated as disruptive behavior and/or defiance of school authority and may result in in-school suspension

or out-of-school suspension as prescribed in the Student Code of Conduct, Disciplinary Due Process.

3. If the school administration deems any clothing to be a disruption to the school environment, the student will have the opportunity to change the clothing causing the disruption. If the student cannot or refuses to change the clothing causing the disruption, school administration will refer to the Compliance section of the dress code policy.

IV. SYSTEMWIDE DRESS CODE EXEMPTION PROCESS

Schools will provide reasonable accommodation to students whose religious beliefs, medical conditions or disabilities require special clothing.

To request such accommodation:

- Parents must obtain a copy of this policy and an exemption form from their school. The exemption form must be completed by the parent and returned to the school. The school will forward this information to Supervisor of Student Services
- The Supervisor of Student Services will review the exemption request. The parent will be 6 notified in writing of the request's status within ten (10) days.
- To appeal, the parent may request a meeting with the Supervisor of Student Services. Based upon the outcome of that meeting, the Supervisor of Student Services will notify the parent in writing of the status of the request within five (5) days.
- A further appeal may be made to the Superintendent of Schools pursuant to Policy 6.305- 11 Complaints & Grievances.

School system or campus personnel will not discriminate against any student who has been exempted from mandatory compliance with the standard dress code because of objections based on religious, medical or disability needs.

RECESS: Cascade Elementary follows state guidelines for physical activity. Students can earn extra physical activity time by completing assignments and following the behavior guidelines of being Respectful, Responsible, and Ready.

LOST CLOTHING AND OTHER ARTICLES: Each year, hundreds of articles of clothing are left unclaimed at school. Please check with the office from time to time to see whether or not your child has lost items. Any unclaimed items will be donated to Goodwill at the end of the year.

IV. STUDENT SERVICES

CAFETERIA: The school cafeteria is maintained as a vital part of the school's health program. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The Cafeteria Manager, Mrs. Carolyn Adcock, may be reached at 389-0033. Janet Clarkson, Supervisor, may be reached at the Central Office, 684-6690, ext. 2209.

Bedford County School Nutrition will participate in a program which allows ALL students to be served a reimbursable meal at NO CHARGE regardless of economic status. ALL students will be able to receive one reimbursable breakfast and one reimbursable lunch daily at NO CHARGE. A reimbursable meal consists of at least three meal components – with at least one component being a serving of fruit and/or vegetables.

My School Bucks: mySchoolBucks.com allows you to check balances, review transaction history, and receive low balance alerts from the comfort of your home for no charge.
A small convenience fee may apply if you make payments to your child's account, but you will have the opportunity to review any fees (and cancel, if you choose) before you are charged. **Students wishing to purchase extra items (a la carte) and/or items not included in a reimbursable meal may do so in the cafeteria with cash or from their prepaid cafeteria account. Charges for a la carte items are NOT allowed**.

Food allergy forms are available in the cafeteria for children who have specific food or milk allergies. These must be completed, signed by your child's doctor, and returned to the cafeteria manager yearly. Students with documented food allergies will receive a replacement meal.

The cafeteria management and your fellow students will appreciate your cooperation in the following areas.

1. Deposit all lunch litter in wastebaskets.
2. Return all trays and utensils to the dish washing area.
3. Leave the table and floor around your seat in a clean condition.
4. Use good table manners.

K-5 students may purchase ice cream or special snacks every day.

For students that bring their own lunch to school, please make sure they have all the necessities to eat their meal including a utensil, drink, and napkin. Also, make sure students can open items you have packed for them, especially Kindergarten students.

LIBRARY: The library is designed to make supplementary resources available to all students at Cascade Elementary School. Each classroom will have a scheduled time to visit the library. Books are checked out for two weeks at a time and may be renewed as needed. The student is responsible for lost or damaged books and will pay for the replacement cost of the book. **No** books may be checked out if a fine is owed. Other visits may be made with the librarian's permission to accommodate the Accelerated Reading Program.

GUIDANCE SERVICES: Counseling services are available to students at Cascade Elementary School through the guidance office. Students have guidance lessons scheduled throughout the school year. Students are welcome to visit the guidance counselor at other available times, after the classroom teacher has made prior arrangements with the counselor for such a visit. Parents may also make appointments to meet with the counselor to discuss their child's records, progress, etc.

SCHOOL - AGE CARE PROGRAM: The School - Age Care Program (SACP), is available to all students who are enrolled in the Bedford County School System. You may contact the SACP office at 684-8646 ext. 2231.

DUE PROCESS: Due process will include appropriate hearing and review; in all cases, the rights of individuals will be ensured and protected. Refer to addendum 6.302 of B.O.E. policy for more information.

STUDENT'S RIGHTS AND RESPONSIBILITIES: A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take positive

actions relative to the Constitution, the laws of the State of Tennessee and policies, rules and regulations of the Bedford County Board of Education and Cascade Elementary School.

TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under the Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Title IV Director at 931-684-3284.

STUDENT ACTIVITIES

Jr Interact: for 4th and 5th graders

Drama Club: The Drama Club puts on one play each school year. Students are invited to audition during tryouts, and roles are selected by the staff members overseeing the club.

4H Club- meets throughout the year after school

AR Club- meets throughout the school year for grades 3-5.

The answers to many questions and helpful information may be obtained from the following:

State Department of Education
6th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0375
http://www.state.tn.us/education/

Support and Training for Exceptional Parents (STEP)
712 Professional Plaza
Greeneville, TN 37745
Middle Tennessee
(615) 463-2310
information@tnstep.org
http://www.tnstep.org/

TN Voices for Children Middle Tennessee
1315 8th Avenue South
Nashville, TN 37203
(615) 269-7751
Fax: (615) 269-8914
TN Toll Free (800) 670-9882
http://www.tnvoices.org/
E-mail: TVC@tnvoices.org

Bedford County Board Policy can be found on the website at http://www.bedfordk12tn.com/. Any questions regarding the Bedford County Board of Education policy can be directed to the Central Office at 931/684-3284.