



Cascade Middle School

2019 - 2020 Handbook

Vision

After attending Cascade Middle School, students will become lifelong learners able to embrace challenges while becoming successful members of their communities. As effective collaborators, our students will celebrate diversity while working with others to creatively solve problems.

Commitment

We commit to working for the best interests of each of our students at all times. Our students and staff will continuously challenge ourselves to improve and better our school community each and every day. We will exist in a safe, respectful and innovative learning environment that prepares our students for their futures.

Academic Programs

Physical Education
Humanities
Mathematics
Science
Spanish
Art, Music, Drama & Culinary Arts
TAG
Broadcasting & Journalism

Standards-Based Grading (SBG)

SBG aims to utilize *grading and classroom practices* to reflect what a student understands and areas where growth is needed. Gone are the days of asking “what do I need to do to get an A?” We now provide our students and parents with useful, standard-specific feedback, to help accurately reflect a child’s progress through specific standards. Earning a *grade* is not the mission of education - we want our students to continuously learn and grow - SBG allows us to document and direct this journey.

Cascade Middle School

19619 Mountaineer Way
Bend, OR 97702
(541) 355-7000

Stephen DuVal

Principal

(541) 355-7002

stephen.duval@bend.k12.or.us

Eric Powell

Assistant Principal

(541) 355-7003

eric.powell@bend.k12.or.us



CASCADE SCHEDULE



Cascade Middle School

<u>Monday, Tuesday, Friday</u>		<u>Wednesday</u>		<u>Thursday</u>	
1 st Period	8:45 – 9:30	2 nd Period	8:45 – 10:09	1 st Period	8:45 – 10:09
2 nd Period	9:35 – 10:20	<u>Break</u>	10:09 – 10:19	<u>Break</u>	10:09 – 10:19
3 rd Period	10:25 – 11:10	4 th Period	10:19 – 11:43	3 rd Period	10:19 – 11:43
4 th Period	11:15 – 12:00	6 th A period (7 th /8 th)	11:48 – 12:33	5 th A period (7 th /8 th)	11:48 – 12:33
1 st Lunch (6 th)	12:05 – 12:35	1 st Lunch (6 th)	11:48 – 12:28	1 st Lunch (6 th)	11:48 – 12:28
5 th Period (7 th /8 th)	12:05 – 12:50	6 th Period (6 th)	12:33 – 2:00	5 th Period (6 th)	12:33 – 1:57
5 th Period (6 th)	12:40 – 1:25	2 nd Lunch (7 th /8 th)	12:38 – 1:18	2 nd Lunch (7 th /8 th)	12:38 – 1:18
2 nd Lunch (7 th /8 th)	12:55 – 1:25	6 th B Period (7 th /8 th)	1:23 – 2:00	5 th B Period (7 th /8 th)	1:23 – 1:57
Mountain Time	1:30 – 2:00			<u>Break</u>	1:57 – 2:07
6 th Period	2:05 – 2:50			Broadcast (7 th Period)	2:07 – 2:16
7 th Period	2:55 – 3:40			7 th Period	2:16 – 3:40

Cascade Middle School Contacts

Attendance - (541) 355-7110

cascade.attendance@bend.k12.or.us

Parents: Please Call or E-Mail...

- * If your student is going to be late to school
- * If you need to report an absence due to illness or emergency before 9:00am
- * If your student needs to leave early for a medical appointment
- * If you need to request homework for a prolonged absence
- * If your student is going to be late for first period

Main Office/Athletics - (541) 355-7000

- * If you wish to discuss an incident that occurred at school
- * If you wish to leave a message for a teacher
- * If you need to make an appointment with an administrator
- * If your child has lost something of value

Counseling & Student Schedules - (541) 355-7100

- * If you need to make an appointment with one of our counselors
- * If you need assistance with your child's class schedule
- * If your child needs help with academic, personal, or social concerns
- * If you need to change emergency contact names/numbers, employment information, or medical information
- * If you need to withdraw your child from school

Family Access Network (FAN) – (541) 355-7106

Bend-La Pine School District Website – www.bend.k12.or.us

Cascade Middle School Website – www.bend.k12.or.us/cascade/

ATHLETICS AND ACTIVITIES

Get involved! Middle school is the place to try out a sport. Students who get involved in activities after school meet friends and create great life habits!

Cascade Middle School offers the following sports programs:

Fall Sports

- Cross Country grades 6-8
- Football grades 7-8 (Bend Park and Rec does 6th grade football)
- Volleyball grades 7-8 (Bend Park and Rec does 6th grade volleyball)

Winter Sports

- Wrestling grades 6-8
- Bend Park and Rec does basketball grades 6-8

Spring Sports

- Track and Field grades 6-8

If you are interested in participating in any of these sports you must complete the following 3 steps:

- Online registration through FamilyID at www.familyid.com/organizations/cascade-middle-school
- Pay to Play fee (\$40.00), partial scholarships are available
- Current Sports Physical turned in to the main office

Students must be in attendance all day to participate in any school-sponsored activity including athletics, musical performances, school socials, etc.

ATTENDANCE

Consistent and punctual school attendance is essential to providing the greatest opportunity for the student to maximize learning and to develop habits that result in responsible behavior. Positive and regular attendance is crucial if we are to help our students become lifelong learners.

Excused/Unexcused Absences

(a) An absence may be excused by the principal if it is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. An excused absence requires notification from the parent/guardian clarifying the reason for the absence within three school days of the absence. An absence may also be excused for other reasons where satisfactory arrangements are made in advance of the absence;

(b) An absence is excused if it is imposed or sanctioned by the school;

Excused Absences Include:

- *Illness or injury
- *Death in the family
- *Court or Administrative hearings

- *An unusual circumstance beyond a family's control
- *Religious observances
- *Medical or Dental appointments
- *Certain school-related activities

(c) An absence may be excused if it is for the purpose of visiting with a parent or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting.

(d) All other absences, including truancies, will be considered unexcused

Parents can send a note, phone our attendance office, or send an Email to cascade.attendance@bend.k12.or.us to excuse the absence.

Please Note: If you are absent from school, you are not allowed to attend school-sponsored after-school/evening events.

Prearranged Absences: *If you know that you will be absent from school you must notify the attendance office and your teachers prior to the extended absence (we request an equal amount of days notice corresponding to the absence length – Example: Communicate with the school 3-days prior to a planned 3-day vacation).*

Students are responsible for getting assignments in advance and for making up all missed work (they can turn in the work the day they return). Grading and credit for assignments may be altered at the teacher's discretion for prearranged absences.

Tardiness: Students who arrive late to school in the morning should report to the main office for an admit slip. Timeliness is a life skill that our students (not their parents) are responsible for. Students entering any class late (except for first period) will be admitted by the classroom teacher but may also be subject to consequences assigned by that teacher. If a pattern of tardiness by a student begins to negatively impact their ability to learn and thrive in the classroom (or if their tardiness impacts the learning environment of their classmates), administration may be contacted for further intervention.

Oregon's Compulsory Attendance Law

1. All students between the ages of 7 and 18 years who have not completed the 12th grade or who are not exempt from compulsory school attendance by law shall be enrolled in public school during the entire school year to attend school full time on a regular basis at the designated school within the attendance area.
 - The district will develop procedures for issuing a citation.
2. Parents/Guardians are required to enroll their students in school and to keep their students in regular attendance.
 - A parent who is not supervising his/her student by requiring school attendance may be in violation of ORS 163.577(1)(c). Failing to supervise a child is a Class A violation.
3. Each school shall have an attendance officer:

- a. The principal shall be the attendance officer in each elementary school;
 - b. The principal shall designate an assistant principal as the attendance officer in each secondary school.
4. Attendance officers shall have specific duties:
- a. When the attendance officer is aware that a student's attendance is irregular or that a student is not enrolled and in attendance at school, that attendance officer shall give formal notice to the parent or guardian within 24 hours as follows:
 - i. The notice shall be delivered in person with declaration of service or sent by registered or certified mail with return receipt requested.
 - ii. The notice shall state that the student must appear in school on the next school day following receipt of notice;
 - iii. The notice shall state that regular attendance at school must be maintained during the remainder of the school year;
 - iv. At the time that notice is given to the parent/guardian, the attendance officer shall also notify the school's principal (as applicable) and the superintendent or designee.
 - b. The attendance officer shall determine compliance with the notice. If the attendance officer determines that the parent/guardian has not complied with the received notice within three school days, the attendance officer shall submit the following documentation to the superintendent or designee:
 - i. Copy of required notice given to parents or guardian with proof of service as described above;
 - ii. Copy of attendance record;
 - iii. Letter to superintendent summarizing the efforts of principal, assistant principal, counselor and teachers to create and maintain consistent and punctual student attendance at school; and
 - iv. Documentation of conferencing and, when appropriate, written recommendation for alternative program placement, consistent with Oregon Revised Statutes. (This documentation is separate from the required notice described above.)

Uniform Compulsory Attendance Citation and Complaint

1. Upon notification by the attendance office as set forth above, the superintendent or other designated agency may issue a Uniform Compulsory Attendance Citation and Complaint.
2. Prior to issuing the Uniform Compulsory Attendance Citation and Complaint, the superintendent, or designee by personal service or certified mail, shall serve the parent notification that:
 - a. States that the student is required to regularly attend a full-time school;
 - b. Explains that the failure to send the student and to maintain the student in regular attendance is a Class C infraction;
 - c. States that the superintendent may issue a citation of up to \$100;
 - d. Requires the parent and the student to attend a conference with a designated district official; and
 - e. Is written in the native language of the parent or guardian of the student.
3. The superintendent or designee may schedule the conference as described above. If the parent does not

attend the conference, or fails to send the student to school after the conference, the superintendent or designee may issue a Uniform Compulsory Attendance citation and complaint provided by the Oregon Department of Education that is incorporated by reference into this policy. The citation shall be served in person.

Role of the District Staff in Student Attendance

1. Each school principal shall be responsible for an appropriate, accurate attendance accounting system in his/her school to meet the attendance reporting requirements of this district and of the State of Oregon.
2. School administrators, counselors and teachers shall work together with parents/guardians and their students to create and maintain consistent and punctual student attendance at school.
3. Class attendance and participation are vital to student success in school. Absenteeism may not be the sole criterion for the assignment of grades.
4. Parent/Guardian contact will be made for:
 - a. Unexcused absences; and
 - b. Frequent excused absences that have an adverse effect on a student's academic success.

The superintendent shall implement written procedures to manage this policy. The attendance office at each school is responsible for communicating the attendance policy and procedures to students, parents and staff.

DRESS CODE

BLSD Board Policy: The Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard, or a distraction that would interfere with the educational process.

The grooming standards that follow are directed toward the fulfillment of this obligation; attending to the concerns of health and safety, but granting where possible a reasonable expression of individual taste. Reflected with these standards is an appreciation of the current trends in style or fashion, but tempered with restrictions regarding extremes that are disruptive to the educational process or dangerous.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met.

Students and parents/guardians shall be informed about the dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

The Superintendent or designee may restrict student dress and grooming as necessary and will develop appropriate procedures and regulations to implement Board Policy JFCA.

BLSD Administration Regulation: Bend-La Pine Schools subscribes to the philosophy that students will be provided with a quality education in a safe, secure, and orderly environment. In this regard, the District has determined that the presence of certain types of clothing and attire can cause a substantial disruption of, or material interference with, school activities. Therefore, it is necessary to establish a dress and grooming policy designed to address this issue.

The building administrator shall establish and regularly review school rules, which reflect District policy governing student dress and grooming.

The following guidelines shall apply to all regular school activities:

1. Footwear appropriate for school activities must be worn at all times. Footwear standards shall be concerned with health requirements, and with prevention of accidents and injury.
2. Clothing and jewelry shall be safe and not include writing, pictures or any other insignia which are crude, vulgar, profane, sexually suggestive, or which advocate racial, ethnic or religious prejudice, depicts drugs or alcohol, or any illegal activities.

3. No clothing, article of clothing, or manner of wearing clothing that is distracting/disruptive to the educational program shall be worn on campus or at school activities. All clothing shall be worn in a reasonable manner that does not expose underwear, undergarments, or buttocks.
4. For student safety and identification purposes, hoods are to be down while inside the building and in the classroom. Other articles that prevent identification (i.e. masks, etc.) are also prohibited.
5. No student shall wear any article of clothing, jewelry, or accessory which, in the opinion of the school building administrator, poses a threat to the physical well-being and safety of the student or others.
6. No clothing or any article of clothing (including but not limited to gloves, bandanas, hats, shoes, shoestrings, wristbands, jewelry or manner of wearing clothing) related to a group or gang that may provoke, be patently offensive, or intimidate others shall be worn on school grounds or at school activities. Gang-related clothing may vary and may change from year to year. Consequently, the principal or his/her designee, shall have the authority to identify and disallow such gang attire.

Teachers and coaches may modify dress requirements to accommodate the special needs of certain sports, events, and/or classes.

The principal, staff, students and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

EMERGENCY PROCEDURES

The purpose of emergency drills is to practice procedures in preparation for emergencies.

These drills are vital for us to practice in the event we ever find ourselves in an emergency situation. Students are expected to follow all staff direction during any emergency drill to ensure everyone on our campus is prepared in the event an emergency occurs.

Fire Drills

- * Students will follow the direction of school personnel and evacuate the building swiftly and silently in a single file line when the fire alarm rings.
- * Staff members will lead students to their designated area.
- * If students are in the hall or away from their assigned classroom when the fire alarm sounds, they should exit the school and find a staff member to check in with.

Lockdown Drills

- * Staff will initiate a lockdown via the loud speakers or verbally
- * Teachers will lock doors and lower window blinds.
- * Students must move away from view of windows. Under no circumstance may anyone leave the room or open doors until an 'all-clear' signal is given from the office.
- * If a lockdown occurs during lunch, students in the cafeteria will report to the gym.
- * If a student is in the hallway or a bathroom during a lockdown, they should immediately proceed to the nearest classroom or office.

Earthquake Drills

- * Teachers will direct students to duck and cover.
- * Students will find a location in the classroom away from objects that might fall or windows that might shatter.
- * Students will remain in the 'duck and cover' position until given the 'all-clear' signal or further instructions.

FIELD TRIPS

Notification that includes the types of activities, expenses and times of field trips will be sent home to parents in advance. A permission form signed by a student's parent/guardian is due before the student will be allowed to attend the field trip. It is the student's *responsibility* to bring a signed permission form to school. Students with a history of behavioral infractions may be prohibited from attending field trip(s).

Parents are encouraged to chaperone field trips. Parents chaperoning are required to follow the Bend-La Pine School District Volunteer Guidelines (and to receive district clearance by filling out the required volunteer application on the BLSO district site). Parents can register to volunteer at the following sites:

<https://volunteer.bend.k12.or.us/> (Available in English and Spanish)

iPADS, PERSONAL ELECTRONIC DEVICES, AND CELL PHONES

Personal electronic devices and cell phones are to be 'Off & Away' in class and in the Cafeteria during lunch. iPads are also not permitted to be in the Cafeteria during lunch. Students may, at times, be asked to utilize certain electronic devices at their teacher's discretion. Students may be subject to disciplinary action and/or administrative intervention if they are misusing their devices in any manner that goes against the rules and guidelines outlined in this handbook.

LIBRARY MEDIA CENTER

The Cascade library's mission is to insure that students enjoy reading, are effective users of information, and are life-long readers.

The library is open from 7:30 am to 3:30 pm (M,T,Th,F). On School Improvement Wednesdays the library is open from 7:30 am to 1:00 pm. Food or drink is not allowed in the library or computer lab. **STUDENTS MAY CHECK OUT THREE LIBRARY ITEMS AT A TIME.** While there are no fines for overdue books, students are responsible for items checked out to them and must pay for lost or damaged items. Students with overdue items may not check out other materials until the overdue is cleared.

During class periods, individual students coming to the library need a pass from a classroom teacher. Lunchtime library passes can be obtained from the circulation desk. Additionally, students are expected to observe all school rules while in the library. When in the library, students are expected to work quietly and independently.

Library computers are to be used for student work. The library subscribes to several databases that provide students with current information for use in and out of the classroom. These databases, as well as the library catalog are accessible from any computer at school or from your home computer. Explore it all at www.bend.k12.or.us/cascadems2/ go to the academics tab and select Library Media Center.

Mrs. Wilde, Cascade's teacher-librarian, is available to answer questions and provide help. She is a wealth of knowledge when it comes to young adult literature. Stop by for a book recommendation or hang out on the couch and grab a great read!

MEDICATION

Medication can be administered to a student during the school day with the written permission of the student's parents or physician. The family doctor must indicate (in writing) the necessity of the medication to be taken by the student and parents must authorize (in writing) that school personnel may administer medication in the prescribed dosage. Medication may not be stored in student lockers; It must be stored in the office. School personnel are responsible for dispensing the medications. School personnel will not give students any type of medication without the authorization described above.

PHYSICAL EDUCATION

EXPECTATIONS

- 1. Staying Safe.** Be mindful of actions that could potentially result in harm to yourself or others.
- 2. Acting Respectfully.** Respect others' rights and responsibilities. Demonstrate teamwork and sportsmanship. Cooperate with others and use appropriate language.
- 3. Working Responsibly.** Daily attendance, full participation, and appropriate dress. Having necessary materials, being on time and coming to class ready to learn. Understand and strive for a higher level of physical fitness. Develop and use lifelong skills and attitudes.

PE Dress – All students are required to change from their regular school clothes.

PE clothes consist of:

- The uniform grey t-shirt and red, elastic waist, basketball length shorts. These items may be purchased through the main office anytime during the year, or we can provide the student with used uniforms if necessary.
- No flip-flops, *sandals, boots, heels, slides, or platform shoes may be worn for PE activities. Securely laced athletic shoes and socks ONLY.*
- Loaned PE clothes are available if a student forgets to bring their PE clothes.

Locks and Lockers

- One lock will be provided for each student.
- A lost lock will incur a \$5.00 replacement fee.
- Students should not share lockers or combinations.
- Students are responsible for all items kept in their PE lockers...PE clothes, athletic shoes and socks, comb and deodorant (*no spray fragrances or deodorant allowed*).

Gym Rules

- No gum, food or drink is allowed in the gym.
- Bleachers are off limits
- During class, students enter the gym through the locker room doors ONLY.
- Absolutely no rough housing or unsafe play in the gym or any other school venue.

Classroom Conduct and Grading

Students are expected to be on time, engaged, positively contribute to the class environment and demonstrate the skills embedded into the standards listed below.

Students will be graded on the following National/State Physical Education Standards:

- 1. The physically literate individual demonstrates competency in a variety of motor skills and movement patterns.**
- 2. The physically literate individual applies knowledge of concepts, principles, strategies and tactics related to movement and performance.**
- 3. The physically literate individual demonstrates the knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness.**

4. The physically literate individual exhibits responsible personal and social behavior that respects self and others.
5. The physically literate individual recognizes the value of physical activity for health, enjoyment, challenge, self-expression and/or social interaction.

Injuries/Illness

- Students are expected to participate to the best of their ability every day.
- During illness or injury, students will have modified activities appropriate for the specific situation. For a student to be eligible for modified participation the student must present a parent or doctor note to their teacher prior to class.
- If an injury results in more than 3 days of modified activity, a doctor’s note is required.

**POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS):
SAFE, RESPECTFUL, & RESPONSIBLE**

The following chart describes expected behaviors in the many areas of our school. During the year, we will be discussing and reviewing ways to make Cascade Middle School a great place to work, learn, and have fun. The CMS staff will be helping you develop and maintain a productive school where positive behaviors are recognized and supported.

Students at Cascade pursue excellence by Staying Safe, Working Responsibly, and Acting Respectfully

Common Area	Staying Safe	Working Responsibly	Acting Respectfully
All Areas	<ul style="list-style-type: none"> · Keep hands, feet & objects to yourself (“hands off”) · Walk at all times · No horseplay · Move safely · Stay in supervised areas 	<ul style="list-style-type: none"> · Use appropriate language and volume · Pick up your personal belongings and trash · Have an appropriate pass 	<ul style="list-style-type: none"> · Use kind words & actions · Follow adult directions · Respect others’ space & property
Cafeteria	<ul style="list-style-type: none"> · Walk at all times · Wash hands before eating · Eat your own food · Sit appropriately at your table · Keep hands, feet & objects to yourself 	<ul style="list-style-type: none"> · Listen & respond politely to adult directions · Encourage other at your table to clean up & help as needed · Place recyclable items in the proper containers · Encourage others to follow the cafeteria expectations 	<ul style="list-style-type: none"> · Allow anyone to sit next to you · Use appropriate voice level · Place trash & uneaten food in garbage cans · Remain in seat unless purchasing food or cleaning up your area · Keep your food on your plate or in your mouth
Common Area	Staying Safe	Working Responsibly	Acting Respectfully
Lunchtime Outside Area	<ul style="list-style-type: none"> · Stay in supervised areas · Dress appropriately for weather conditions 	<ul style="list-style-type: none"> · Use hall/bathroom pass for leaving the area · Return equipment to designated area 	<ul style="list-style-type: none"> · Follow directions the first time · Use equipment & materials appropriately

	<ul style="list-style-type: none"> · Keep all food in cafeteria <p>Once you are outside, stay in that designated area until the bell rings</p>	<ul style="list-style-type: none"> · Stay in designated areas <p>Play cooperatively with others</p>	Return equipment & materials when finished
Halls	<ul style="list-style-type: none"> · Walk on the right · Keep moving · Open doors slowly 	<ul style="list-style-type: none"> · Pick up trash · Arrive to class on time · Have appropriate pass 	<ul style="list-style-type: none"> · Keep hands, feet & objects to yourself · Use polite language & words · Close lockers gently · Honor others' personal space
Bathrooms	<ul style="list-style-type: none"> · Practice personal hygiene · Flush the toilet 	<ul style="list-style-type: none"> · Return to class promptly · Report problems promptly to an adult 	<ul style="list-style-type: none"> · Clean up tissue & paper towels · Respect privacy of others
Arrival/Dismissal Areas	<ul style="list-style-type: none"> · Use sidewalks & crosswalks · Be aware of traffic 	<ul style="list-style-type: none"> · Arrive on time · Leave school grounds by 3:15pm unless you are involved in an after-school activity 	<ul style="list-style-type: none"> · Follow adult directions · Keep hands, feet & objects to yourself · Use kind words · Remove hats once indoors
Library	<ul style="list-style-type: none"> · Walk at all times · Sit properly in chairs · Enter & leave in an orderly manner · Push in chairs when done 	<ul style="list-style-type: none"> · Return materials on time · Use proper library procedures · Report any damage to books & materials · Place all returned materials in the book drop 	<ul style="list-style-type: none"> · Treat books & materials with respect · Respect others' space · Wait patiently to check out books · Be aware of other activities going on in the library
Special Events & Assemblies	<ul style="list-style-type: none"> · Move quietly & quickly to the designated area · Stay seated in assigned areas · Wait for arrival & dismissal instructions 	<ul style="list-style-type: none"> · Bring only necessary items · Be ready to participate & enjoy the activity · Monitor your own behavior 	<ul style="list-style-type: none"> · Applaud appropriately · Pay attention to the presenter · Plan on attending the entire performance
Computer Use	<ul style="list-style-type: none"> · Be aware of surroundings · Protect your password to prevent unauthorized use · Navigate to only appropriate sites · Keep food & drink away from computers 	<ul style="list-style-type: none"> · Inform a teacher if computer settings or keyboards have been altered · Use keyboards with a gentle touch · Print out only what you need to save resources 	<ul style="list-style-type: none"> · Respect equipment · Keep standard computer settings · Place laptops in proper slots in the carts · Carry laptops with two hands · Ensure computer has shut down before closing lid
Fire Drills	<ul style="list-style-type: none"> · Walk safely & silently · Keep hands & feet to yourself · Stay in a single-file line 	<ul style="list-style-type: none"> · Remain with your teacher · Leave your materials behind · Know your exit plan 	<ul style="list-style-type: none"> · Listen & respond to directions · Remain quiet · Act as if all drills are real emergencies

Bus Area	<ul style="list-style-type: none"> · Stay behind yellow lines · Keep hands & feet to yourself · Wait to board until driver is on the bus · Face forward with back against seat 	<ul style="list-style-type: none"> · Wait in line patiently · Keep the bus clean by disposing of litter in trash cans & picking up personal belongings · Be a positive role model 	<ul style="list-style-type: none"> · Use kind words & actions · Follow adult direction · Keep food & drink inside your bag
Bicycles, Skateboards, Rollerblades	<ul style="list-style-type: none"> · Wear a helmet · Look both ways · Walk when in heavy traffic · Walk your bike, or carry your skateboard until off campus 	<ul style="list-style-type: none"> · Obey school signs · Ride on campus only if part of a staff approved activity · Lock valuables in appropriate locations 	<ul style="list-style-type: none"> · Respect others people's property · Use kind words & actions
Common Area	Staying Safe	Working Responsibly	Acting Respectfully
Lockers	<ul style="list-style-type: none"> · Open & close quietly and carefully · Keep locker combination to yourself · Keep valuables at home, as school is not responsible for lost or stolen items · The school reserves the right to inspect lockers periodically and works with Central Oregon Drug Enforcement Team (drug dogs) to establish a safe and drug free school 	<ul style="list-style-type: none"> · Keep lockers clean & organized 	<ul style="list-style-type: none"> · Wait your turn patiently · Be aware of others around you
Gym	<ul style="list-style-type: none"> · Keep hands, feet & objects to yourself · Use equipment only as intended 	<ul style="list-style-type: none"> · Show good sportsmanship · Wait for instructions to use equipment 	<ul style="list-style-type: none"> · Encourage others · Respect equipment · Share equipment & space
Classrooms	<ul style="list-style-type: none"> · Keep valuables in your locker 	<ul style="list-style-type: none"> · Be prepared with pencil & materials · Be on time for class 	<ul style="list-style-type: none"> · Wait for teacher to dismiss class · Follow classroom instruction the first time
Office	<ul style="list-style-type: none"> · Walk and keep hands, feet & objects to self · Check in with office staff immediately 	<ul style="list-style-type: none"> · Report to your teacher before coming to the office · Obtain permission to use the phone · Office phone is for emergencies only 	<ul style="list-style-type: none"> · State your purpose politely · Wait quietly for your turn · Follow adult directions
Extracurricular Activities	<ul style="list-style-type: none"> · Be cleared to participate · Follow adult directions · Be aware of others 	<ul style="list-style-type: none"> · Practice consistent attendance · Arrange transportation ahead of time 	<ul style="list-style-type: none"> · Display good sportsmanship

SCHOOL LUNCH PROGRAM

Students can purchase meals in the Cascade cafeteria on a daily basis or make prepayments for meals by the week, month, or longer from the Nutrition Services staff in the cafeteria. Money placed in a student's account can also be used for breakfast items sold before the school day. Parents may also go to the district website and purchase meals online for their children at: <http://blpay.bend.k12.or.us/>

STUDENT POLICY AND DISCIPLINE

A primary purpose of the district is to provide a suitable educational environment for students of the district. Students shall pursue their prescribed course of study, comply with written rules of the district, submit to the lawful authority of teachers and district officials and conduct themselves in an orderly fashion.

Policy Goals

This Board policy is designed to:

1. Protect students and school employees from harm;
2. Provide opportunities for students to learn from their mistakes;
3. Foster positive learning environments;
4. Keep students in school and attending class;
5. Impose disciplinary sanctions without bias against students from a protected class, as defined in ORS 339.351;
6. Implement a graduated set of age-appropriate responses to misconduct that are fair, nondiscriminatory and proportionate in relation to each student's individual conduct;
7. Employ a range of strategies for prevention, intervention and discipline that take into account a student's developmental capacities and that are proportionate to the degree and severity of the student's misbehavior;
8. Propose, prior to a student's expulsion, alternative programs of instruction or instruction combined with counseling for the student that are appropriate and accessible to the student in the following circumstances:
 - a. Following a second or subsequent occurrence within any three-year period of a severe disciplinary problem with the student
 - b. When it has been determined that the student's attendance pattern is so erratic that the student is not benefiting from the educational program; or
 - c. When a parent or legal guardian applies for the student's exemption from compulsory attendance on a semiannual basis as provided in ORS 339.030(2);
1. To the extent practicable, use approaches that are shown through research to be effective in reducing student misbehavior and promoting safe and productive social behavior; and
2. Ensure that school conduct and discipline codes comply with all state and federal laws concerning the education of students with disabilities.

Misconduct Giving Rise to Discipline

Students shall be liable to discipline, suspension or expulsion for conduct that includes, but is not limited to:

1. Willful disobedience;
2. Open defiance of the authority of a school employee;
3. Possession or distribution of tobacco, alcohol, drugs and other controlled substances;
4. Use or display of profane or obscene language;
5. Willful damage or injury to school property;
6. Use of threats, intimidation, harassment or coercion against a student or a school employee as defined in Policy JBA / GBN;
7. Intentional attempts, by word or conduct, to place a school employee or another student in fear of imminent serious physical injury.
8. Assault of a school employee or another student;
9. Possession or use of firearm or other weapon.

* Various disciplinary procedures shall be used by district personnel to correct behavioral problems. Examples include, but are not limited to, reprimands, conferences, detention and denial of participation in co-curricular and extracurricular activities. Titles and/or privileges available to or granted to students may be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, graduation etc.).

* All district disciplinary procedures shall be consistent with Oregon law. District disciplinary procedures for students who are qualified to receive special education services shall comply with applicable federal and state student disability laws.

* The use of physical restraint and/or seclusion is only permitted as a part of a behavioral support plan when other less restrictive interventions would not be effective and the student's behavior poses a reasonable threat of imminent, serious bodily injury to the student or others. Physical restraint or seclusion may not be used for discipline, punishment, or for the convenience of district staff. The use of mechanical, chemical, or prone restraint on a student is prohibited.

School Discipline: Probation and Suspension

1. SCHOOL PROBATION

* School probation may include detention and/or punishment deemed suitable by the school official. School probation may remove from the student the privilege of attending or participating in co-curricular activities and athletic events and non-curricular programs of the school.

* School probation may be applied for as long as one calendar year. While on school probation, the student must comply with all the conditions of that probation. Failure to comply with conditions of probation is cause for a discipline hearing on the alleged violation of a term of probation.

* Prior to being placed on school probation, the student shall be given an informal hearing by the school official. At the hearing:

- The student shall be told of the reason(s) for the pending action; and,
- The student shall have the opportunity to present his/her view of the alleged misconduct.

When a student is placed on school probation, the school official shall give written notice to the parent(s) or guardian(s) of the student, or the student if age 18 or over, of the school official's decision, the reason for that decision and the terms of the school probation.

A student placed on school probation may be referred for school counseling services. The Multi-Disciplinary Team shall be a resource to counseling efforts for a student with disabilities who has been placed on probation.

2. IN-SCHOOL SUSPENSION (COMMONLY REFERRED TO AS "ISS")

In-school suspension temporarily removes a student from attending his/her regular classes and school activities until reinstatement has been accomplished or some other form of action is taken. An in-school suspension may be sanctioned by a school principal or designee as follows:

- After the student is notified of the reason(s) for the action and is given opportunity to present his/her view of the alleged misconduct, the ISS may be imposed.
- Following the ISS, the suspending school official shall give written notice to the student's parent(s) or guardian(s), or to the student if age 18 or over, of the ISS decision and the reason(s) for the decision.
- The suspending school official shall specify the methods and conditions under which the student's schoolwork may be made up.

3. OUT-OF-SCHOOL SUSPENSION (COMMONLY REFERRED TO AS "SUSPENSION")

Out-of-school suspension temporarily removes from a student the privilege of attending school and all school activities until reinstatement has been accomplished or some other form of action is taken. Suspensions are made by the principal or his/her designee and are not to exceed ten (10) school days. In making a decision whether to place a student on suspension, the principal or designee must consider the age of the student and the past pattern of behavior by the student.

When a student is suspended:

- The student is to be notified of the reason(s) for the suspension and be given opportunity to present his/her view of the alleged misconduct.
- The informal hearing may be postponed in emergency situations relating to health and safety and when there is a serious risk that substantial harm will occur if suspension does not take place immediately. A student suspended under emergency conditions shall have the rights specified above, as soon as the emergency condition has passed.
- The suspending school official shall give written notice to the student's parent(s) or guardian(s), or to the student if age 18 or over, of the suspension decision, the reason for the decision, the conditions for reinstatement and appeal procedures, where applicable.
- These procedures may also be postponed in emergency situations relating to health and safety.
- The suspending school official shall specify the methods and conditions under which the student's school work may be made up.

- A parent/guardian conference with the suspending school official regarding the student's behavior may be required prior to the student being readmitted. When the suspension is the result of misconduct in the classroom, the teacher involved shall be informed of the disciplinary action taken and be given the opportunity to attend all parent/guardian conferences.
- In the event the student or parent(s) or guardian(s) are dissatisfied with the suspension decision or the results of a parent/guardian conference they may seek and obtain a conference with the school principal. If the parent(s)/guardian(s) are dissatisfied with the suspension decision after a conference with the principal, they may request the Superintendent's review of the decision, in writing, within 10 calendar days to assure due process was provided and to assure the discipline is consistent with Oregon law and Board policy. The Superintendent's review shall be limited to the record. A new hearing shall not be provided. The Superintendent's review shall be final and may not be appealed to the School Board.
- Upon return to school, the student may be referred to a school counselor. The multi-disciplinary team shall be a resource to counseling efforts for a student with disabilities who has been suspended.
- In special circumstances, a suspension may be continued until some specific pending event occurs, such as a physical or mental examination or incarceration by court action.

A school official may apply more than one of the above-described discipline measures on the same student for the same misconduct.

Expulsion

Expulsion is exclusion from the regular school program and all school activities. Expulsion shall not extend beyond one calendar year.

1. GROUNDS

* A student may be expelled only when the student's conduct poses a threat to the health or safety of students or school employees, when other strategies to change student conduct have been ineffective, or when expulsion is required by law. In making a decision whether to expel a student, the district must consider the age of the student and the past pattern of behavior by the student.

* Notwithstanding the above, expulsion is mandatory and shall be implemented under the terms of Board policy JFCJ in the following circumstances:

- When a student is determined to have brought a firearm to a school, to school property under the jurisdiction of the school district or to an activity under the jurisdiction of the school district;
- When a student is determined to have possessed, concealed or used a firearm in a school, on school property under the jurisdiction of the school district or at an activity under the jurisdiction of the school district; or
- When a student is determined to have brought to or possessed, concealed or used a firearm at an interscholastic activity administered by a voluntary organization.

2. NOTICE REQUIREMENTS

When a student is recommended for expulsion, a hearing shall be provided. Notice of the hearing to the student and to the parent(s) or guardian(s) shall be made by certified mail or hand delivered by personal service. Where notice is made by mail, the notice shall be sent Certified Mail Return Receipt Requested and mailed at least five (5) calendar days before the date of the hearing. Personal service of notice shall be at least five (5) calendar days before the date of the hearing and the person giving the notice shall file a return of service. The school official and the parent(s) or guardian(s) of the student, or the student if age 18 or over, may mutually agree to waive the above defined notice period and schedule a hearing at an earlier date.

- a. The notice shall state the specific charge or charges being made by the school, a statement of intent to consider the charges as reason for expulsion and the date, time and location of the hearing.
- b. The parent(s) or guardian(s) of the student, or the student if age 18 or over, may waive the right to a hearing by notifying the district in writing of such waiver, or by failing to appear after notice at the time, date and place set for the hearing. The parent(s) or guardian(s) of the student, or the student if age 18 or over, may make a request prior to the hearing date and time to have the hearing rescheduled. The district may in its sole discretion comply with such request.

3. EXPULSION HEARING

The hearings officer shall conduct expulsion hearings for the Board in accordance with the applicable Oregon Revised statutes, specifically ORS 332.061 and Oregon Administrative Rules. At the hearing:

- The student may be represented by counsel or other persons.
- The student shall be permitted to be present and hear the evidence presented on behalf of the district.
- The student shall be permitted to introduce evidence by testimony, writings or other exhibits.
- Strict rules of evidence shall not apply to the proceedings. However, this provision shall not limit the hearing officer's control of the meeting.
- The hearings officer or the student may make a record of the hearing. The District will request that the Hearings Officer tape record the hearing, but the unavailability of the audio tape due to a malfunction or loss shall not invalidate the hearing.
- An interpreter shall be provided by the school district in cases where the student or student's parent(s) or guardian(s) do not understand the spoken English language.

* The hearings officer will determine the facts of each case on the evidence provided at the hearing and submit written findings and a recommendation for disciplinary action to the Superintendent.

* The decision of the Superintendent shall be final, except as noted below. The decision shall be made in writing to the student and to the parent(s) or guardian(s) of the student. The action of the Superintendent may be:

- No action, the student may immediately return to school;
- A type of discipline especially suited to the offense;
- Administrative probation (as defined above), which may be applied for as long as the rest of the semester in which the probation notice is given, or when so close to the end of a semester that it would

not be effective, for as long as the entire semester following the probation notice. While on administrative probation, the student must comply with the terms of that probation. Failure to comply with all rules set out in the conditions for probation is cause for a discipline hearing on the alleged violation;

- Expulsion, as defined, above. Prior to the expulsion the Superintendent or designee shall consider and propose to the student and document to the parent, in writing, appropriate and accessible alternative programs of instruction or instruction combined with counseling. This information and notice of alternative education programs shall be included with the written expulsion order and delivered to the student and his/her parent(s) or guardian(s).
- A combination of the discipline options set forth above.

4. BOARD REVIEW AND APPEALS

* The Board reserves the right to review any and all decisions regarding expulsions made on its behalf by the Superintendent.

* The parent(s) and guardian(s), or the student if age 18 or over, shall have the right to appeal an expulsion decision made by the Superintendent for review by the Board. The request for appeal shall be made in writing and delivered to the Superintendent's office within 10 calendar days of the decision. The Board shall give notice of the hearing to the appellant within the timelines as provided in Section 2 above, above, and shall conduct the hearing as provided in Section 3 above. In addition:

- The Board shall be provided findings as to the facts and the decision of the Hearings Officer. This material shall be made available at the same time to the parent or guardian and to the student, if age 18 or over.
- The Board review shall be only on the "written record". The "written record" includes all evidence and documentation in the student's hearing file.
- A new evidentiary hearing will not be held.
- At the discretion of the Board, the Board may allow the student/parent and the school representatives to present arguments.
- After a review of the "written record", the Board may ask questions of the student/parent and the school representatives.
- The Board will conduct the review in executive session and will inform the parents/student of its decision in writing.

* The Board will affirm, modify or rescind the decision of the Superintendent. The decision of the Board shall be final.

* Upon return to school, the student will be placed in a grade, level or class commensurate with his/her abilities and credits at the time of his/her return.

ALTERNATIVE PROGRAMS

Except for expulsion for a violation of the Board policy on firearms, prior to a student's expulsion or leaving school, the school administrator shall disseminate written information about alternative programs of instruction or instruction combined with counseling for the student that are appropriate and accessible to the student and the parent, legal guardian or person in parental relationship with the student in the following circumstances at least once every six months:

- Following a second or subsequent occurrence within any three year period of a severe disciplinary problem with the student;
- When it has been determined that the student's attendance pattern is so erratic that the student is not benefiting from the educational program; or
- When a parent or legal guardian applies for the student's exemption from compulsory attendance on a semiannual basis as provided in ORS 339.030(2).

* The notice of alternative programs provided under this section shall be delivered by personal service or certified mail to the parent or guardian and student. When the parent or guardian's language is other than English, the district must provide the notice in a manner that the parent or guardian can understand. The notice must include the following information:

- The student conduct which is the basis for consideration of alternative education;
- A list of alternative programs available to the student for which the district would provide financial support in accordance with ORS 339.620, except that when notice is given after a parent or guardian applies for the student's exemption from compulsory attendance the district is not obligated to provide financial support;
- The program recommended for the student based on the student's learning styles and needs;
- The procedures for enrolling the student in the recommended programs.

Major Violation Categories

Expulsion, police citation, safe school assessment, and/or extended out of school suspension may be recommended on the first offense for the following:

Alcohol and/or Dangerous or Imitation Drugs: Using, possessing, selling, distributing or being under the influence of alcohol, drugs, other intoxicants or possessing any drug paraphernalia. A dangerous drug is defined as any drug obtainable with or without a prescription that has been used in a manner dangerous to the health of the user.

Arson: Starting a fire at school or using fire to destroy or attempt to destroy property.

Assault: Intentionally or recklessly causing physical injury to another.

Disorderly Conduct: Purposeful disruption or obstruction of the normal functioning of school through violence, defiance, force, noise, coercion, threats, intimidation or other aggressive behaviors.

Extortion: Obtaining money, goods, or favors from another person by threats or intimidation.

Fighting: Provoking a fight or causing physical injury to another person through a hostile physical encounter. Fighting is defined as any physical contact that might result in injury to another person. The use of physical force is never appropriate at school. Students must walk away from conflicts that could lead to fighting.

Harassment/Intimidation: Includes verbal, written, or electronic abuse that insults, ridicules, threatens, bullies or otherwise torments another person. This includes cyber-bullying and inappropriate use of technology.

Lewd Conduct/Obscenities: Indecent exposure and/or use of obscene or profane language whether spoken, written or gestured. This includes use of sexual innuendo.

Sexual Harassment: May be verbal, visual, written, electronic or physical in nature and include unwelcome sexual advances, requests for sexual favors and/or physical touching. More subtle forms of harassment such as posters, cartoons, caricatures and jokes of a sexual nature are also prohibited.

Theft: Taking, giving or receiving property that does not belong to you or being in the possession of a stolen item or property.

Tobacco: Cascade is a smoke-free campus. The use and/or possession of tobacco in any form is strictly prohibited.

Unlawful Entry: Forceful, unauthorized or illegal entrance onto school grounds or into school buildings or classrooms (including searching or looking into faculty desks, closets or files).

Vandalism: Damaging or defacing (including graffiti) school or private property, lockers, walls, bathrooms, etc. Altering material that does not belong to you, including binders, computers, computer programs, and disks. The student and the parents of the student may be liable for the amount of assessed damages.

Weapons: Possession, handling, use or transmission of any object that is considered a weapon (including look-alikes). Weapons include but are not limited to firearms, knives, metal knuckles, clubs, poisons or explosives of any kind. Potentially dangerous objects such as bats, slingshots, chemicals of any kind and fireworks will also be considered weapons.

Minor Violation Categories

The following behaviors may result in detention, loss of privileges, and/or suspension on the first offense; serious or repeated offenses may result in recommendation for expulsion:

Cheating/Plagiarism: Using unauthorized material for a test, quiz or assignment, presenting material that is not your own work, talking for any reason during an examination, looking in the direction of another student's paper during an exam, or providing answers to someone. No credit will be given for any exam, assignment, or project on which a student cheated.

Disrespectful/Disruptive: Students being off-task, disrespectful, and/or disrupting the classroom environment may be subject to disciplinary action.

Dress Code Violations: All clothing must be worn in an appropriate manner.

Forgery: Willful use of a forged document, including signing a parent or staff member's name to a note, pass or referral.

Gambling: To wager money or anything of value on the outcome of a game, contest or other event.

Inappropriate Displays of Affection: Physical contact of a romantic nature such as sitting on someone's lap, hugging, kissing, or holding hands.

Inappropriate Behavior in the Classroom: Any behavior that interferes with the learning process or interrupts the right of another student to learn or a teacher to teach.

Littering: Failure to dispose of trash in the proper manner.

Lying: Making a false or misleading statement.

Misbehavior on the School Bus: Not following the bus driver's instructions governing riding the school bus may forfeit the student's right to ride the bus.

TEXTBOOKS

* Textbooks are issued to students for most classes. Do not write in the textbooks for any reason. It is considered vandalism.

* You are responsible to pay the school for damage or replacement cost for any books, materials, or equipment you have *damaged, lost, or have had stolen*. A replacement will not be issued until payment has been received (often over \$50!). Students are responsible for returning textbooks with the identical bar code that was issued to them or they are responsible to pay for its replacement.

* To avoid damage or loss, treat your textbooks as if they were your own possession.

Damage to textbooks will result in the following fines:

* Torn Pages	\$1.00 per page up to replacement cost
* Damaged Cover/Corners	\$5.00
* Ink or pencil marks	Minor (\$1.00 per page) Major (50% cost of book)
* Loose bindings (due to apparent abuse)	50% cost of book
* Minor water damage (no mildew)	50% cost of book
* Missing pages	100% cost of book
* Obscenities (drawn or written)	100% cost of book
* Damages that prevent re-issuing book	100% cost of book
* Missing barcodes	\$1.00

If a student pays for a book in full, he/she is entitled to keep that book. The Bend-La Pine School District Fines Policy can be found on the district website under Policy and Regulations JN-AR.

VISITORS

* Parents are invited and encouraged to visit school. We ask parents to make arrangements with the principal or assistant principal at least one day in advance of classroom visit and to sign in at the main office on their arrival.

Parents are also invited to have lunch their students. Parents do not have to make an appointment for lunches.

* Cascade Middle School is a closed campus. Former students may not visit friends or teachers during the regular daytime schedule.

Students are not allowed to bring student guests to the school during the school day or to school-sponsored socials. This is District Policy.