

Welcome to the 2011-2012 School Year!

Partnership for Student Success

A school can fulfill no higher purpose than to teach all its members that they can make what they believe happen. Due to the increased learning and behavior problems that are a result of the changing nature of our society, many of our students have difficulty reaching their potential. Our philosophy of this intervention program is simply.... "To do what we can to help each student in our school achieve the maximum success possible." We invite parents and community to join us in a Partnership for Student Success.

As students in the state of Montana, it is the right and responsibility of each student to pursue the required course of instruction. In order for that to happen, the conduct of each student is important. Each student must comply with the Student Behavior Expectations of Cayuse Prairie School: Be Safe, Be Respectful, Be Responsible. (see page 4 Student Expectations)

In a concentrated effort to help students reach their full potential, parents and staff at Cayuse Prairie embrace the Asset Building Program, the Olweus Anti-bullying Program, and the Montana Behavior Initiative (MBI) to help students develop those traits that promote success.

"Directory Information"

Regarding student records, federal law requires that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to my child.

Directory Information ordinarily includes:

- a. the student's name
- b. address
- c. telephone number
- d. date and place of birth
- e. participation in officially recognized activities and sports
- f. weight and height of members in athletic teams
- g. photographs
- h. dates of attendance
- i. awards received in school
- j. most recent previous school attended

Please sign and date a note and turn it into the school office if you do not want the release of any or all of this information. Thank You.

To Students and Parents

The Cayuse Prairie Parent/Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Parent/Student Handbook is designed to be in harmony with Board policy. However, Board policy undergoes a continual process of review and revision. Therefore, changes in policy that affect student handbook provisions will be made available to students and parents through the newsletter and other communications. Newly adopted policy will generally supersede provisions found in this handbook .

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office. In case of conflict between Board policy or any provisions of student handbooks, the provision of Board policy is to be followed.

Cayuse Prairie School does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs in accordance with Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended. The Superintendent and Counselor have been designated to coordinate compliance with these requirements.

In addition to regular information on school programs and procedure, the Parent/Student Handbook includes specific information on the following:

- A. Standards of student conduct that prohibits the unlawful use, or distribution of illicit drugs, tobacco or alcohol by students on the school grounds or any part of school activities. **COMPLIANCE WITH THE STANDARDS OF CONDUCT IS MANDATORY.**
- B. Standards of conduct for unlawful possession, use or distribution of illicit drugs, tobacco, or alcohol including disciplinary sanctions.
- C. Information concerning drug and alcohol counseling and rehabilitation or re-entry programs that are available to students.
- D. Information concerning water quality and asbestos in the school.
- E. Federal firearms control laws for schools and the weapon free school policy including disciplinary sanctions.
- F. Safety procedures which include visitor and parent office sign-ups, background checks for new employees and volunteers, drills for lockdowns, fire, bus, earthquake, and Shelter in Place.
- G. Athletic guidelines.

Please take time to review all items in the Parent/Student Handbook with your student.

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ABSENCES AND TARDIES

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. Generally, a student will have the same number of days as he was gone to make up all homework. If a student is going to be absent for an extended period of time, parents should pick up and complete a Student Absence form from the office. The form will list homework that the student can be working on while gone.

If a student arrives late or must leave during the school day, the student must check in at the office before going to the classroom or before leaving the school. Every five tardy notices, **not necessitated by doctor or dental appointments**, or other school-approved reason, may result in an hour make-up time in Saturday School held on the first Saturday of each month starting at 8:20 a.m. (beginning in October). An additional twenty minutes will be assigned for each additional unexcused tardy beyond five. Missed Saturday School, when assigned, will result in in-school suspension, or other appropriate disciplinary action, in addition to another Saturday School assignment.

ANTI-BULLYING RULES

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that somebody is being bullied, we will report it to an adult at school and an adult at home.

ARRIVAL at SCHOOL and LEAVING SCHOOL DURING SCHOOL HOURS

- Arrival on school grounds **CHILDREN SHOULD NEVER ARRIVE AT SCHOOL BEFORE 8:00 A.M.** unless teacher requested. Supervision on the playground is not provided before that time and the facility is not staffed before 8:00 a.m. Your cooperation will be greatly appreciated in working with us to have no students on the grounds before 8:00 a.m. as we cannot assure the safety of any child dropped off before 8:00 a.m.
- Permission to Leave School during School Hours: A note requesting the child to leave the school grounds during school hours is required. Such note, signed by the parent, must state a time and a reason for the requested absence and must be taken to the office. The parent must come to the school office to pick up their child during school hours. Students are not allowed to leave the school grounds for lunch.

ATHLETIC GUIDELINES

Students in grades 5-8 receiving a grade point average of under 2.0, or receiving a failing grade in a class are not eligible to participate in extracurricular sports games for the first two weeks after report cards are issued. When the new quarter grades meet eligibility criteria, students may begin to participate in sports games. Game eligibility is determined on a weekly basis, and will be computed on Fridays of each week during the sport's season. Students receiving a Discipline Referral are not eligible to participate in the next sports game.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

State law requires: *A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend school each day.* If your child is going to be absent from school, please call the main school office (756-4560) before 10 a.m. of the day of the absence. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his/her parents.

BOARD OF TRUSTEES

The Cayuse Prairie School Board is composed of five members who are elected on a rotating basis for a three-year term of office.

- Agenda Items: Items for the Board agenda must be submitted to the principal or District Clerk in writing six days prior to the regularly scheduled meeting and must include a statement of any action requested from the board. Any informational letters for the board regarding that agenda item should be given to the clerk at that time. If you have letters regarding personnel, the letters should be given to the supt./principal. Letters regarding personnel matters that you would like given to the board should have a “cc: board members” under your signature. Letters without the enclosure directed to the board, will be regarded as directed only to the supt./principal for consideration.
- Election: The election for school board members is held on the first Tuesday after the first Monday in May. Levy elections are scheduled at the same time as the trustee election.
- Meetings: Regular school board meetings are scheduled for 7:00 p.m. on the third Tuesday of each month. Special meetings are scheduled as needed and are noticed in the “Daily Interlake”.
- Policy: Policy adoption and revision is an ongoing board process. A copy of the District’s Policy Manual is available in the school office.

Board Members: The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools.

Board members, as elected by residents of this district, are as follows:

Board Chair - Brad Cronk, **Board Vice-Chair** - Pam Skonord, **Board Members** - Bart Woods, Jason Rausch, and Allison Bailey.

School Calendar 2011-2012

First Day of School.....Aug. 24, 2011	Christmas Break.....Dec. 19, 2011 - Jan 2, 2012	Record-Keeping Day..Jun. 1, 2012
Labor Day.....Sept. 5, 2011	MLK Day.....Jan. 16, 2012	Last Day of School.....Jun. 6, 2012
MEA Days.....Oct. 20 & 21, 2011	President’s Day.....Feb. 20, 2012	Check Out.....Jun. 7, 2012
Parent/Teacher ConferencesNov. 2 & 9, 2011	Spring Break.....Mar. 26-30, 2012	
Thanksgiving Break.....Nov. 23-25, 2011	Memorial Day.....May 28, 2012	

Extra-curricular Physicals 5-8 Cost \$10 on August 29, 2011

School Hours

8:20.....School Begins	11:10.....K Lunch	12:30.....6-8 Lunch
10:00.....K, 3&4 Recess	11:35.....1-2 Lunch	2:00.....K-2 Recess
	12:10.....3-5 Lunch	3:20.....Dismissal

2:30 p.m. Bus Leaves on Early Dismissal Days (Wed.)

3:30 p.m. Bus Leaves on Regular Schedule

- Arrival on school grounds **CHILDREN SHOULD NEVER ARRIVE AT SCHOOL BEFORE 8:00 A.M.** unless teacher requested. Supervision on the playground is not provided before that time and the facility is not staffed before 8:00 a.m. Your cooperation will be greatly appreciated in working with us to have no students on the grounds before 8:00 a.m. as we cannot assure the safety of any child dropped off before 8:00 a.m.

CHILD CUSTODIAL AGREEMENTS The school district will honor any legally binding child custody agreement IF and ONLY IF the agreement has been filed with the school supt./principal in the school office. Please be sure the most current agreement and court orders are on file with the supt./principal.

COMMUNICABLE DISEASES/CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school office so that other students who may have been exposed to the disease can be alerted. These diseases include, but are not limited to :

Amebiasis	Diphtheria	Influenza	Mumps	Syphilis	Whooping Cough
Campylobacteriosis	Gastroenteritis	Lyme disease	Pinkeye	Scabies	
Chickenpox	Giardiasis	Malaria	Ringworm	Shigellosis	
Chlamydia	Hansen's Disease	Measles (Rubeola)	Rubella	Streptococcal disease, invasive	
Colorado Tick Fever	Hepatitis	Meningitis	Salmonellosis		

In addition, the district has a “nit free” policy. If students have head lice, they will be sent home unless they are “nit free”. (Board Policy #3417)

COMPLAINTS BY PARENTS/STUDENTS

Usually student or parent complaints or concerns can be addressed simply – by a phone call or a conference with the teacher or appropriate staff member. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy #3324 in the District’s policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and request for a conference should be sent to the supt./principal. Under some circumstances, if still unresolved, the matter may be referred to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. The office or the supt./principal can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board policy, #3314, available in the school office. (*Also see page 4, Board of Trustees, Agenda items*)

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher’s supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communications –e-mail—using District computers are not private and may be monitored by District Staff.
[For additional information see Board policy #3470.]

CONDUCT

Cayuse Prairie is an exemplar status school as recognized by the Montana Behavior Institute.

Montana Behavioral Initiative Belief Statements:
All students should be treated with dignity and respect
Students can and should be taught skills for success

Motivation and responsibility are encouraged through positive interactions
Misbehavior provides a teaching opportunity
Staff must work together to meet students' needs

Cayuse Prairie enacts an effective program by presenting proactive curricula of student behavior expectations, class meetings, classroom counseling activities, and positive behavior recognition such as "I See You Coupons") and an anti-bullying program.

CONSEQUENCES

Consequences follow a three level system.

Consequence Procedures

Level 1 Incident/Consequence

- ❖ Incident is observed by staff member
- ❖ Incident is immediately addressed by staff member from the menu of consequences
- ❖ Incident is documented by staff on the form provided
- ❖ Form is given to the classroom teacher of the bullying student
- ❖ If necessary, a phone call home or conference is facilitated by classroom teacher
 - Ongoing communication between reporting staff member and classroom teacher as needed

Any 3 incidents per student per 30 days moves to a Level 2 Incident

Level 2 or 3 Incident/Consequence

- ❖ Turned in to the administrator for disciplinary action
- ❖ Incident requires further action from administrator
 - Student will report to or be delivered to the office and wait for the Principal
- ❖ Principal or designee facilitates:
 - Conference
 - Detention
 - Suspension
 - Counseling referrals

Parents are responsible for replacement or repair costs of any damages caused by their child to the building, school materials, or school equipment.

Applicability of School Rules and Discipline

- While on the school bus, while on, or within sight of school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

Cayuse Prairie School Wide Expectations

Behavior	School Wide	Classroom	Hallways	Outside	Bathroom	Lunchroom	Assembly
Be Safe	-Keep hands, feet, and objects to yourself -Keep cell phones and electronics turned off -Electronics and personal items (toys, etc) may only be in your locker during school	-Move carefully in the classroom -Know the evacuation routes and meeting places -Handle all classroom materials properly	-Walk -Keep to the right -Avoid physical contact -Do not eat or drink in the hallway -Do not carry open drinks or food in the hallway	-Avoid inappropriate physical contact and rough play -Stay within the school grounds -Use equipment appropriately -Do not kick playground balls into a crowd -Stay on school property	-Flush toilet when finished -Wash hands with soap and water -Put all garbage in the garbage can	-Stay seated and raise your hand for assistance -Wait for permission to line up to purchase milk or food -Wait for permission to be dismissed -Keep hands, feet, and objects to yourself	-Carry chairs to and from the gym in an appropriate manner -Enter and exit the gym in an orderly way -odd number grades enter through left door -even number grades enter through right door
Be Respectful	-Treat others with respect, in person and within Cyber Space -Be careful with others' personal space and property -Use appropriate language -Comply with adult requests -Respect school district property and equipment	Speak politely to your teachers and classmates -Allow others to speak without interruption -Cooperate and work well with others	-Monitor your voice level to 0 or 1 in the hallways -Remove headgear (hats and hoods) when entering the building	-When the whistle is blown, stop playing and line up -Include others in activities -Return balls and equipment to other students carefully and gently	-Allow for the privacy of others -Use the bathroom and return to class promptly -Put used paper in garbage or toilet	-Make room for all students -Use proper voice levels -When lights are turned off, get quiet and listen for directions from a staff member -All food should be finished in the lunchroom	-Treat all speakers and performers with courtesy -Be quiet during presentations and performances -Keep your hands and feet to yourself and sit quietly
Be Responsible	-Be truthful -Own your behavior -Be a good role model -Report dangerous or inappropriate behavior to a staff member	-Be prepared for class with all materials -Arrive on time -Listen carefully and follow directions -Complete all assignments and turn them in on time -Check for missing assignments and complete them	-Get where you need to be in a timely manner -Keep our halls and your locker clean -Keep belongings put away in your locker or desk	-Consume food and drinks in lunchroom only (or classroom when allowed) -Enter building in an appropriate manner -Return equipment in good condition	-Sign out and back in from the classroom on the bathroom log -Keep our bathrooms neat and clean -Do not leave paper on the floors -Report any problems to a staff member	-Eat your own lunch -Keep food on tables -Do not toss or throw food or wrappings -Clean up the area around you on the table and the floor	-Keep food, drinks, and gum out of the gym -Sit in your designated area -Do not talk to your neighbor while the speaker is presenting

Level I Discipline Referral

Student:	General Misbehavior	Verbal bullying	Non-verbal bullying	Physical bullying	Menu of Consequences
Teacher/Grade:	Disrespectful actions	Gossiping	Dirty looks	Pushing	Verbal Warning
Date: Time:	Throwing objects	Spreading Rumors	Insulting gestures	Taking things from others	Student Problem Solving Plan
Location:	Running in hallways	Teasing	Burping	Shoving	Bench during recess
Reporting Staff:	Excessive noise in hallways	Insulting Remarks	Ignoring Someone	Making threatening gestures	Phone call home
Others Involved:	Classroom disruption	Calling Names	Excluding Someone	Hiding items from others	Teacher conference
For teacher use: 1 2 3	Rough Play				Alternative classroom

Cheating

When a student cheats, the paper receives a “0”, the student receives a Level 2 form, and must go to the office.

Students will call their parents to report the infraction.

Talking during a test is considered cheating.

*****Suspended students will be responsible for work missed.**

Weapons Violations will follow Board Policy # 3270, Gun Free Schools, and #3275. Weapons-Free Schools

Any student who is disruptive or uncooperative in a class may forfeit classroom privileges for the remainder of that class period or longer.

Level II Discipline Referral

Level Two Incident and Consequence Chart	General Misbehavior	Verbal Bullying (Including Cyber-Bullying)	Non-verbal Bullying	Physical Bullying	Menu of Consequences (may include, but not limited to):
And three (3) Incidents within 30 days per Student warrants A Level 2 Consequence	-Inappropriate language -Minor physical altercation -Insubordination	-E-mail slander -Posting slander in public -Insulting family -Harassing phone calls -Insults about personal attributes	-Damaging another's property -Playing mean tricks to embarrass another student -Stealing -Intimidation	-Threatening physical harm -Starting fights -Scratching or biting -Tripping a student or causing them to fall -Physical intimidation	-Detention -Saturday School -In school suspension -Individual behavior plan -Counseling referral

Level III Discipline Referral

Level Three Incident and Consequence Chart	General Incidents	Verbal Bullying	Non-verbal Bullying	Physical Bullying	Menu of Consequences
Breaking the Student Behavioral Contract results in a Level 3 Consequence	-Fighting -Drugs/weapons at school or on school property -Continued insubordination -Leaving school grounds without permission -Throwing dangerous objects -Falsely reporting fire Alarms, etc. -Accessing inappropriate internet sites	-Prolonged or repeated harassment -Enforcing total group exclusion against someone if they do not comply with demands	-Destroying property -Setting fires -Arranging public humiliation -Writing graffiti against anyone	-Making repeated or graphic threats -Extortion -Threatening to keep someone quiet -Physical cruelty -Repeated acts of violence -Assaulting with a weapon -Major physical assault	-In-school suspension -Out-of-school suspension -Counseling referral -Parent/principal meeting -Mini School Board meeting (supt/principal, counselor, at-risk coordinator, teacher, parent, student) -Contact law enforcement -Expulsion

CORPORAL PUNISHMENT

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense. (Board policy #3310)

COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family and emotional issues, or substance abuse. The counselor may also make available information about community resources to address those concerns. Students who wish to meet with the counselor should contact Annelies Pedersen. Annelies Pedersen is at the school on Monday, Wednesday and Friday. Her goal is to help students understand themselves so they can learn to make better decisions about their lives.

DANCE POLICY

For all 7th & 8th grade school sponsored dances, the person in charge of planning the dance must fill out a required dance request form and turn it into the office AT LEAST ONE WEEK before the dance is to be held. Approval must be received from the administration for the date of the dance and type of dance pending confirmation of chaperones.

Parents may also sponsor dances. Reservations should be made with the Facility Coordinator, Linda Benson, for use of the school facilities at least one week before the event is planned. The parent sponsoring the dance is responsible for submitting a timely dance request form to the principal, and is responsible for all student behavior and is financially responsible for any damage that may occur on the premises.

DISTRIBUTION OF MATERIAL

School Materials: School publications distributed to students include yearly and monthly calendars and a weekly "Mustang Messenger". All school publications are under the supervision of a teacher or activity sponsor and the supt./principal. Publications will also be posted on the school web site.

Non-School Materials: Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the school administration.

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Student clothing is a responsibility of the parent, who is urged to exercise good judgment in seeing that students are dressed appropriately for school. No clothing should be worn that may distract other students or otherwise interfere with the educational process or classroom discipline. If spandex shorts or pants are worn, they must have other shorts or skirts over the top. Students will not be allowed to wear clothes with holes, short shorts, exposed midriff, or exposed undergarments, or clothing that promotes illegal substances, alcohol, tobacco, or violent acts. Shorts are allowed from April 1st through November 1st. Shorts and skirts may not be shorter than three inches above the knee. Because hats often become a distraction to the educational process, students will not wear hats in the building. Appropriate seasonal footwear is required at all times. Students should dress warm to be outside during cold weather. PLEASE LABEL OUTSIDE CLOTHING with your student's name. **A dress policy for students traveling to other schools has also been adopted. [Policy #3224 & 3224]**

The superintendent, in connection with the sponsor or coach, or other persons in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in that activity. Such regulation must be reasonable, substantially related to an important objective of the extracurricular activity, and considerate of the individual financial burden on students.

If the dress code policy is not followed the following actions will be taken:

First Infraction – a “Uniform Slip” will be sent home with the student explaining the violations, which is to be signed by the parent and returned to the homeroom teacher the next day. If the slip is not returned, a phone call will be placed to the parent. If warranted, the student will be provided with an appropriate school shirt or pants for the day.

Second Infraction – The student will call his/her parent at home or work and ask them to bring the appropriate clothes to school.

Third Infraction – The student will call his/her parent at home or work and ask them to bring the appropriate clothes to school. Students in grades K-3 will lose a recess and students in grades 4-8 will get Saturday School.

If the student’s dress or grooming violates the provision of this procedure or policy # 3224, the teacher or superintendent shall request the student to make appropriate corrections. If the student refuses, the superintendent shall notify the parents and request that the parent and the student make the appropriate necessary corrections. If both the student and the parent refuse, the superintendent shall take appropriate action including suspension if circumstance so warrant. Refer to Board policy #3224 and #3224P for specific information.

DRUG and TOBACCO POLICY

The use of and the unlawful possession of illicit drugs, alcohol, and tobacco is wrong and harmful. Therefore, a complete standard of conduct and a statement of disciplinary sanctions are listed. In addition, the school counselor has a listing of drug and counseling materials which are available upon request.

Students’ Chemical Policy and Procedure

It is the intent of the Board of Trustees of District #10 to keep the school free from illicit drugs, tobacco, alcohol or other intoxicants and to provide students with an educational program which is preventative in nature and is designed to help students who are having problems related to drugs and/or alcohol. School District #10 recognizes that chemical dependency is a treatable, primary disease. It is a family disease which affects all age groups and which is progressive if not arrested. School District #10 is concerned about chemical use and abuse because it interferes with school behavior and student learning processes, both in the formal school setting and also in extracurricular activities.

Health problems for youth are primarily the responsibility of the home. However, community and school share in the responsibility because chemical problems interfere with behavior, learning, and the fullest possible development of each student. The school district, wishing to intervene in the disease process, will have personnel contact the students manifesting signs of inappropriate behavior and make an effort to both educate and assist them.

The supt/principal is charged with the responsibility of insuring that a relevant, ongoing educational program focusing on Drugs and Alcohol use, abuse and prevention is being offered in the school. The program may be included as part of any curriculum subject.

Standard of Conduct

- A. The use, possession, and distribution of illicit drugs or other controlled substances, alcohol, and tobacco are wrong and harmful.
- B. It is prohibited and illegal for any student to possess, use, or distribute illicit drugs, tobacco, or alcohol on school premises or as any part of its activities.
- C. Compliance with the Standard of Conduct is mandatory by all students.

Discipline Sanctions and Procedure Involving Illegal Use/Possession of Drugs, Tobacco, Alcohol, or Other Controlled Substances

Any student who is found to be in possession or under the influence of illegal drugs, tobacco, alcohol or other controlled substances at school or school activities will be dealt with in the following manner:

1. The student, his/her parents, and the law enforcement agencies shall be informed of the offense as soon as possible once an infraction has taken place.
2. School officials shall suspend the student. The District Core Team (supt/principal, counselor, at-risk coordinator, homeroom teacher) will develop a recommendation of the Student Assistance Program appropriate to the age level of the child. The student is excluded from attending all extra-curricular activities during the term of suspension.
3. Re-admittance as a student at District #10 will be contingent upon: The student scheduling classes with a Student Assistance Program such as the Flathead Valley Chemical Dependency Center or Adolescent Alcohol Drug Service or a program designated by the District Core Team. The cost of the program will be the responsibility of the parents. Failure to enroll and complete the chemical dependency program will result in a recommendation to the Board of Trustees for immediate expulsion. The time line for the program will be approved by the School District Core Team. In addition to the required student participation in a Student Assistance Program, the student may be required to attend supplemental counseling sessions at District #10. The length of those sessions will be determined by the school counselor.
4. At the District Core Team's discretion, the student may be removed from extra-curricular activities.
5. A repeat violation will result in a recommendation to the Board for expulsion.
6. The policy on use or possession of drugs, tobacco, alcohol, or other controlled substances covers all school functions on school premises at any time of day or night. Also covered are trips taken by School District #10 students when they are under school sponsorship, whether on a bus or in private or public transportation.
7. Any students who make a self-referral will be referred to the counselor and/or principal for his/her recommendation.

Procedure Involving Selling or Providing Drugs, Tobacco, Alcohol, or Other Controlled Substances

Students who are found to be selling or providing drugs, tobacco, alcohol or other controlled substances will be dealt with in the following manner:

1. The student, his/her parent, and law enforcement agencies shall be informed of the offense as soon as possible once the infraction has taken place. The student shall be suspended and recommended to the Board of Trustees for expulsion.
2. The District Core Team shall work with the legal authorities to assist the student and the parents in assessment of constructive alternatives for rehabilitation.
3. Any expelled student shall be re-admitted ONLY on the recommendation of the District Core Team and acceptance by the Board of Trustees.

IF EXCEPTIONS TO THE ABOVE ARE MADE, THEY SHALL BE MADE AT THE DISCRETION OF THE SCHOOL BOARD OF TRUSTEES WITH RECOMMENDATIONS FROM THE DISTRICT CORE TEAM.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Cayuse Prairie middle school students are involved with a Student Council (see p. 26). In addition, various student clubs may be organized in the fall of the school year. Please note: student clubs, performing groups, and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

Sports Physicals: Students participating in school sponsored extra-curricular sports will need to have an annual sports physical completed before participation, either at the beginning of the school year by a registered nurse for a cost of \$10, or by your family physician. A written statement from the physician must be turned into the office prior to starting practice.

Student/parent/coach contracts: For boys' and girls' basketball and for girls' volleyball there is an athletic contract which must be signed by the student, the parent, and the coach respectively. [Policy #3340-f] **A dress policy for students traveling to other schools has also been adopted. [Policy #3224 & 3224]**

Medical Release: Students who are involved in extracurricular sports must have a current Emergency Medical Information form in the office.

Athletic Guidelines:

1. No more than four (4) related activities, including practices & games, per week excluding tournaments and pre-season games.
2. Complete game schedule will be set up at the start of each season. Practice schedules will be given weekly.
3. All teams will have the opportunity to practice weekly.
4. When attainable, a minimum of ten games, and a maximum of 20 games will be scheduled for basketball teams per season. When possible, a minimum of five games and a maximum of 10 games will be scheduled for volleyball team per season, excluding tournaments.
5. Attitude, effort, team play, sportsmanship, ability, and attendance at practice will determine playing time for the regular season.
6. Supervision will be provided in all areas, including locker rooms.
7. Holiday practice is non-mandatory.
8. Practices should begin and end on schedule as advertised to parents.
9. Keep the team size to 14 or less for any one team.
10. Practice should be kept to 1 to 1.5 hours for grades 5 and 6, and to 1.5 to 2 hours for grades 7 and 8.
11. Maximum number of 2 post-season tournaments is allowed per team.
12. Players must maintain a GPA of at least a 2.0 without a failing grade for each grading period in order to participate. (Please see Grading/Report Card p. 15).
13. The coach will be at all team functions or provide a competent substitute.
14. In order to participate in a game, students must be in attendance for the full day unless excused by the administration.
15. If the student is in detention during the school day for which a game or practice is scheduled, he/she will not play in a game or a practice that day.
16. At the discretion of the coach, tournament teams will be formed to best represent the school.
17. Parents are expected to model respectful, responsible sportsmanlike conduct at all practices and games.

Sports Offered: In addition to the regular P.E. classes, the following extracurricular athletic programs are offered: 7&8 football through Evergreen or Kalispell Middle School, basketball, both boys & girls grades 5-8; volleyball, 7&8 girls; cross-country, boys & girls K-8.

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep
- Class art fee (for Christmas, Mother's day, Father's day, etc. projects)
- Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities
- Personal physical education and athletic equipment and apparel
- Voluntarily purchased student accident insurance
- Musical instrument rental and purchase of method books
- Costs for athletic uniforms lost or damaged
- Personal apparel used in extracurricular activities that becomes the property of the student
- Fees for lost, damaged or over due library books
- Summer school courses
- Cooking and sewing class fees

Scholarships may be available for the above fees. If a family is in need they should contact the school counselor, the coach, or the classroom teacher.

Fundraisers: All class, club, or adult-sponsored fundraisers at the school must be approved by the supt/principal.

GRADING/REPORT CARDS

Grading Periods: All students receive report cards at the end of each quarter. Parent/Teacher conferences are scheduled at the end of the first quarter and report cards are given to parents during the scheduled conference. All students in grades 5-8 also receive a mid-term report. Dates for reports for the coming year are:

Report Cards Out:	1. Parent/Teacher Conferences, Nov. 2 & 9, 2011	2. January 26, 2012	3. April 5, 2012	4. June 9, 2012
Midterms Out:	1. September 29, 2011	2. December 8, 2011	3. March 1, 2012	4. May 10, 2012

Grade Point Average: The following point values are assigned to letter grades. Total points are then added and divided by the number of credits to arrive at a grade point average. One full credit is earned for each core class (Math, Science, Language, Social Studies, Literature, Montana History); Block classes (Art, Health, First Aid/CPR, Distance Learning, Computer/Keyboarding, Cooking, Sewing, Behavior Science, Drama, Study Skills) earn .5 credits; PE and Music earn .25 credits per quarter. All classes count towards the grade point average. Students in grades 5-8 receiving a grade point average of under 2.0, or receiving a failing grade in a class are not eligible to participate in extracurricular sports games for the first two weeks after report cards are issued. When the new quarter grades meet eligibility criteria, students may begin to participate in sports games. Game eligibility is determined on a weekly basis, and will be computed on Fridays of each week during the sport's season. Students receiving a Discipline Referral are not eligible to participate in the next sports game.

A, A- = 4 points B+, B, B- = 3 points C+, C, C- = 2 points D+, D, D- = 1 point F = 0 points

GRADUATION/5-8 Advancement

Students in grades 5 through 8 must successfully complete 75% of their core classes (Math, Language, Social Studies, Science, Montana History, and Literature) and 75% of all other classes with passing grades (D- or better) in order to be advanced to the next grade level. Students at the 8th grade level not earning 75% or better passing grades in their core classes and 75% of all other classes will not graduate from Cayuse Prairie School. Students who do not graduate but are "placed" in the ninth grade are not allowed to participate in the 8th grade end-of-the year activities and will not participate in graduation.

HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adoption of a classroom experience, and should not be assigned for disciplinary purposes.

Late assignments: In grades 5-8, any assignment which is late receives a grade penalty. 1 day late = 25% reduction; 2 through 10 days late = 50% reduction of grade.

Fifth and sixth grade students with CRT math scores not at the Proficient or Advanced level are assigned to Math Lab first period if homework is not completed. Band members are excused from Math Lab attendance on band instruction days.

Students in grades 7-8 who have more than three missing assignments, or a failing grade on an assignment or test, will have mandatory study hall the last period of the day until released by their classroom teacher. Furthermore, teachers may assign students to study hall at their discretion.

IAT (At Risk)

The Intervention Assistance Team program consists of a pre-referral team for students who are struggling academically or socially. A team of professionals, along with parent input, recommends placement in other programs and/or develops a separate plan for the student. Ms. Brown is the At-Risk coordinator.

IMMUNIZATION

All student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, tetanus, acellular pertussis (DTP/DT/DTaP/Td) polio, & measles, mumps & rubella (MMR). Haemophilus influenza type B is required for students under age five (5). Students must have a tetanus (Td) shot before entering grade 7.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for that student

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the parent stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

[For further information, see Policy #3413]

KINDERGARTEN

Kindergarten at Cayuse Prairie is an all day program. All kindergarten students must have a completed immunization record before starting school.

LAW ENFORCEMENT

Questioning of Students: When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- Unless the interviewer raises what the principal considers to be a valid objection, the principal will be present during the interview.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody: State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.

- To comply with the laws of arrest.
- By law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. (Board Policy #2441-2441P)

The principal will immediately attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

LIBRARY

The Cayuse Prairie library is available to students and classes for study, research, and pleasure. Two library books may be borrowed for two weeks and then must be returned or renewed. Consequences of Overdue Materials: The cost of overdue books is \$.05/day from the first day overdue until the return date. Once a fine exceeds \$1.00, students are not allowed to check out additional materials until they have returned, renewed, or paid for overdue items. Damaged or lost materials and books will be assessed as to repair or replacement costs. Students in grades K-2 are not charged for overdue books but are charged for lost and damaged materials.

LUNCH/MILK

Cayuse Prairie does not have a hot lunch program. A microwave is available for student use in grades 3-8. Students eating K-2 lunch are not allowed to use the microwaves. Two types of peanut butter and jelly sandwiches are offered for purchase if a student forgets their lunch. The price is \$1.00/sandwich. Milk tickets will be sold before school. Milk tickets are available as a 10 punch card for \$1.00 or a 20 punch card for \$2.00. A single milk may be purchased for \$.10 at the lunch line. NO charging for milk, please. If a student does not drink milk or water with his lunch, then the parent should send a suitable drink for his/her student's lunch. A juice machine is housed in the front foyer of the new gym. Students may purchase a juice from the juice machine for lunch. Soft drink machines are to only be used after school hours or by special permission.

P&F parents are presently offering a lunch two days a week on Tuesday and Thursday. Lunch sign-up forms are on the Mustang Messenger which goes home to parents each Thursday in the Thursday Envelopes. Lunch forms need to be returned by Monday to ensure that students are on the lunch list.

MEDICINE AT SCHOOL

Medications are rarely necessary for pupils during the school day. If medications are needed, they will be administered through the office (or the Learning Resource Center when appropriate), following communication between the parent and an office staff member. Any medication needed at school must be brought to the office in a labeled container with the student's name and recommended dosage on the label. Written permission from the doctor and parent for a staff member to administer the recommended dosage must be on file.

Students will not be administered any non-prescription medication (aspirin, Tylenol, etc.) for routine aches and pains. Topical antiseptics will not be used. Wounds will be cleaned with water only.

OUT-OF-DISTRICT STUDENTS

Out-of-district students must file a student attendance agreement with the district each year for acceptance as an out-of-district student. No students expelled from another district or requiring the hiring of additional staff may be accepted (board policy #3141) without board consent. Acceptance will be based on Board action determined by the current board policy for enrollment of out-of-district students. There is presently no tuition for out-of-district students.

PARENT PERMISSION SLIPS

- **Bike Riding/Walking** – Parents can sign a permission form for their student to ride a bike and/or to walk to and from school. Parents should consider the high traffic situation on Lake Blaine Road and their child's age before giving permission.
- **Field Trips** – Parents can sign a blanket field trip permission slip for their student.
- **Extra-Curricular Sports** – Parents must give permission for their student to participate in any extra-curricular sport. Specific permission forms and contracts are necessary for student participation in football, basketball and volleyball. Cayuse Prairie students who attend games but who are not on the team are not the responsibility of the coach.
 - **Transportation:** Any student who is riding the bus to a bus stop other than his/her own **MUST** have a signed and dated parent permission slip. The parent needs to send a note to school or call the school if a student is to be picked up by anyone other than the parent. A written note can be sent to the office if the same person or persons have continual permission to pick up a student. (i.e. if a student has permission to ride to football practice after school with one or two parents, one general note to the office will suffice.) Parents are responsible for their children at the conclusion of all sporting events. Students left unattended at the conclusion of the event may be excluded from future participation.

PHYSICALS/HEALTH EXAMS

A yearly physical is required before participating in any extra-curricular sport. Physicals are given at school for a nominal charge by the Family Health Clinic. Medical Forms are available and a sports' physical can also be done by your family doctor if you prefer.

In the fall, the school does a vision screening for all students and hearing exams are given to students in K, 1, and all new students. Hearing exams are also provided with parent or teacher referrals.

PROMOTION AND RETENTION

District #10's School Board has adopted a retention policy. The policy allows parents to override one time the school's decision that a student needs to be retained. The second year that any teacher recommends that same student be retained, the retention will be enacted. A complete copy of policy #2421 is available in the office.

PROTECTION OF STUDENT RIGHTS

No student will be required to participate without parental consent in any survey, analysis, or evaluation – funded in whole or in part by the U.S. Department of Education – that concerns:

- .. Political affiliations.
- .. Mental and psychological problems potentially embarrassing to the student or family.
- .. Sexual behavior and attitudes.
- .. Illegal, antisocial, self-incriminating, and demeaning behavior.
- .. Criticism of other individuals with whom the student or the student's family has a close family relationship.

(Board Policy #3200)

RELEASE OF STUDENTS FROM SCHOOL

A note requesting that a child leave the school grounds during school hours is required. Such a note, signed by the parent, must state a time and a reason for the requested absence and must be taken to the office. The parent must come to the office to pick up their child during school hours. Students are not allowed to leave the school grounds for lunch.

SAFETY

Accident Prevention

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in the handbook, as well as any additional rules for behavior and safety set by the principal, teachers, staff, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

SAFETY

Playground Rules

General Rules for all Students

1. Immediately follow directions given by the duty person
2. Play safely
3. Respect others. Keep hands, feet, & objects to yourself
4. Use equipment responsibly.
5. Stay in the assigned area
6. Decide rules prior to any game.
7. Be on time to join in any game (ex: 4-square, soccer, football)

Consequences for Infractions of Playground Rules

- * Verbal reprimand
- * Redirection (duty person will have the child do it the right way - read the rule then have the student model the rule correctly.)
- * Time out against the wall for one minute/time out for five minutes/run laps
- * Have the child stay with playground supervisor for one or two minutes
- * Have the child write out a description of the misbehavior and sign it.
(Behavior Improvement Form)

- 8. Rocks, snowballs, etc. stay on the ground.
- 9. Foods are not to be eaten on the playground

- * Use Level 1 Discipline Referral
- * Incident Report
- * Communicate with Administrator/other staff

GOAL: The playground at Cayuse Prairie will be a safe, enjoyable environment where we treat others with courtesy and respect.

Specific Rules for Use of Playground Equipment

1. *Slide*

- a. One at a time
hands
- b. Always sit
- d. Stay on your side on the double slides

3. *Wooden Cabin South Playground*

- a. Safely stay off sides and roof

Wooden Cabin North Playground

- a.. For shelter use only. Stay on ground

5. *Swings*

- a. One person only on each swing
- b. Sit in swings properly
- c. Swing forward and backward ONLY
- d. Stay in swing while swing is in motion
- e. Push ONLY from the back (under-ducks are unsafe)

8. *Climbing Wall*

- a. Face the wall
- b. One at a time, take turns
- c. Climb on sides only

9. *Ladder Bars*

- a. Use ladder to cross hand-to-hand only
(*crawling or walking across top is unsafe*)
- b. Drop feet first only
All students must cross ladder bars in same direction

11. *Jump Ropes*

- a. Use for jumping only
- b. Jump where it will not interfere with another student

13. *Tetherball*

- a. Hit the ball with hands only
- b. Know and follow the rules before the game starts

2. *Merry-go-round*

- a. ALWAYS hold on with one or both
- c. Jumping up and down on the merry-go-round could break it
- d. Push safely- Keep arms, legs, hands on the merry-go-round

4. *Fireman's Pole*

- a. Hold pole with both hands and legs
- b. Take turns

6. *Zipper*

- a. When others are waiting, dismount after taking a turn going one way

7. *Four Square*

- a. Know and follow the rules

10. *Basketball Courts*

- a. Play basketball only
- b. **ALL** may play
- c. Decide rules prior to starting

12. *Winter Safety Rules*

- a. Snow sculptures encouraged
- b. Respect other student's snow structures
(*if you build a snow structure, you dismantle it – no one else*)
- c. Snow stays on the ground
- d. When sliding on a hill – 1 person per track, sitting only

Take turns on all playground equipment and always stand back until it is your turn so other students have a clear playing area.

One of the most important lessons education can teach is self-discipline. While it does not appear as a subject, it underlies the whole education structure. It is the training that develops self-control, character, orderliness, and efficiency. In a school environment, rules exist to protect the rights of all students and to provide an atmosphere conducive to learning. With an understanding of the purpose and need of proper conduct in a school, students who fail to follow rules and who create a negative environment for learning which affects others will be subject to a series of disciplinary actions which could lead to eventual suspension and/or expulsion from school.

Accident Insurance

The District cannot pay for medical expenses associated with a student's injury. A state sponsored insurance program is Healthy Montana Kids (HMT). Check with the Flathead County Health Department or by calling 1-800-421-6667 for more information regarding your child's health and programs that may be available.

Drills: Fire, Tornado, and Other Emergencies

At least eight (8) emergency drills, four of which are fire drills, will be the minimum conducted yearly, to prepare students and staff for evacuation from school facilities in an emergency. The Creston Fire Department does a timed evacuation of the school and presents a program on fire safety for the students at least once a year. Students also practice earthquake, bus evacuation, lock down, and Shelter in Place drills.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.) Please contact the office to update any information.

Emergency School-Closing Information

Cayuse Prairie has updated the Emergency Procedure Manual that is designated to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, bus, or by transportation provided by parents.

It is impossible to foresee all the potential emergencies, but we have recognized the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the "normal" way of doing things. It will cause inconvenience to all of us. The responsibilities are shared by us as school administrators and staff and by you as parents.

IN MOST EMERGENCIES YOUR CHILD/CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL. IN THE RARE EVENT OF AN EMERGENCY AFFECTING THE SCHOOL WHICH WOULD PROHIBIT RE-ENTRY TO THE BUILDING (broken gas or water main, a fire, a sudden loss of utilities in bad weather, violence, or an intruder), STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO ONE OF THE SCHOOL'S ALTERNATE SITES.

We ask you to follow this procedure if you hear rumors of any school emergency:

1. **TURN ON YOUR RADIO OR TELEVISION.** We will keep the media accurately informed of any emergency.
2. **PLEASE, DO NOT COME TO THE SCHOOL.** Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:
 - a. If for any reason "school" must be evacuated during regular school hours, your child will be taken to and cared for at an alternative site.
 - b. Stay tuned to the radio and television stations for updated, accurate reports and information provided by the school district administration about when and where to pick up your child.

- c. PLEASE, keep the school phone lines open for emergency and disaster service agencies
- d. Check your phone for possible messages from Alert Now, phone messaging system.

SATURDAY SCHOOL

Saturday school will be held as needed on the first Saturday of each month beginning in October. Saturday School will be start at 8:20 a.m., and will be staffed by a certified teacher . Service projects for the school facility as well as study time may be included. Students who are assigned Saturday School should bring their school work and a book to read. Students without assigned work may be assigned reading or a learning activity at the teacher’s discretion. Any student who misses an assigned Saturday school time, and was not excused by the supt/principal, will serve in-school suspension in addition to serving Saturday school on the next assigned date. Students who disrupt or are uncooperative will be referred for further consequences.

SCHEDULES

Early Out Schedule: School is dismissed at 2:20 and buses leave at 2:30 p.m. every Wednesday. Teachers are in workshops every Wednesday after school from 2:35 until 4 p.m.

School Hours

8:20.....School Begins	11:10.....K Lunch	12:30.....6-8 Lunch
10:00.....K, 3&4 Recess	11:35.....1-2 Lunch	2:00.....K-2 Recess
	12:10.....3-5 Lunch	3:20.....Dismissal

2:30 p.m. Bus Leaves on Early Dismissal Days (Wed.)

3:30 p.m. Bus Leaves on Regular Schedule

SCHOOL ENVIRONMENT

Telephone: The use of the telephone by students is discouraged as we maintain the phone for school business. Students **will not** be allowed to use the telephone during the school day unless they have a phone pass from their teacher. This includes telephone use after school which is ALSO only with a phone pass from the teacher. If a student wants to go home with another student after school, THAT SHOULD BE ARRANGED THE NIGHT BEFORE WITH PARENTS AND A NOTE SHOULD BE SENT TO SCHOOL WITH ONE OF THE STUDENTS GIVING HIM/HER PERMISSION TO RIDE THE BUS HOME WITH THE OTHER STUDENT.

CELL PHONES ARE NOT ALLOWED TO BE USED WITHOUT PERMISSION. Board Policy # 3630

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only with permission from the Superintendent or designated representative. Otherwise, at no time may the devices be used.

Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school employees. Confiscated devices will be turned in to the Superintendent or designated representative and returned only to the parent or guardian of the offending student. Repeated violations of this policy will result in disciplinary action.

Asbestos/Radon: The District #10 School Board has had the school checked for asbestos and has followed federal program guidelines for public buildings. The only example of asbestos in the school is non-friable tiles in a bathroom area which is maintained by the custodial staff as required. The program manager for the continuing asbestos abatement program is the supt/principal. The school has had the building checked for radon gas and the level was well below federal guidelines.

Water Quality/Lead: As a public water supplier, District #10 has monthly water samples tested to determine that the water is always safe for drinking. In compliance with the new EPA standards we must notify all consumers there is a potential for lead being in the water supply. Cayuse Prairie complies with other federal water testing regulations for volatile chemicals and the water continues to be rated as suitable for drinking.

Notices and Bulletins: It is a policy of the district to keep parents as well informed of school activities as possible. The school publishes a monthly calendar of school events and also publishes a weekly messenger which is sent home with all students. The parent volunteers are aiding in consolidating the flow of information to students by sending information envelopes home with all students every Thursday. Please help by signing your student's envelope when it arrives home and returning it to school each Friday. We also are posting the weekly messenger on the school's website (www.cayuseprairie.com). Thank You.

SCHOOL USE:

District #10 has a School Use Policy available in the school office. The school can be used for student meetings such as Scouts, 4-H, or Rotary ball practices. The school is also available for community/parent usage. Our insurance requires that any organization using the premises provide a certificate of insurance prior to usage of the school facility and those individuals renting the facility for receptions, etc. provide a copy of their home owner's policy.

Anyone requesting use of the facility needs to make that request at least one week prior to the date needed and needs to see that any fees due for either use or deposit have been paid. There is a \$50 deposit for chair and table use that may be waived after return of cleaned equipment, and a \$40/day fee for use of the facility that is refundable when the facility is inspected for wear and cleanliness. The request along with the necessary insurance forms or payments for rental (**may be waived** for in-district residents) should be directed to the Facility Coordinator, Linda Benson. AT ALL TIMES school activities and related activities take precedence for facility scheduling. Anyone using the facility does so with full financial responsibility for any damages that might occur to the premises. It is illegal to use, distribute, or possess any drugs, any weapons, any alcohol, any tobacco, or any controlled substances on school premises.

Roller blades, roller shoes, skateboards, or unauthorized motor vehicles are not allowed on school grounds. This includes the recreational field area east of Cayuse Lane.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Students' Lockers: desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Anyone using a lock must have a combination lock registered in the office. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random; in accordance with law and District policy (Policy #3232). The parent will be notified if any prohibited items are found in the student's desk or locker.

Vehicles on Campus: Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the vehicle's owner. The owner of a vehicle has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others. *Students are not allowed to drive any motorized vehicles on school grounds including the recreational site east of Cayuse Lane.*

Drug Detection Dogs: The supt./principal may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

SEXUAL HARASSMENT/SEXUAL DISCRIMINATION

The Cayuse Prairie School Board is committed to a positive and productive working and learning environment free from discrimination. (Policy #3225) The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student and finds such behavior just cause for disciplinary action.

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, supt./principal, or Annelies Pedersen, who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal, written, or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by oral or written word, picture, gesture, or any other sexual conduct, including request for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by other student(s) when the allegations are not minor, and will notify parents of involved students of any substantiated incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent to any staff member and/or the Title IX Coordinator or the supt./principal. This is considered a Level I informal meeting and should be scheduled and held as soon as possible. The parent or other advisor may accompany the student throughout the complaint process. If the complaint is not resolved at Level I, the student and/or parent may submit a written Grievance Filing Form. The Level II written grievance must be filed with the Title IX coordinator within 60 days of the event or incident.

The Title IX coordinator has authority to investigate all written grievances. If possible the coordinator will resolve the grievance. If the parties cannot agree on a resolution, the Coordinator will prepare a written report of the investigation and file the report with the principal within thirty (30) days after receipt of the written grievance. If the supt./principal agrees with the recommendation of the coordinator, the recommendations will be implemented. If the supt./principal rejects the recommendation of the coordinator, and /or either party is not satisfied with the recommendations from Level II, either party or the principal may make written appeal within fourteen (14) day of receiving the report of the coordinator, to the Board of Trustees. Following the receipt of the appeal, the matter shall be placed on the agenda of the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the school office. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. For more information about the District's complaint procedure, see Policy #3225.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students (Betsy Gibson), for Title I students (Barb Adams), and for students with disabilities (Barb Adams). The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. Music is presented under the supervision of Mark Peters. Band instruments are the responsibility of the parent to buy or rent. Our school employs a speech clinician through the Special Education Co-op to help any student who may have need of services. A screening for problems is conducted at the beginning of the school year to identify students who may need help. Students may also be referred by teacher, parents, or other interested personnel. Pre-school students may also receive speech services. A student or parent with questions about these programs should contact the Superintendent/Principal.

STAFF ORGANIZATION:

Administration: Superintendent/Principal Rick Nadeau

Office: Heather Mumby – District Clerk

Linda Benson – Superintendent’s Secretary & General Office

Certified Staff:

Amanda Rasmussen - Kindergarten

Jennifer Leishman – Kindergarten

Jan Madison - First Grade

Tommi Jo Thornburg - Second Grade

Teresa Emmert – Second Grade

Shannon Limberis – Third Grade

Lori Woods - Fourth Grade

Keith Meehan - Fifth Grade

Betsy Gibson – Sixth Grade & G/T

Jason Christy – Middle School

Jennie Brown – Middle School

John Wehrman – Middle School/Tech

Specialists:

Anneleis Pedersen – Counselor

Mark Peters – Music

Chris Finberg - P.E. Specialist

John Rodwick – Special Ed Co-op Psychologist

Linda Howard – Librarian

Barb Adams – Spec. Ed./Title Director

Laurie Lutgen – Special Education

Julie Crandall – Special Ed Co-op Speech

Classified:

Special Education Aides: Debbie Kauffman, Kerri Weigum

Teacher’s Aide: Julie Weyers (1st grade)

Title I Aides: Michelle Cronk, Sherry Stockham

Janitorial Staff: Peggy Goulet, James Francis

Bus Drivers: Dan Kauffman, Debbie Kauffman, Ken Marvin

STAFF QUALIFICATIONS

Parents may request the following information regarding your student's classroom teacher(s) if you wish. If you request the information, the district will provide it in a timely manner. We will list the teacher's endorsements and explain what those endorsements mean.

Information that you may request regarding your child's classroom teacher:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
- Whether the teacher is teaching under an emergency or other provisional status through which state qualifications of licensing criteria have been waived,
- The baccalaureate degree major of the teacher and any other graduate certification or degrees,
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

If you would like to request this information concerning your student's classroom teacher(s), please submit your request in writing to District #10's supt./principal. In that request list your student's full name, the grade he/she is in, and the address to where the response can be mailed. This information is listed for parents under the guidelines of the federal *No Child Left Behind Act of 2001*.

STUDENT COUNCIL

Student Council officers and classroom representative (grades 5-8) are elected annually in the fall.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or transfers to a high school. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating those rights.

The supt/principal is custodian of all records for currently enrolled students and for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District: cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities; as well as their attorneys and consultants, who are:

Working with the student,

- ✓ Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individual program for a student with disabilities under 504;
- ✓ Compiling statistical data; or
- ✓ Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained for school law enforcement officials for purposes other than school discipline do not have to be made available to the parent or children.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that the contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records. Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of 15 cents per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change; the parent can contact the school office to indicate his or her desire to change the original request. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attendance.

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired. Since this District is an elementary school only, when a special education student has graduated from 8th grade a copy of his or her records will be sent to the school in which he enrolls as a 9th grade student.

Child Custodial Agreement: The school district will honor any legally binding child custody agreement IF and ONLY IF the agreement has been filed with the school supt./principal in the school office. Please be sure the most current agreement and court orders are on file with the supt./principal.

SUMMER SCHOOL

District summer school is scheduled only for students with an IEP who have an extended school year goal, and for Title I students when a Title I summer school is scheduled. Students without Title I services may attend the Title I summer School at parent's expense if space is available. Private summer school classes are sometimes offered at the school; expenses are the parent's responsibility.

TEXTBOOKS

Board-approved textbooks are provided free of charge for each student or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

TRANSPORTATION

School Sponsored Activities: The school bus will be used for most extracurricular events and for field trips. Parents are invited to ride with the students.

Buses and Bus Rules: The District makes school bus transportation available to all students living in the district. This service is provided at no cost to students. Bus routes and any subsequent changes must be approved by the County Transportation Committee and will be posted at the school. Further information may be obtained by calling Dan or Debbie Kauffman, who are the bus contractors for the District.

Students are expected to assist District staff in ensuring the buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook at all times.

1. Obeying the driver is **MANDATORY**. Listen quietly and respectfully to instructions. Your safety and that of all the other students is your driver's responsibility. It is your responsibility to follow the safety rules.
2. Always be on time for your stop. The bus cannot wait for those who are tardy. Wait quietly on the side of the road away from oncoming traffic.
3. Upon boarding the bus, walk to your seat and quickly sit down. Under direction of the driver each student may be assigned to a seat and held responsible for that seat if necessary. Students in rear seats may be permitted to move forward to a second assigned seat for added comfort on the part of the route when student passenger load is lightened.
4. In the event that the bus driver does not assign seats, there will be no reserving of seats by students for other students.
5. Ask permission to change seats or to open windows. Please keep all body parts and all personal belongings inside the bus at all times. Do not throw things on the floor of the bus.
6. No animals of any kind are allowed on the bus. Large objects such as band instruments should be transported to and from school some other way.
7. Eating, drinking, gum chewing and smoking are not allowed on the school bus.
8. Deliberate damage to the bus will result in suspension of bus privileges. The student is responsible for any repairs necessary.
9. In cases of emergency, listen to your driver for instructions and follow them immediately.
- 10. Drivers will not discharge students at places other than their regular stops of home or school except with proper authorization from a parent or proper school employee. If a friend is to ride, a note from the friend's parent or school must be given to the driver. The note must be signed and dated by the parent or a school employee.**
11. Unnecessary conversation with the bus driver is prohibited.
12. Students should line up and wait **INSIDE** the fence for the bus after school.
- 13.** Follow the above rules and the trip will be pleasant for everyone. Remember, the driver can and will suspend a student for not being responsible and not obeying the rules. All of the other bus students' safety depends on you. Do your part, ride smart.

Consequences for Violation of Bus Rules:

First Offense: Student meets with driver and principal.

Second Offense: Student meets with driver, principal, and parent or guardian.

Third Offense: Suspension of bus privileges for 1 week.

Fourth Offense: Suspension of bus privileges for longer period of time up to entire school year.

Emergency evacuation drills will be scheduled with the students twice a year, once in the fall and once in January.

REMEMBER: Children must cross in front of the school bus!!!

After School: Students not riding the bus home that are being picked up by parents will all wait in the front courtyard until 3:30 p.m. After 3:30 p.m., parents must park their cars and come to the office to get their student. Bus and parent parking have been split to avoid congestion. Parents should NOT park in the back bus lot.

VISITORS

Parents and others are welcome to visit Cayuse Prairie School. For safety reasons all exterior doors except for the office wing are locked during school hours, so you will need to enter the building through the office wing and check in with Mrs. Benson, the school receptionist. You will be given a visitor badge and helped to locate your destination within the building. Children not enrolled in our school are not to visit school unless accompanied by a parent or prior arrangements have been made with the school office and the classroom teacher.

VOLUNTEERS

We invite those of you who have time, talents, or an interest, to become involved in your school. Duties that may be assigned will vary from teacher to teacher. If you have special talents that you can share with students, please talk to the Superintendent/Principal or your child's teacher. We ask that all volunteers fill out an information file in the office and that each volunteer check into the office and sign a volunteer sheet each time he/she is working in the building. Our P&F (Parents & Friends) group heads a very active parent volunteer group. Please contact them if you have time you would like to donate for school activities. First time employees and volunteers will be asked to complete a records background search to protect the safety and well being of students. The complete Board Policy #5122 concerning volunteers is available in the school office.

WEAPONS FREE SCHOOL

Under the provisions of policies #3270 and #3275 and in accordance with the provisions of the Gun Free Schools Act, 10 USC 3351, any student who brings a firearm onto school property, except with authorization from the principal, shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees. Any student who knowingly possesses, handles, transmits, or uses any knife, pocket knife or other object that reasonably could be considered a weapon or dangerous instrument, or is used in a manner which could cause bodily harm, in any school building or on any school premises, or on any school bus, or at any school-related activity, event or function, will be suspended from school and will be ordered to appear before the trustees for an expulsion hearing. The student, depending on the results of the trustees' hearing may be given an extension to the suspension or may be expelled. Law enforcement will be called for violation of the weapon free schools policies.

RECEIPT OF HANDBOOK

Dear Parents and Students,

We are requesting that all parents/guardians sign the following form and return it to the School District #10's main office. The form states that you have received a copy of the Parent/Student Handbook. It is the responsibility of parents and students to read the handbook.

In particular, we would like parents to note that in addition to regular information on school programs and procedure, the handbook includes specified information about the following:

- a. Athletic Policy (p
- b. Information concerning drug and alcohol counseling and rehabilitation or re-entry programs that are available to students.
- c. Standards of student conduct that prohibit the unlawful possession, use, or distribution of illicit drugs, tobacco, or alcohol by students on the school grounds or as any part of school activities. (pp 10 & 11) **COMPLIANCE WITH THE STANDARDS OF CONDUCT IS MANDATORY!!**
- d. Disciplinary sanctions regarding violation of Standards of Conduct for unlawful possession, use or distribution of illicit drugs, tobacco, or alcohol. (pp 10 & 11).
- e. Tardies (p
- f. Information concerning water quality and asbestos or radon in the school. (page 22)
- g. Disciplinary sanctions regarding violation of federal firearms control laws for schools and violation of the weapon free school policy. (pg. 30)
- h. Safety procedures which include visitor & parent office sign-ins, background checks for new employees and volunteers, drills for lock-downs, fire, bus, and earthquake. (pp 18-21 & 29-30)
- i. Directory Information concerning my student. (page 1)
- j. Teacher/Staff qualification questions. (page 27)

The Cayuse Prairie Board of Trustees regularly reviews School Board Policy; therefore, some of the policies listed in this handbook may be revised during the 2011-2012 school year.

REQUIRED TO RETURN – 1 FORM PER FAMILY
PLEASE SIGN AND RETURN THE FOLLOWING FORM BY OCTOBER 7, 2011.

I have received a copy of the School District #10 Parent/Student Handbook for the 2011-2012 school year.
It is my responsibility to read this handbook and to be certain that my child/children and I understand the information.
Questions may be directed to your child's teacher, the supt/principal, or to the Cayuse Prairie School Board.

Parent Signature: _____

Date Received by School District: _____