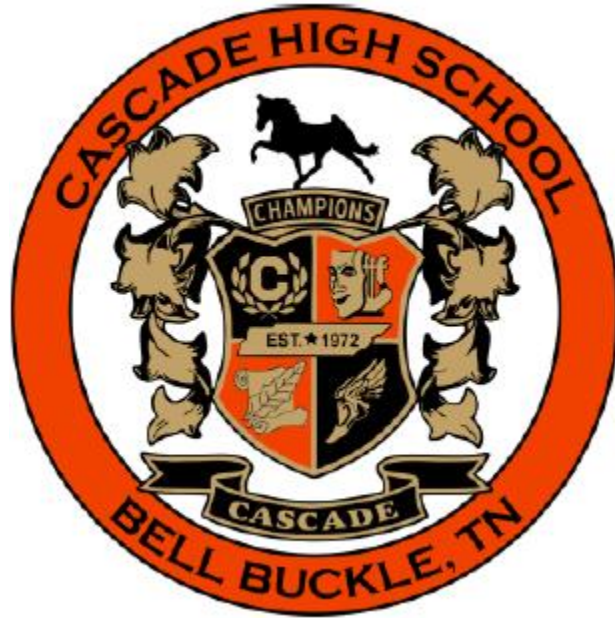




Cascade High School
Tradition, Excellence, Champions
2026-2027 Student Handbook

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Cascade High School Information

INTRODUCTION

Welcome to Cascade High School. Every member of the Cascade faculty and staff is ready to help you in any manner possible. This handbook provides you with information about system policy and rules. We hope that you have a great year!

VISION STATEMENT

We believe every student deserves the opportunity to thrive—academically, socially, and personally. Our purpose is to empower learners with the knowledge, character, and skills needed to succeed in school and lead fulfilling lives beyond the classroom.

Bell Schedule

Daily Schedule		Assembly Schedule	
1 st (Block)	8:00-9:24	1 st (Block)	8:00-9:10
2 nd (Champ)	9:29 - 9:54	2 nd (Assembly)	9:10-10:40
Break	9:54-10:03	Break	10:40-10:46
3 rd (Block)	10:08-11:30	3 rd (Block)	10:51-11:58
4 th (Block)	11:35-1:28	4 th (Block)	12:03 -1:43
	A-Lunch 11:35-12:00		A-Lunch 12:03-12:28
	B-Lunch 12:07-12:32		B-Lunch 12:36-1:01
5 th (Block)	1:33-2:55	5 th (Block)	1:48-2:55
Dismissal	2:55-3:00	Dismissal	2:55-3:00

ARRIVAL

Classes begin at 8:00 a.m. and all students should be seated in their classrooms at that time. We ask that those students who ride with parents arrive no earlier than 7:15 a.m. Prior to that time, students will not be able to enter the building and there will be no supervision available. Upon arrival, students must report to either the cafeteria for breakfast or in the hallway outside the theater.

Students who enter the building after 8:00AM must check in at the office for a tardy note.

Only faculty, staff, and visitors park in front of the building. No students are to park in front of the building or be dropped off at the front entrance before 8:00 a.m.

Departure

Students not riding a school bus must be picked up by 3:15 p.m. or other arrangements must be made. Unless students are participating in an after-school sponsored activity, students must be off the school campus by 3:15 p.m. Students left after that time will be left without supervision. No student is to be picked up at the front entrance during dismissal.

Early Dismissal

The following guidelines shall be observed regarding dismissal of students:

1. No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent/guardian.
2. High school students may be released for jobs and approved training at centers per state law.
3. Students will need to turn in signed parent notes prior to 8:00 AM to receive a check-out note to leave at the designated time on the note.
4. No student will be sent from the school during school hours to perform an errand or act as a messenger.
5. When dental and medical appointments cannot be scheduled outside school hours, parent(s)/guardian(s) shall send a written request or via email for early dismissal. An authorized excused note will be needed upon return.
6. Students checking out early may not reenter during school hours unless an authorized excused note is provided.
7. Students may not sign-out for early dismissal after 2:50PM. Students will be dismissed with all other students at 3:00PM and picked up in the rear parking lot.

BUS REGULATIONS

If on occasion, a student will be riding home with another student on a different bus, written permission from each students' guardian must be presented to the office prior to 8AM by both students. The main office will confirm the riding of the bus.

Students who come to school on the bus will return on the bus *unless they have a note signed by a parent or guardian and approved by the principal*. Only regularly scheduled bus students are allowed to ride the school bus. Students out of zone are not permitted to ride the school bus to and from school. Bus students are to go immediately to the buses as soon as they are dismissed from school. Students are not to get off the bus and return to the school building without the permission of the driver and/or the faculty member on bus duty.

The school bus is an extension of school activity. Therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are to always meet the expectations of the bus driver. The school bus driver represents the school authority and is entirely responsible for the passengers on the bus. The driver has authority over the passengers and may require passengers to follow certain rules and regulations.

RIDING THE SCHOOL BUS IS A PRIVILEGE

Improper conduct on the bus will result in disciplinary action which may include the removal of bus privileges. The bus driver shall inform the principal in writing of rules infractions. The nature of misbehavior will determine the consequence. Consequences could range from a warning, a number of days suspended from the bus to year-long suspension from bus.

Video cameras are used to monitor student behavior on school buses transporting students to and from school and to extracurricular activities. Video surveillance shall be used only to promote the order, safety, and security of students, staff, and property.

If you have a complaint about unsafe bus drivers, you may call the Bedford County Schools Department of Transportation at 931-684-1500.

STUDENT PARKING / STUDENT HANGING TAGS -

With an appropriate license students may drive their personal vehicle to school. Students should park in the back parking lot. Students must always drive their vehicles in an appropriate manner while on school campus. Students may not go to their vehicles during the school day without an escort by the SRO or school designated personnel.

Should a student leave campus in their vehicle without permission or transport another student off campus without permission, student driving privileges may be revoked.

All student vehicles are subject to search at any time; this may include a search by the Sheriff's Department with assistance of the Canine Unit.

Students will be allowed to use the school parking lot if space is available. Students will be issued a hang tag that should always be displayed in the front window of the vehicle. Students are to park only in the student parking lot. Students must be licensed drivers. Students are to park only in a designated space and are not to park blocking drives or on grassy areas. Students who drive in an unsafe manner will be restricted from parking on campus. A 10-mph speed limit is to be observed at all times. Students are to leave their cars upon arrival and are not to loiter in the parking lot before or after school.

Any student operating a motorcycle on campus must comply with all standard motor vehicle rules and be a licensed driver. Motorcycles are not to leave the paved area or parking lots to cross curbs, sidewalks, or yard areas. The school is not responsible for damage that occurs due to a vehicle on its premises. Only official U.S. flags and official Tennessee state flags of a size which do not inhibit safety or cause disruption may be flown from vehicles or otherwise displayed by students on campus. All vehicles parked on campus are subject to search for weapons, illegal drugs, etc. Searches may be conducted by canine and damage can occur to personal properties. The school is not responsible for such damage.

STUDENT SAFETY

To ensure the safety of all students any person coming into the school will enter through the front door. When students are present, all visitors will be required to show their ID and tell the business they are at the school for before being admitted into the building. If there is no ID, visitors will not enter. Visitors will check in with office personnel and receive a visitor's pass before going to any part of the building, regardless of the reason.

VISITORS

Because of the possibility of school or classroom disturbance, students are not allowed to have visitors during the school day. Parents and other family members coming to school are required to come and check in at the office rather than going to their student's classroom. Most parental business can be handled in the office.

ANNOUNCEMENTS

Regular school announcements will be made at the beginning of the school day. Before morning announcements, a moment of silence will be observed by students, faculty, and staff and the Pledge of Allegiance will be recited. Teachers will take attendance and check for dress code compliance at the beginning of the day.

PARENT/COMMUNITY COMMUNICATION

The Cascade School website provides a significant amount of current information about the school: <https://cascadehs.bedfordk12tn.com>. You can also follow Cascade High on Facebook and Instagram for the latest school information. Parents are encouraged to reach out to their teachers via school email regarding classroom matters. If communication to teachers has been exhausted, please communicate to administration.

Synergy

All parents and guardians of Bedford County Students have online access to view their student's grades, attendance, academic progress, notification options, and other important information. This access is provided through an Internet-based web portal called Synergy ParentVUE. To use Synergy ParentVUE, the parent or guardian must go in person to their student's school and request access to this web portal. If you experience difficulties with logging in, please contact the school.

Parents will complete the verification of information through the Synergy ParentVUE only during the months of April, May, and June. It can be completed on a computer, iPad, or iPhone but NOT through the app. A parent must login on their phone through the website. Verification of information is required to access student schedules and grades. Any verification that has not been completed for a student will restrict students from accessing information via Synergy and prevent students from attending in-person classes at the start of the year until completed.

Contact Information

Parent(s)/guardian(s) of all students shall provide the schools with emergency contact information which shall contain the following information:

1. Parents' location and phone number during the school day;
2. Information concerning a student's particular physical disability or medical condition.

This information will be required annually and will be kept on file in the school office or management system. It is extremely important that every student maintains an up-to-date address and working telephone number record in the school office. Please notify the school immediately if you have a change of address or telephone number.

OFFICE TELEPHONE USE

Students are allowed to use the telephone in the front office on an as needed basis. Students will log the number called and the date. To keep our contact lines open and available, we limit student phones calls to one minute.

CAFETERIA

Student behavior in the cafeteria should be based on courtesy and cleanliness. Cafeteria food is not allowed outside of the cafeteria. 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 vegetable.

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. Credit charges for a la carte items are not allowed.

Food purchased at off-campus vendors may not be brought to students or dropped off in the office for students to pick up at any time during school hours.

VENDING

Students may access vending machines at class change and at break during the school day. Students will not be allowed to leave the classroom to access vending machines. It is up to the discretion of each teacher as to whether drinks and snacks are allowed in the classroom.

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Students are not to use the machines in the teacher workrooms at any time.

Students will not be allowed to leave the cafeteria during lunch to purchase vending items.

Students are not to have soft drinks or snacks on the school bus without prior approval from the bus driver.

SEARCHES BY SCHOOL PERSONNEL

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

LOCKERS AND LOCKS

Lockers will be available to students upon request and completion of the Locker Assignment Form. Locks may be supplied by the school at no charge and are a suggested option for all student lockers. Cost of a lost or damaged lock is \$10.00. A student may provide their own lock if a combination is shared with the school. Students who owe money for a lock will follow the same guidelines as textbook and instructional materials.

Reminder: A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search

CELL PHONES AND PERSONAL COMMUNICATION DEVICES

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.

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 such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops, tablets; and mp3 players. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

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;
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.

A student in violation of this policy is subject to disciplinary action. Students must comply with internet usage guidelines as set forth in Policy 4.406 (Acceptable Use) and must also abide by the corresponding agreements that are signed and on file with the district's technology department. This includes "Attempting to bypass system protection including the creation or use of proxy servers or websites as well as using VPN applications".

Students must comply with a teacher's request to turn off a device. If a student does not comply, teacher will confiscate the device and turn over to school administration to follow school discipline progression. Unauthorized use or improper storage of a device will result in confiscation until such time as it shall be released to the student's parent(s)/guardian(s). Repeat offenses could result in suspension from school.

Any action deemed in violation of Policy 6.304 (Student Discrimination, Harassment, Bullying, Cyberbullying, Intimidation) will be dealt with as prescribed in policy.

Possession of a cellular telephone under the circumstances set forth in this policy is a privilege which may be forfeited by a student who fails to abide by the terms of this policy.

ACCEPTABLE COMPUTER USE POLICY

Students, teachers, and staff are required to sign an Acceptable Use Policy for the use of school-owned computers. These forms are completed each school year and are kept on file (will be completed electronically). Unacceptable use of a school computer results in disciplinary measures.

STUDENT LAPTOPS

Students will have access to a laptop to use in their classes. These devices are school property and are subject to the same rules and laws that apply to school property at CHS. Student laptops should be used for schoolwork ONLY and any

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violation of that would be considered a breach of the acceptable computer use policy that students sign at the beginning of the school year. Any lost, damaged, or stolen laptops are subject to monetary compensation.

DISASTER DRILLS

Fire and tornado drills are held at irregular intervals throughout the school year. Remember these basic rules:

Follow faculty/staff's instructions.

Be familiar with evacuation/emergency routes and locations.

Walk. No talking. Move quickly and quietly to the designated area.

TOBACCO-FREE SCHOOLS

District employees and students enrolled in the district's schools will not be permitted to use any form of tobacco products while they are participants in any class or activity in which they represent the school district. School hours shall be interpreted as the period of time beginning with the school bus pick-up and ending with the last bus drop-off and/or departure from school. All hours on a field trip will be considered for students being a representative of the school district. All forms of tobacco products and devices found in the possession of students will be confiscated and placed in the office. Parents may pick up the confiscated materials after the last day of the school year.

All uses of tobacco and tobacco products, including smokeless tobacco and e-cigarettes (vapes), vapor products, and all other associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased, or operated by the district. This policy applies to all faculty, staff, students, contractors, and visitors of Bedford County Schools.

Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms. Smoking shall be prohibited within a hundred feet of a designated school bus stop.

District employees and students enrolled in the district's schools will not be permitted to use any form of tobacco products while they are participants in any class or activity in which they represent the school district.

Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of these products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: Smoking is prohibited by law in seating areas and in restrooms.

Adult staff members are allowed to smoke outdoors but not within a hundred feet (100') of any entrance to any building or in the presence of children.

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 on the basis of sex, race, color, creed, religion, national origin, or disabilities⁴; and
6. Be fully informed of school rules and regulations.

Student Concerns

Decisions made by school personnel, such as aides, teachers, or assistant principals, which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal/designee. To appeal, students shall contact the principal's office in their school and provide their name, the issue, and the reason for their appeal on a printed form available at the school office, within two (2) days. The appeal shall be decided confidentially and promptly, preferably within ten (10) school days.

However, if the principal does not make a decision within ten (10) school days, students or parent(s)/guardian(s) may appeal at that time by contacting the Superintendent of Schools/designee at the central office. The information provided should include the student's name, the school, and a description of the problem.

An investigation and decision shall be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also shall be sent to the student and the principal.

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.

FAMILY AND COMMUNITY ENGAGEMENT IN EDUCATIONAL PROGRAMS

The Bedford County Board of Education supports the concept that parental involvement in schools is essential if the school district and the parent are to work together to improve the quality of education for all students.

The Board encourages parents, individually and in groups, to act as advisors and resource people both at the local school level and district-wide level in the following ways:

Serve as a resource of specific talents to compliment and extend the instructional services of the classroom teacher;
Express ideas and concerns by responding to surveys and to other information gathering devices;
Participate in parent-teacher groups, site-based decision making teams, and booster clubs;
Serve, when appropriate, on citizens' advisory committees, and district-wide groups.

The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition.

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The Board shall implement the following as required by federal and state legislation:

- The school district will put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district will coordinate and integrate parent involvement programs and activities under Title I, Part A with other parent involvement activities under other programs such as Head Start, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters, State-run Preschool, and Title III language instructional programs.
- The school district shall incorporate activities and strategies that support this district wide family and community engagement policy into its Tennessee Comprehensive System wide Planning Process (TCSPP).

1. The TCSPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.
2. The TCSPP shall include strategies for parent participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance and student behavior.

- The school district shall submit any parent comments with the plan when the school district submits the plan to the State Department of Education, if the school district's TCSPP is not satisfactory to the parents.
- The school district and its schools to the extent practicable shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.

The school district shall annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Policy and determine what action needs to be taken, if any, to increase parental and community participation.

The school district shall ensure Title I schools are in compliance with the No Child Left Behind Act.

PARENTS' RIGHTS

Parents of students may request information regarding their child's teacher, including, at a minimum:

- Whether the teacher has met the State requirements for licensure and certification.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The college major and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals, and if so, their qualifications.

Parents or students over 18 years old have the right to review or inspect their record or records of their children within 45 days of written request. A parent or student who is a legal adult may challenge the accuracy and content of a record by written request to the custodian of the record. Appeals may be made through the Supervisor of Student Services to the Superintendent and Board of Education.

Upon transfer of a student to another school or another school system, records will be transferred upon request of that school or school system. Parents shall have a right to copy or challenge the contents of the record. Records are available to school officials and teachers who have been determined to have a legitimate educational interest in the student. This shall include members of the mental health team who are involved in testing and evaluation of students under the exceptional children's program.

RELEASE OF STUDENT INFORMATION

Cascade High School is required by federal law to provide to military and college recruiters, upon request, access to names, addresses, and phone numbers of high school juniors and seniors. Parents, and students who are over 18 years old, must notify the school in writing if they do not want this information released without their consent.

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 include but not be limited to the following: 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 notify your child's teacher or principal immediately to obtain, complete, and submit a written notification of refusal for media publication of student.

MEDIA ACCESS TO STUDENTS

No media outlets will have access to students unless appropriately approved by the administration in conjunction with approved programs and events.

ACCESS TO STUDENT RECORDS

All records shall be remitted in accordance with the Family Education and Rights and Privacy Act (FERPA).

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes. A "legitimate educational interest" is the official's need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student's education;
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s) or eligible student's prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure;
2. If the disclosure is an item of directory information;
3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the child; the name and address of the person responsible for the care of the child, and the facts requiring the report;
4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school system;
5. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;

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6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal Revenue Code;
7. To accrediting organizations to carry out their accrediting functions;
8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s) of students or eligible students have a right to obtain copies of records transferred under this provision;
9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements.
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.
11. To the Attorney General or his designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order issued under this Act shall not be liable to any person for that production.
12. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.

Authorized school officials may release information from a student's education record if the student's parent(s) or the eligible student gives written consent for the disclosure. The written consent must include:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s) or eligible student;
5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent(s) or the eligible student* may obtain a copy of any records disclosed under this provision.

The school system will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The system will maintain an accurate record of information it disclosed and access it permits. The system will maintain this record as long as it maintains the student's education record.²⁰

The record will include at least:

1. The name of the person or agency that makes the request;
2. The interest the person or agency has in the information;
3. The date the person or agency makes the request; and
4. Whether the request is granted and, if it is, the date access is permitted, or the disclosure is made.

FIRST AID POLICIES

CLINIC: The clinic is available to provide temporary care for students who are unable to stay in class because of sudden illness or injury. Those who are sick or injured and unable to attend class will be required to make arrangements to go home. Students needing to go to the clinic must secure a pass from the teacher whose class they are leaving.

INJURY: Students that are injured at school will receive immediate first aid from the supervising teacher. If the teacher determines that the injury is severe, he/she shall escort the injured student to the clinic or send for an administrator. An accident report must be completed by the teacher and filed in the office.

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ILLNESS: The teacher will use their judgment concerning students that become sick at school. If necessary, the student will be sent to the office. After evaluating the child's condition, our nurse will make arrangements to send them home or back to the classroom.

SPECIAL MEDICAL CONDITIONS: 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 a telephone number of a responsible adult who can pick up the student at any time.

MEDICINE

If under exceptional circumstances a child is required to take non-prescription (ibuprofen, Tylenol, Benadryl, cough medicine, etc.) or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following guidelines:

Written instructions signed by the parent/guardian will be required and will include:

Child's name; Name of medication; Name of physician; Time to be self-administered; Dosage and directions for self-administration (non-prescription medicines must have label direction); Possible side effects, if known; and Termination date for self-administration of the medication.

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:

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

The medication shall be delivered to the principal's office in person by the parent /guardian of the student unless the medication must be retained by the student for immediate self-administration. (i.e. students with asthma).

The principal/designee will:

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

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.

If a student is found in possession of medication where the above procedures have not been followed, the student will be subject to discipline as outlined in the code of conduct.

A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

SICKNESS

Parents should not send students to school if the student is too sick to remain at school. A student must be fever-free for 24 hours before returning to school. Days missed due to illness will count as excused if a note is turned in from a medical provider. If a student is sick and does not go to a medical provider for a note, the days missed will count towards Parent Note for excused or be unexcused if all Parent Notes have been used. A note must be turned in to the front office no later than 5 days from the return date.

HEAD LICE PROCEDURES

Students referred to the office for suspicion of head lice will be checked by the school nurse who will follow Bedford County Board Policy for students with head lice

STUDENT SUICIDE PREVENTION

The Board is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students will be provided information regarding The National Suicide Prevention Lifeline – 1-800-273-8255 (TALK) or 988.

PREVENTION

All district employees shall attend either the annual in-service training in suicide prevention or participate in other equivalent training approved by the Superintendent of Schools. The training shall include, but not be limited to, identification of risk factors, warning signs, intervention and response procedures, referrals, and postvention.

The Superintendent of Schools shall identify a district suicide prevention coordinator responsible for planning and coordinating the implementation of this policy. Each school principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation.

INTERVENTION¹

Any employee who has reason to believe that a student is at imminent risk of suicide shall report such belief to the principal or designee. Belief that a student is at imminent risk of suicide shall include, but not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or is a student self-refers.

Upon notification, the principal or designee shall ensure the student is placed under adult supervision. Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The principal or designee shall contact the Superintendent of Schools as soon as practicable.

Prior to contacting the student's parent/guardian, the Superintendent of Schools or designee shall determine if there could be further risk of harm resulting from parent/guardian notification. If parent/guardian notification could result in further risk of harm or endanger the health or well-being of the student, then local law enforcement and the Department of Children's Services shall be contacted.²

If appropriate, the Superintendent of Schools or designee shall contact the student's parent/guardian and provide information as specified in BCS Board Policy Student Suicide Prevention 6.415.

The Superintendent of Schools or designee will seek parental permission to communicate with outside mental health care providers regarding a student. If the student is under the age of 18 and the parent/guardian refuses to seek appropriate assistance, the Superintendent of Schools or designee shall contact the Department of Children's Services.²

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The Superintendent of Schools or designee shall ensure the student is under adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety.

Prior to a student returning to school, the Superintendent of Schools or designee and/or principal shall meet with the student's parent/guardian, and student if appropriate. The parent/guardian shall provide documentation from a mental health care provider stating that the student has received care and is no longer a danger to themselves or others. The principal will identify an employee to periodically check in with the student to ensure the student's safety and address any problems with re-entry.

POSTVENTION

Immediately following a student suicide death, the Crisis Team shall meet and implement the Crisis Management plan as defined in BCS Board Policy Student Suicide Prevention 6.415.

The Crisis Team shall work with teachers to identify the students most likely to be impacted by the death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty will immediately review suicide warning signs and reporting requirements. The Superintendent of Schools or designee shall be responsible for all media inquiries.

Academics

GRADUATION REQUIREMENTS

Required State Core Credits

Math: 4 credits, including Algebra I, II, Geometry and a fourth higher level math course

English: 4 credits

Science: 3 credits, including Biology, Chemistry or Physics, and a third lab course

Social Studies: 3 credits, including U.S. History and Geography, World History and Geography, U.S. Government and Civics, and Economics

Wellness: 1 credit

Physical Education: 0.5 credit (Extracurricular school-sponsored athletics or band may count as credit)

Personal Finance: 0.5 credits

Foreign Language: 2 credits

Fine Arts: 1 credit

Computer Science: 1 credit may be used as a Science Third Lab Course, Math Fourth Course, or elective

Elective Focus: 3 credits consisting of Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP) or International Baccalaureate (IB)

Every student shall:

1. The following graduating class cohorts would be responsible for the allotted number units of credit:
Beginning with the Class of 2027 cohort, students will need to achieve the specified twenty-eight (28) units of credit.
Beginning with the Class of 2028 cohort, students will need complete one credit of computer science.
2. Take the required end-of-course exams;
3. Have satisfactory records of attendance and conduct,
4. Take the ACT or SAT prior to graduation and
5. Pass a United States civics test

GRADING SCALE

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

DUAL ENROLLMENT COURSES

Dual enrollment courses will be offered in conjunction with MTSU, Motlow State Community College and the Tennessee College of Applied Technology Center in Shelbyville. Students who qualify may enroll in these classes for their junior and senior years. If numbers warrant, these classes will be taught at Cascade, but otherwise will be offered on the home campus or via online courses. The principal must be notified before a student enrolls in a college course off campus.

GRADUATION AND CLASS SCHEDULING

1. All students will have at least the following number of classes:
9th: 8 classes, 10th: 8 classes, 11th: 8 classes, 12th: 8 classes
2. Seniors must be in good academic standing and on track to graduate before they are allowed to check out early from school. Seniors must have a job and have completed the Request for Early Dismissal form, work-based learning, and/or capstone and placed it on file with the principal. Early Dismissal privileges can be denied by school administration if a student is not meeting academic, attendance, and/or behavior expectations.
3. All students participating in athletics must pass at least 6 classes.
4. NHS should refer to the NHS Chapter By-Laws for an understanding of all expectations.
5. Students in Grades 9-11 are required to stay at school the entire day.

FINAL EXAMS

1. Students taking exams will remain in the classroom where exams are being given for the full designated time.
2. Buses will run at regular times.
3. Students are not required to attend exam periods when exempt from that exam, provided they supply their own transportation.
4. Students already at school who have finished their exams may check out with written permission from their parents. No phone calls or emails to check out will be permitted.
5. Students will be required to have all make-up work completed prior to being allowed to check out.

There are no exemptions from any course that has a state end-of-course test (EOC). In courses that have state EOC tests: Algebra I & II, Geometry, English I, English II, Biology, U.S. History, the EOC serves as the final exam grade. The state EOC score shall count as fifteen percent of the student's final grade.

If the state is late reporting EOC test results prior to the scheduled final exams, TN Ready End-Of-Course test results will not be utilized for student final exam grades in the tested EOC courses (Algebra I; Algebra II; Geometry; English I, English II; Biology; U.S. History). For these EOC impacted classes, a final exam in lieu of the missing EOC grade will not be required.

Teachers may choose to issue exemptions from a course's Final Exam. If a teacher does choose to utilize exemptions, a student's status will be determined by "Final" grade average prior to the exam. Any absence, excused and unexcused, counts against the exam exemption policy. If a student does not meet the attendance requirement due to an extended

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excused medical situation, a request for exemption may be approved by a school administrator. Each teacher is responsible for determining who is exempt from their exams. Students are exempt from the final exam in an eligible course if they have:

- A average (90 or above) in the course and have no more than five absences from the course.
- B average (80 or above) in the course and have no more than three absences from the course.
- C average (70 or above) and have no absences from the course.

STUDENT RANKING

Students must be enrolled full time at the home base school to be eligible for ranking among the top high school seniors. Transfer student grades shall be incorporated into the local high school grading scale as determined by the school principal. All grades earned in grades 9, 10, 11 and the first semester of grade 12 will be counted toward the grade point average and the rank in class. At the end of each grading period, students who have maintained high academic averages are recognized as:

Principal's List – Grades must be all A's.

Honor Roll – Grades must be all A's and/or B's.

Any school using Grade Point Average (GPA) should adjust in relationship to numerical grade given and course value. Students who meet these standards, and who do not request otherwise, will have their names submitted to the principal for release to the news media. Prior to a school department or club presenting honors or awards, or conducting contests, the school's principal shall approve such honor, award, or contest. Following approval, the principal shall keep on file the name of the honor, award, or contest; the basis for selection of the award or honor; the method of participation; and the reason for the contest.

To become valedictorian or salutatorian, a student must be enrolled in the high school at least four (4) of the seven (7) semesters preceding the final semester. The final semester will not be used in determining class standing. To be recognized as a Top Ten student, a student must be enrolled in the high school at least four (4) of the seven (7) semesters preceding the final semester. Students must complete a minimum of twelve (12) honors courses during these seven (7) semesters. The final semester will not be used in determining class standing. Top Ten student rank is determined by the calculated numerical average to the thousandths place for each credit bearing class of the first seven (7) semesters of high school and any 8th grade credit bearing classes if credit is earned.

NATIONAL HONOR SOCIETY

Membership in the Cascade chapter of the National Honor Society is by invitation only. Students must meet certain academic and behavior requirements to be eligible. If invited, a NHS guide will be issued to students stating all requirements and responsibilities that must take place to remain in NHS.

The academic requirements are:

1. Must have a Cumulative Grade Point Average of 95 or above
2. Must have 4 honor classes at the end of the student's sophomore year.
3. To remain in NHS, a student must continue to take at least 2 honor's classes each year

CRITERIA FOR HONORS COURSES

Honors courses will substantially exceed the content standards, learning expectations, and performance indicators approved by the State Board of Education. Teachers of honors courses will model instructional approaches that facilitate maximum interchange of ideas among students: independent study, self-directed research and learning, and appropriate use of technology. An honors course shall include a minimum of five of the following components:

- Extended reading assignments that connect with the specified curriculum.

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- Research-based writing assignments that address and extend the course curriculum.
- Projects that apply course curriculum to relevant or real-world situations. These may include oral presentations, PowerPoint presentations, or other modes of sharing findings. Connection of the project to the community is encouraged.
- Open-ended investigations in which the student selects the questions and designs the research.
- Writing assignments that demonstrate a variety of modes, purposes, and styles.
- Integration of appropriate technology into the course of study.
- Deeper exploration of the culture, values, and history of the discipline.
- Extensive opportunities for problem solving experiences through imagination, critical analysis, and application.
- Job shadowing experiences with presentations which connect class study to the world of work.

If a student in an honors class commits plagiarism or is proven to have cheated on an assessment, the student could be removed from the honors class.

DROPPING AND ADDING CLASSES

Students can request to drop and add a class if an error is found in the schedule and/or a class is required to meet graduation requirements. The drop and add request must be approved by the school principal. The drop and add request form, found on the school website, must be submitted by Friday of the 1st week. Any drop and add request submitted after the designated deadline will not be considered.

CREDIT RECOVERY

No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

1. The student's parent/guardian gives written consent for the student to enroll in the proposed credit recovery course. Parent(s)/guardian(s) shall be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will not accept credit recovery courses for credit; and
2. The student has previously taken an initial, non-credit recovery section of the proposed course and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty percent (50%) in the non-credit recovery section of the course must re-take the course.

Students passing credit recovery shall receive a grade of sixty percent (60%). Grades awarded in credit recovery courses shall adhere to the State Board of Education's Uniform Grading Policy.

FIELD TRIPS

Field trips within our county and to nearby points of interest are scheduled by various classroom teachers for academic purposes. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign a field trip permission form. Students who must be absent from class to represent the school will not be penalized for their absence. Students will still be responsible for completing all classwork, homework, and tests/quizzes missed during this authorized time.

Students will follow dress-code on school sponsored events. Sometimes a fee may be requested from each student to help defray transportation or admission costs. Students may go on a trip with their class or club only. Students may not ride to or from a field trip destination by private car if a school bus is being used. This includes parents' cars as well.

Students must be passing all their courses at the time of the event and in positive standing with attendance. If departure for the event is after school, students must be present for the entire day, unless permission is otherwise approved by school administration.

DRIVER'S LICENSE/PERMIT LAW

Applicants under the age of 18 must prove they are enrolled in school. If they have already graduated, they must bring their high school diploma or G.E.D. certificate with them when they apply. They need to ask their school to complete a Certificate of Compulsory School Attendance.

If a student fifteen years of age or older drops out of school, the school is required to notify the Department of Safety. This suspends the student's driving privileges. The first time a student drops out, he or she may regain the privilege to drive by returning to school and making satisfactory academic progress. There is no second chance. The second time a student drops out he or she must wait to turn 18 years old before being eligible to apply.

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

TEXTBOOK/INSTRUCTIONAL MATERIALS

In cases where the textbook or instructional material is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule. A fine may only be assessed in cases where the student or parent/guardian damages, loses, or defaces the textbook or instructional material, either through willful intent or neglect.

Following an interview with parties and an investigation, if needed, the principal may assess the appropriate fine and notify the parent(s)/guardian(s) in writing. The principal may include with the notice a provision stating that failure to pay the fine imposed within a reasonable time may result in the imposition of one of the following sanctions:

1. Refusal to issue any additional textbooks or instructional materials until restitution is made;
2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made;
3. Not allowing the student to take interim or final examinations or to earn course credit in the course for which the textbook or instructional material is prescribed until restitution is made; or
4. Reducing the student's grade in the course for which the textbook or instructional material is prescribed by one (1) letter grade or ten (10) percentage points until restitution is made. The principal may waive the assessment of fines when in his/her judgment the student is the victim of uncontrollable circumstances and not responsible for the damages.

CHEATING

We hold our students to high standards of academic integrity. In the event that a student is caught cheating or plagiarizing materials, the student will face an academic sanction. Academic sanctions will be at the discretion of the teacher and administration. This will include receiving a zero on the material on which they were cheating.

ATTENDANCE

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The Supervisor of Student Services shall oversee the entire attendance program which shall include: All accounting and reporting procedures and their dissemination; Alternative program options for students who severely fail to meet minimum attendance requirements; Ensuring that all school age children attend school

Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and Notifying the Department of Safety whenever a student with a driver's permit or license

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withdraws from school. 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.

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.

Absences shall be classified as either excused or unexcused as determined by the principal/designee;

Excused absences shall include:

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. Pregnancy;
7. Summons, subpoena, or court order; or
8. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

An absence will be considered excused if the student brings a doctor's note or a note from a parent within 7 school days. Students who are absent are unexcused until such time as they bring in an appropriate note excusing the absence. This note must include the reason for the absence, date(s) of absence, and signature of appropriate person. A parent note may be used for up to 7 excused absences. Attendance records will not change if a note is turned in after 7 school days from the date of return.

Students participating in school-sponsored activities whether on or off-campus shall not be counted absent. To qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher supervised.

Late Arrival/Tardies/Early Dismissal

Late Arrival is defined as entering the school building after 8:00AM. Tardy is defined as not being in your designated seating area when the classroom starting period bell rings. Early Dismissal is defined as leaving the school building prior to 2:55PM. Research has found that not only do students who chronically arrive late and leave early perform worse on their test scores, but so do their peers. The less time students spend in the classroom means the less they can contribute; often leading to class being disrupted, placing group and class projects on hold, and making less significant peer connections.

Students who arrive late to school after 8:00 AM are to report to the office for pass to class. Repeated failure to do so will result in further disciplinary actions from the school administration.

Students who are tardy after the starting period bell will enter classroom rather than sent to the office for a pass. The classroom teacher will follow the appropriate procedures and actions listed below for unexcused tardies:

1st Unexcused Tardy: Teacher records in Synergy and verbal warning is given to student.

2nd Unexcused Tardy: Teacher records in Synergy and completes an Office Discipline Referral (ODR).

Teacher records each subsequent tardy in Synergy and progressive consequences from administration will occur.

A physical parent note may excuse a late arrival up to 2 times per semester. A physical parent note may excuse an early dismissal up to 2 times per semester. Late arrivals/tardies/early dismissals will be excused in the same process as absences (See Attendance above).

Multiple unexcused late arrivals/tardies/early dismissals will result in disciplinary consequences and could affect a student's exemption from final exams.

RETURNING TO SCHOOL AFTER AN ABSENCE

Upon return to school, the student must have a parent or guardian sign a note stating the student's name, the date, days absent, and reason for absence. Upon arrival at school in the morning, these notes should be given to the front office for an admittance slip. Students have 7 school days to turn in their note explaining their absence. Attendance records will not change if a note is turned in after 7 school days from the date of return.

TRUANCY

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those absences or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

PROGRESSIVE TRUANCY PLAN

Prior to referral to juvenile court, the following progressive truancy plan will be implemented. The plan will involve a three Tier process that is outlined in BCS Board Attendance Policy 6.200 for your reference.

- ~ 2 Unexcused Days – Call from school
- ~ 5 Unexcused Days – Meeting is scheduled with student, guardians, and administration.
- ~ 10 Unexcused Days – Recommendation to Truancy Board
- ~ 15 Unexcused Days – Recommendation to Truancy Court

OPEN ENROLLMENT

The open enrollment period shall last for thirty (30) days and information about the number of seats available shall be posted for at least fourteen (14) days prior. The Director of Schools/designee shall reserve a reasonable number of enrollment spaces at each school to account for the enrollment of zoned students, siblings of students, and students who have a parent/guardian employed at the school.

If the application was approved, parents agreed to the following parameter. The following information applies to both current and past open enrollment approvals. Parents must provide transportation to and from school. The student must maintain satisfactory attendance, behavior, and effort to remain in the new school. If a total of 10 absences accumulates, or if a student incurs 6 unexcused tardies or early checkouts, they will be required to enroll at their zoned school. If a zero-tolerance offense occurs, the student's open enrollment status is revoked.

Behavior will follow the progressive sequence. Multiple Level 2 offenses, or a Level 3, or a Level 4 may result in unenrollment from the school.

MAKE-UP WORK

All schools will issue excused and unexcused absences in accordance with board policy. An excused absence permits the student to make up schoolwork, within seven (7) days of returning to school. It is the responsibility of the student to check with all of his/her teachers to obtain missed assignments.

STATE-MANDATED ASSESSMENTS

Students who are absent the day of the scheduled End of Course (EOC) Exams must present a signed doctor's excuse or have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam prior to the end of the testing window. Excused students will receive an incomplete in the course until they have taken the End of Course Exam.

Students who have an unexcused absence shall receive a failing grade on the (EOC) exam which shall be averaged into their final grade.

ATTENDANCE HEARING

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the superintendent of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to appeal such action within two (2) school days to the superintendent of schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the superintendent of schools/designee rendering a decision, the student's parent(s)/guardian(s) may request by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Superintendent of Schools/designee. The action of the Board shall be final.

TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL

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 Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under T.C.A. 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

CODE OF CONDUCT

Bedford County Board of Education policy states, "Students are expected to conform to the rules and regulations of the school system and apply themselves to the learning process." That is, students are expected by the Board to make a strong and consistent effort to be cooperative learners and to engage in those positive behaviors which contribute to a successful educational experience.

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Multiple resources will be available to the student to ensure that problem(s) can be corrected. No student will be allowed to interfere with the education of another student. No student will be allowed to not apply themselves to the learning process; e.g., the student will not be allowed to just "sit in class and do nothing." When basic classroom efforts to solve an academic or discipline problem are not successful, the family is notified by the classroom teacher (or principal). Usually, this contact is sufficient to change the appropriate behavior.

Progression of Consequences

*Modifications to these consequences is at the discretion of school administration on a case by case basis. *

Late Arrival/Tardies/Early Dismissal (Unexcused)

1st Offense: Verbal Warning

2nd Offense: Written Warning and Signed Document

3rd Offense: Lunch/Before School Detention – 1 Day and Admin Conference

4th Offense: Lunch/Before School Detention – 2 Days

5th Offense: Attendance Team Meeting

Further Offense may include multiple lunch detentions, behavior intervention class, In School Suspension, loss of privileges, other consequences determined at the attendance meeting.

Cell phones – Phones picked up by parent/guardian after 3:00PM – 3:30PM or following day from front office.

1st Offense: Phone Confiscated – Student Pick-up at the end of the day in office.

2nd Offense: Lunch Detention and Phone Confiscated – Parent Pick-up w/ signature page

3rd Offense: ISS – 1 Day for Classroom disruption and Phone Confiscated – Parent Pick-up w/ signature page

**Device turned-in daily to office for 10 days w/ possible search

Tobacco Products (Use and/or Possession)

1st Offense: ISS – 3 Days / SRO Video Course

2nd Offense: OSS – 2 Days / SRO Citation

3rd Offense: OSS – 3 Days / SRO Citation/Charge

Dress Code

1st Offense: Verbal Warning

1st Offense: Written Warning

2nd Offense: Lunch Detention – 1 Day and Admin Conference

3rd Offense: ISS – 1 Day

Public Displays of Affection

1st Offense: Verbal Warning

2nd Offense: Lunch Detention – 1 Day and Admin Conference

3rd Offense: Lunch Detention – 5 Days

4th Offense: ISS – 1 Day

Verbal Confrontation/Profanity among students

1st Offense: Verbal Warning

2nd Offense: Lunch Detention – 1 Day and Admin Conference

3rd Offense: Lunch Detention – 5 Days

4th Offense: ISS – 1 Day

Horseplay

1st Offense: Verbal Warning

2nd Offense: Lunch Detention – 1 Day and Admin Conference

3rd Offense: Lunch Detention – 5 Days

4th Offense: ISS – 1 Day

Forged Notes/Phony Calls

1st Offense: ISS – 1 Day

2nd Offense: ISS – 3 Days

Defiance

- 1st Offense: ISS – 1 Day
- 2nd Offense: ISS – 3 Days
- 3rd Offense: ISS – 5 Days

Profanity towards Staff/Faculty

Each Offense: Removal from school for the day and at minimum ISS – 1 Day

Class Disruption (Repeated/Severe)

- 1st Offense: ISS – 1 Day
- 2nd Offense: ISS – 3 Days
- 3rd Offense: ISS – 5 Days

Inappropriate Physical Contact (Mutual or Not Mutual)

- 1st Offense: ISS – 1 Day
- 2nd Offense: ISS – 3 Days
- 3rd Offense: ISS – 5 Days

Out of Pocket:

- 1st Offense: ISS – 1 Day
- 2nd Offense: ISS – 3 Days

Leaving Campus w/o Permission

- 1st Offense: ISS – 3 Days / SRO
- 2nd and Reoccurring offences: Multiple days of ISS and/or OSS / SRO

Skipping School

- 1st Offense: ISS – 3 Days
- 2nd Offense: ISS – 5 Days

Fighting

Offense: OSS – 5 Days and ISS – 1 Day / SRO

Stealing/Damaged Property

Each Offense: At least ISS – 1 Day / SRO / Possible restitution and/or repair cost

Bullying

If determined after investigation, multiple days of ISS and/or OSS /SRO

Sexual Harassment (Verbal/Physical)

If determined after investigation, multiple days of ISS and/or OSS /SRO

Alcohol/Illegal Substance (Possession/Under the influence)

Meeting includes SRO and District Administration–Expulsion and/or Alternate Setting

Weapon

Meeting includes SRO and District Administration–Expulsion and/or Alternate Setting

Assault (on Staff/Faculty)

Meeting includes SRO and District Administration–Expulsion and/or Alternate Setting

Assault (on student with a weapon)

Meeting includes SRO and District Administration–Expulsion and/or Alternate Setting

Detention

Students may be asked to report to a lunch detention during the school day. Lunch detentions may be served on the same day as assigned. Students will have access to the cafeteria to receive a lunch. Students may be asked to eat in another location than the cafeteria and will be under the supervision of school personnel.

Students may be detained for detention before or after the school day as a means of disciplinary action. The following guidelines shall be followed:

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1. The student shall be given at least one (1) day of notice prior to a before or after-school detention;
2. Parents shall be informed before detention takes place;
3. Students in detention shall be under the supervision of school personnel;
4. Detention shall not exceed one (1) hour after the official closing of the school day but may be administered several days in succession; and
5. Teachers shall have the approval of the principal before detaining a student.

SUSPENSIONS

A principal may suspend a student from attendance in a specific class or school related activity without suspending the student from attendance at school. Based on the severity of the offense, a principal may suspend a student from attendance at school and all school activities.

Students may be suspended for good and sufficient reasons including, but not limited to:

1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the actions that would justify suspension;
6. Marking, defacing, or destroying school property;
7. Possession of a pistol, gun, or firearm on school property;
8. Possession of a knife or other weapons, as defined in state law, on school property;
9. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene, or threatening language;
10. Unlawful use or possession of barbitol or legend drugs, as defined in state law;
11. Engaging in behavior which disrupts a class or school-sponsored activity;
12. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school-sponsored event;
13. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
14. Off-campus criminal behavior resulting in felony charges;
15. When behavior poses a danger to persons or property or disrupts the educational process; or
16. Any other conduct prejudicial to good order or discipline in any school.

Except in an emergency, a principal shall not suspend any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

If, as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense of, may have been facing the threat of imminent danger of death or serious bodily injury, then, the student may not face any disciplinary action.

When a student is suspended, the principal shall notify the parent(s)/guardian(s) and the Superintendent of Schools/designee of the following:

1. Student's suspension;
2. Cause for the suspension; and
3. Any conditions for readmission which may include a meeting of the parent(s)/guardian(s), student, and the principal.

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If a student is suspended during the last ten (10) days of any term or semester, he/she shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

IN-SCHOOL SUSPENSION (ISS):

In-School Suspension (ISS) shall be offered to students as an alternative program (if applicable) to complete academic assignments and receive credit for work completed.

1. Students given an In-School Suspension (ISS) in excess of one (1) day from classes shall attend either special classes attended only by students of misconduct or be placed in an isolated area appropriate for study;
2. Personnel responsible for in-school suspension will see that each student is always supervised and has textbooks and classwork assignments from his/her regular teachers.

Expectations for students serving In-School Suspension (ISS) are found below:

- 1) All students assigned to ISS will fully cooperate with the supervisor during the time they are in the room.
- 2) All students will bring textbooks and materials with them to the ISS room when possible. If the student does not, the ISS supervisor will make the necessary arrangements to obtain materials that the student needs.
- 3) Credit will be given for all assigned class work completed during the period(s) of suspension. This material is to be turned in the first day the student returns to the regular class. The student may also make-up any test or quiz given during this suspension. Evaluation of classwork and/or test/quiz shall be done by the classroom teacher.
- 4) Lunch will be provided to students in ISS. The time and place of lunch will be determined by the ISS supervisor and school administration.
- 5) Students assigned to ISS will not be allowed to sleep, talk, or waste time.
- 6) All students assigned to ISS must be present and on time to the ISS room; or they may be assigned to make-up the missed time.
- 7) Any students absent on an assigned day to ISS must make-up that time before returning to regular classes.
- 8) Students who fail or refuse to go to ISS can be sent home (Out-of-School Suspension) for the same number of days. More days may be added if the administration deems it appropriate.
- 9) All students assigned to ISS understand that the student's failure to follow any of the above rules may result in Out-of-School Suspension, parental conference, and/or recommendation of placement in an alternative setting.
- 10) While in ISS, students will meet with their counselor when requested by the administration.
- 11) While in ISS, students will meet with their classroom teachers during an appropriate part of the day for missed assignments. Tests that are being given in the classroom may be taking in the ISS room while being supervised. The ISS supervisor and classroom teacher will coordinate testing.
- 12) The ISS supervisor or school administrator will notify parents in writing of students being assigned to ISS.
- 13) Repeat offenders will follow a progressive consequence plan which may include recommendations for an alternative setting.
- 14) Cell phones will be turned into the ISS supervisor at the start of the time and will be locked in a cabinet until being returned at the end of the assigned time.

OUT-OF-SCHOOL SUSPENSION (OSS):

The principal has the authority to suspend a student from school for persistent wrongdoing or conduct detrimental to the school. If the infraction dictates, the principal will refer the case to the Director of Schools and the School Board and it could result in expulsion from the school.

A student who is suspended may not be on the school grounds during the period of suspension and may not attend or participate in any extracurricular activities, including graduation.

SUSPENSIONS LONGER THAN FIVE DAYS

If a suspension is longer than five (5) days, the principal shall develop and implement a plan for improving the student's behavior.

SUSPENSIONS LONGER THAN TEN DAYS

If the principal suspends a student for longer than ten (10) days, he/she shall immediately give written notice to the parent(s)/guardian(s) and the student of the right to appeal the decision. All appeals shall be filed within five (5) days of receipt of the notice. These appeals may be filed by the parent(s)/guardian(s), the student, or any person holding a teaching license who is employed by the school district if requested by the student.

The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board. If a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board.

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 clothing that does not follow the school dress code

Disciplinary Procedures

Due process will be afforded to all students.

Possible Disciplinary Actions

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Strict supervised study
- Detention
- Lunch bunch
- Think time
- Behavior contract
- Social Stories

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- 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
- Major Disruptive classroom behavior impacting entire class
- Possession/use of tobacco or vaping substances/vaping

Disciplinary Procedures

Due process will be afforded to all students.

Additional Possible Disciplinary Actions

- 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. These acts will involve the School Resource Officer (SRO).

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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.

Additional Possible Disciplinary Actions

- 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 or another's 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

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- 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.

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)

Zero Tolerance Offenses

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

1. Bringing to school or being in unauthorized possession of a firearm on school property;
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;
3. Aggravated assault; or
4. Assault that results in bodily injury upon a teacher, principal, administrator, any other employee of the school, or school resource officer.
5. Threats of mass violence on school property or at a school-related activity.

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Superintendent of School. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Superintendent of Schools.

Bullying/Intimidation/Harassment

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“Bullying/Intimidation/Harassment” is an act that substantially interferes with a student’s educational benefits, opportunities, or performance, and the act has the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student’s property;
3. Causing emotional distress to a student; or
4. Creating a hostile educational environment.

Bullying, intimidation or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

“Cyber-bullying” is a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, email, social networking sites, instant messaging, videos, web sites or fake profiles.

“Hazing” is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.

While reports may be made anonymously, an individual’s need for confidentiality shall be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the Superintendent of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe. The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.⁸

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student’s person or property;
- It has a substantially detrimental effect on the student’s physical or mental health;
- It has the effect of substantially interfering with the student’s academic performance; or

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- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed, and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Superintendent of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA), a written report on the investigation will be delivered to all involved parties and to the Superintendent of Schools.

RESPONSE AND PREVENTION

The principal/designee shall consider the nature and circumstances of the incident, the age of the individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate, to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. The employee may appeal his decision by contacting the Federal Rights Coordinator or the Supervisor of Student Services.

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. The student may appeal this decision in accordance with disciplinary policies and procedures.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the principal/designee after consideration of the nature, severity, and circumstances of the act.¹³

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including expulsion.

STUDENT 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 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 (4) inches from the top of the knee.
- N) Leisure pants, jogging pants, sweatpants, and athletic shorts are allowed. All of these must 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 particular school-sponsored or school-related activities during the course of 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 expose 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 discipline procedures will apply:

1. A student whose clothing or accessories violate the Student Dress Code shall be referred to the office for remediation and/or punishment.

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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 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 condition or disability 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 notified in writing of the status of the request 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-Complaints & Grievances.

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

TITLE IX & SEXUAL HARASSMENT

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint. These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.

All employees shall receive training on complying with this policy and federal law.

TITLE IX COORDINATOR

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate.

Any individual may contact the Title IX Coordinator at any time using the information below:

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Randall Harvey, Director of Human Resources
500 Madison Street Shelbyville, TN 37160
931-684-3284
harveyr@bedfork12tn.net

NON-DISCRIMINATORY POLICY

It is the policy of Bedford County Schools not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. Any questions should be directed to Connie Boutwell at 931-684-3284.

The coordinator of Title VII, Title IX, and Section 504 non-discrimination acts is Randall Harvey. Any questions concerning compliance with non-discriminatory statutes should be directed to Randall Harvey c/o Bedford County Board of Education, 500 Madison Street, Shelbyville, Tennessee 37160. Telephone (931) 684-3284.

Statement of Student Handbook

All policies and procedures cannot adequately be set down in writing. The school administration, therefore, reserves the right to eliminate, change, or add to these policies when notification is given to students and teachers.

A copy of the Bedford County Schools Board of Education Code of Behavior and Discipline shall be placed in the library and principal's office. Parents are free to come by and look at the policy by appointment.