

**RECEIPT OF HANDBOOK This form will be sent home with your youngest student the first Thursday in school.**

**PLEASE SIGN AND RETURN THE FOLLOWING FORM BY....September 8, 2017! Thank you.**

I have received a copy of the **School District #10 Parent/Student Handbook** or have access to cayuseprairie.com to read it online for the 2017-2018 school year. It is my responsibility to read this handbook and to be certain that my child/children and I understand the information. **Initial here \_\_\_\_\_**

As the parent or guardian, I have read the **Internet Use Agreement** located in the handbook. I understand that this access is designed for educational purposes. I recognize it is impossible for District #10 to restrict access to all controversial materials and I will not hold the District or its employees responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct. **Initial here \_\_\_\_\_**

I have read the **School/Student/Parent Title I Compact**, which is located in the student handbook. **Initial here \_\_\_\_\_**

*Parent Signature:* \_\_\_\_\_ *Printed Name* \_\_\_\_\_

*Date Received by School District:* \_\_\_\_\_

For Students: I understand and will abide by the **Internet Use Agreement**, in the student handbook. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

In addition, I have read the **School/Student/Parent Title I Compact** located in the student handbook.

Student(s) User Signature: Return one form per family

*Student and grade level* \_\_\_\_\_ *Student and grade level* \_\_\_\_\_

*Student and grade level* \_\_\_\_\_ *Student and grade level* \_\_\_\_\_

*Student and grade level* \_\_\_\_\_ *Student and grade level* \_\_\_\_\_

At times Cayuse Prairie School will share information about students to different forms of media: school newsletters and yearbook, school web pages, local newspapers, & local TV stations. Examples for such sharing may be team photos, honor roll, student artwork or literature. If you don't want your child included in these publications please submit a letter to the superintendent stating so by the end of the 2nd week of school.

**Email Communication:** The Family Education Rights & Privacy Act (FERPA) prohibit teachers from discussing student issues, even with parents, via email, without permission from the parents or guardian. Many parents and teachers find email an efficient means of communication. In addition, newsletters and other mailings save money when sent electronically.

**Please put your email address(es) below, to authorize electronic communication:**

**Guardian/Mother's Email:** \_\_\_\_\_ **Guardian/Father' Email:** \_\_\_\_\_

## Dear Parents and Students,

We are requesting that all parents/guardians sign the above form and return them to the School District #10's main office. The forms state that you have access to the online student handbook via [www.cayuseprairie.com](http://www.cayuseprairie.com) or received a copy of the Parent/Student Handbook, were informed about FERPA in regards to emails and directory information, and the school compact. 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
- 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. **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.
- e. Tardies
- f. Information concerning water quality and asbestos or radon in the school.
- g. Disciplinary sanctions regarding violation of federal firearms control laws for schools and violation of the weapon free school policy
- 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.
- i. Directory Information concerning my student.
- j. Electronic Device expectations.
- k. Teacher/Staff qualification questions.

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 school year.

## Cayuse Prairie Title I School/Student/Parent Compact

**Goal:** To have each student show progress and growth in Math and ELA skills over the course of the school year.

A joint joy and responsibility among school staff, parents and students is to build and develop a partnership that will help students achieve the high academic standards set by the state of Montana. With this goal in mind:

*Cayuse Prairie School staff will:	As a student I will:	Parents will
<ol style="list-style-type: none"> <li>1. provide opportunities for parent involvement in their child's education</li> <li>2. develop student confidence and self-esteem by providing a positive learning environment &amp; engaging lessons</li> <li>3. increase the awareness of common core standards while improving basic skills and study habits</li> <li>4. communicate with parents regularly regarding student progress and classroom grades</li> </ol>	<ol style="list-style-type: none"> <li>1. come to school on time every day unless I am sick or have a Dr. appointment</li> <li>2. pay attention in class and ask questions when I don't understand</li> <li>3. use an assignment notebook (agenda) and finish work on time</li> <li>4. practice reading and math skills everyday</li> </ol>	<ol style="list-style-type: none"> <li>1. stress the importance of learning, positive attitudes, and daily school attendance</li> <li>2. monitor student work by checking agendas, assignments and grades</li> <li>3. provide time and space for homework and studying</li> <li>4. contact teachers with questions, comments or concerns</li> </ol>

Partnership for student achievement will be developed through: 1. parent meetings, conferences, classroom visits, volunteer opportunities, 2. Mustang Messenger, cayuseprairie.com, www.facebook.com/cayuse.prairie, educational game checkouts, parent support, 3. yearly open forum discussion regarding School-Parent Compact and its relationship to individual achievement

\*All staff acknowledge that they will abide to their end of the compact by being employed at Cayuse Prairie School District #10.

## Residency Questionnaire

Parents Name \_\_\_\_\_

Children living with you: \_\_\_\_\_

Check any that apply:

\_\_\_ Permanent housing (own property)

Physical Address \_\_\_\_\_

\_\_\_ Rental housing

Physical Address \_\_\_\_\_

\_\_\_ Nontraditional housing (check any that apply)

Physical Address \_\_\_\_\_

\_\_\_ Live in a motel, hotel, campground

\_\_\_ Live with Parents or Grandparents

\_\_\_ Live with people other than family

\_\_\_ Live in a car, public place or structure not originally meant for housing

\_\_\_ Homeless

\_\_\_ Other housing situation, not listed here

# CAYUSE PRAIRIE 2017-18 STUDENT HANDBOOK



CAYUSE PRAIRIE INTERNET USE AGREEMENT  
Terms and Conditions

Prior to Issuing a student an account on the Cayuse Prairie Internet, the student and parent must return a signed Internet Use Agreement. If a District student violates any of the provision of the Internet Use Agreement, his or her account will be terminated and future access could possibly be denied.

1. **Acceptable Use** - The purpose of Internet access at District #10 is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of District #10. Use of computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. **Network Etiquette** - You are expected to abide by the generally accepted rules of the network etiquette. These include (but are not limited to) the following:
  - a. Be polite. Do not send abusive messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - c. Do not reveal your personal address and/or phone numbers or those of other students or colleagues.
  - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f. All communications and information accessible via the network should be assumed to be private property.
3. **Warranties** - District #10 makes no warranties of any kind, whether expressed or implied, for the service it is providing. District #10 will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. District #10 specifically denies any responsibility for the accuracy or quality of information obtained through its services.
4. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet you must notify an instructor. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to log onto the Internet as an instructor will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
5. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or any other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
6. **A Privilege** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives an account will be part of a discussion with a District faculty member pertaining to the proper use of the network and will complete a training packet for Internet use. Each instructor will deem what is inappropriate use and may close an account at any time. In addition, the faculty and staff of District #10 may request the Principal to deny, revoke or suspend specific user accounts.

Your child's TEACHER has read the Internet Use Agreement and agrees to promote this agreement with your student. As the sponsoring teacher, he/she agrees to instruct the student on acceptable use of the network and proper network etiquette. Each teacher will check to make sure the student has signed the Internet Use Agreement before allowing the student access to Internet.

Policy History: Adopted on: June 30, 1998, Reviewed on: May 15, 2012, Revised on: June 19, 2012

## **Welcome to the 2017-2018 School Year!**

**Please Note: Everything thing new in this handbook will be highlighted in pink this year.**

**Our Mission: Cayuse Prairie School is a safe, evolving, and diversified educational environment where all are encouraged to maximize their full potential and become productive, engaged citizens. High expectations for student success are nurtured with relevant, differentiated instruction, an emphasis on problem solving skills, and frequent progress monitoring. The Cayuse Prairie stakeholders work in unison to provide a supportive atmosphere that promotes respect, responsibility, and a love for learning. We strive for Mustang Excellence!**

### **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 Olweus Anti-bullying Program, and the Montana Behavior Initiative (MBI) to help students develop those traits that promote success.

#### **“Directory Information”**

Throughout the school year, the District may release directory information regarding students, limited to:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph (including electronic version)
- Date and place of birth
- Period of attendance in school
- Grade Level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Information in relation to school sponsored activities, organizations and athletics
- Degrees, honors and awards received
- Most recent educational agency or institution attended

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Superintendent within 30 days of the date of this notice. No directory information will be released within this time period. Unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.

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**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.**

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### **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: By State Law we are required to call a parent when their child is not in school unless we are notified in advance (756-4560) or by note.**

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 need to notify the teacher via a note to request homework before leaving when possible.

If your child is going to be absent from school please call the main office (756-4560) before 10 a.m. of the day of the absence. A student absent for any reason will be required to 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 to complete make-up work as the number of days missed. Whenever possible parents should request homework via a note, so teachers can prepare homework assignments for student to work on during absence.

If a student is absent more than 10 days in a semester the student and parent/s or guardian will be required to meet with the school administrator and classroom teacher/s. Saturday School or after school detentions will be assigned to the student at the discretion of the administrator and classroom teacher/s. Students that have excessive missing assignments due to absence, or other reasons, may be assigned detention at the discretion of the classroom teacher/s.

Tardies affect not only the student who is late, but can delay and disrupt the entire class.

When a student arrives late, or must leave during the school day, the student must check in at the office before going to class, or leaving the building. A student is tardy when they are not in class by 8:15, in class at the beginning of the class period. Five tardies, not pre-approved by the school administrator the day before or **not necessitated by doctor or dental appointments**, will result in detention. The detention will be scheduled for the day of the 5th tardy. A total of 10 tardies during a quarter will result in Saturday School. When a student acquires 15 tardies during a quarter an additional detention will be assigned on the day of the 15th tardy and the student and parent/s or guardian will be required to have a meeting with the school administrator and classroom teacher/s to establish a plan of action. Tardies will reset each quarter, or after a student has an established plan of action.

Detention will be served 3:30-4:30 on the designated day and will be used as a silent study hall monitored by a staff member. Saturday School will be served the first Saturday of the month.

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**

- School hours are 8:10 a.m. to 3:25 p.m.
- 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. If for any reason, students need to be dropped off before 8:00 am, they are to wait at the flagpole. If it raining in the morning, students will wait inside in the cafeteria. Staff will excuse them to go to class at the appropriate time.

- Student Drop-off for K-1 is best in our front parking lot by their playground. All other students that don't have a K-1 sibling can be dropped off at our back parking lot. We ask that parents park next to the curb or sidewalk and have students exit on the passenger side of the car to ensure student safety.
- 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 that is a repeated offense, warranting an alternate classroom, in school suspension or greater are not eligible to participate in the next sports game. Administration also may request students not participate due to the nature of the referral.

Extra-curricular Physicals 5th-8th **Cost \$10 on September ????? from 8:30-10:00 AM**

## 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. Ten absences are allowed per semester. If a student nears ten, parents will be contacted to alert them that the student is approaching the maximum days allowed to be absent. If a student misses ten days of school in a semester, they will begin having one school detention (make up time) for each additional day missed. Make up time will be served from 3:30 pm - 4:00 pm (*typically on Tuesday or Thursday*) and parents will be responsible for pick up. Students with 5-10 tardies in a semester will make up lost time during the student's lunch/recess. 11+ tardies in a semester will result in the student making up loss time after school from 3:30pm-4:00pm.

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** -Kevin Fox, **Board Vice-Chair** -Jason Rausch, **Board Members** - Pam Skonord, Amy Ramer & Jack Thatcher.

**Board Meetings / Communications:** Unless otherwise specified, all meetings will be held in the Cayuse Prairie School Library. Regular meetings are held at 7:00 p.m. on the third Tuesday of each month, or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in a school building or in a publicly owned building located within the district. If regular meetings are to be held at places other than the place stated above, or are adjourned to times other than the regular meeting time, notice of the

meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day.

**School Calendar:**

First Day of School.....Aug. 30, 2017	Christmas Break.....Dec. 22, 2016 - Jan 2, 2018	Teacher Work Days.....April 16, 2018
Labor Day.....Sept. 4, 2017	Parent/Teacher Conferences.....Jan. 29 & 30, 2018	Memorial Day.....May 29, 2018
Teacher Work Day.....Sept. 25, 2017	President’s Day.....Feb. 19, 2018	Records Day.....June. 1, 2018
MEA Days.....Oct. 19 & 20,2017	Spring Break.....March 27-30, 2018	Last Day of School.....June. 7, 2018
Thanksgiving Break.....Nov. 22-24, 2017		Teacher Check Out.....June 8, 2018

**School Hours**

8:10.....School Begins	11:31-11:56.....K-4th Lunch	3:25.....Dismissal
8:15.....Tardy	12:05-12:30.....5th-8th Lunch	<b>3:30 p.m. Bus Leaves on Regular Schedule</b>

**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
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	Whooping Cough

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)

**CLASSROOM PLACEMENTS:** Cayuse Prairie staff take the job of educating children very seriously. We will always do what is best for our students. Therefore, we will consider parent preferences to place a child in a certain classroom, but will not guarantee requests will be granted. When placing students in grades K-2, we look at several dynamics: academics, social and emotional needs, personalities, etc. to ensure there is a well balanced classroom for all. Classroom assignments will be done by the end of each school year. Students going into grades 1 & 2 will be notified on their report card for the next school year’s placement. Kindergarten placements are done officially after initial baseline testing is done by the Kindergarten teachers, shortly before school starts.

**COMMUNITY USE OF BUILDING:** School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest when such use does not interfere with a school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the district’s conduct rules at all times. A school facility use form will be filled out prior to use. Contact Linda Benson for more information.

**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/ELECTRONIC 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. Because so many resources are provided only online students and parents will be asked to sign the user agreement at the end of 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. Please refer to the email permission form at the beginning of this handbook. [For additional information see Board policy #3612.]

**CONTACTING STAFF:** Students/Parents may solicit fundraising sales after school to staff. Please do not call teachers on their direct line unless it is before 8:05 AM or after 3:35 PM. Our website has email contact information for each staff member.

### **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. Our school wide expectations are: Be Safe, Be Responsible, Be Respectful, and Be a Learner**

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 “Mustang Money” and an anti-bullying program.

**Our bullying policy is #3226. We adhere to the following expectations for our school community:**

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.

### **CONSEQUENCES**

**It is important to remember we are in the business of teaching students at all times not just academically, but socially and emotionally too. Teachers will use a variety of refocusing procedures before issuing an office referral form. These will include eye contact, proximity, etc. After using early interventions, if the teacher can’t teach effectively or the others in the classroom, or the student in mind can’t learn the teacher has the following options:**

- refocus form, Parent contact, office discipline referral, detention
- IAT Referral

Consequences follow a three level system.

#### **Consequence Procedures**

**Refocus: Used to help students, especially younger students, to rethink an undesirable habit or behavior.** The idea of refocus is to eliminate behaviors that interfere with teaching and learning, while allowing students to maintain dignity. By having students go to a buddy class, power struggles are avoided and behaviors are not allowed to escalate. Students will take the refocus form home to be signed by a parent/guardian. 3 refocus forms of the same behavior will result in an official level 1 office discipline referral.

### 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
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>-Keep hands, feet, and objects to yourself</li> <li>-Keep cell phones and electronics turned off</li> <li>-Electronics and personal items (toys, etc) may only be in your locker during school</li> </ul>	<ul style="list-style-type: none"> <li>-Move carefully in the classroom</li> <li>-Know the evacuation routes and meeting places</li> <li>-Handle all classroom materials properly</li> </ul>	<ul style="list-style-type: none"> <li>-Walk</li> <li>-Keep to the right</li> <li>-Avoid physical contact</li> <li>-Do not eat or drink in the hallway</li> <li>-Do not carry open drinks or food in the hallway</li> </ul>	<ul style="list-style-type: none"> <li>-Avoid inappropriate physical contact and rough play</li> <li>-Stay within the school grounds</li> <li>-Use equipment appropriately</li> <li>-Do not kick playground balls into a crowd</li> <li>-Stay on school property</li> </ul>	<ul style="list-style-type: none"> <li>-Flush toilet when finished</li> <li>-Wash hands with soap and water</li> <li>-Put all garbage in the garbage can</li> </ul>	<ul style="list-style-type: none"> <li>-Stay seated and raise your hand for assistance</li> <li>-Wait for permission to line up to purchase milk or food</li> <li>-Wait for permission to be dismissed</li> <li>-Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Carry chairs to and from the gym in an appropriate manner</li> <li>-Enter and exit the gym in an orderly way</li> <li>-odd number grades enter through left door</li> <li>-even number grades enter through right door</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>-Treat others with respect, in person and within Cyber Space</li> <li>-Be careful with others' personal space and property</li> <li>-Use appropriate language</li> <li>-Comply with adult requests</li> <li>-Respect school district property</li> </ul>	<ul style="list-style-type: none"> <li>-Speak politely to your teachers and classmates</li> <li>-Allow others to speak without interruption</li> <li>-Cooperate and work well with others</li> </ul>	<ul style="list-style-type: none"> <li>-Monitor your voice level to 0 or 1 in the hallways</li> <li>-Remove headgear (hats and hoods) when entering the building</li> </ul>	<ul style="list-style-type: none"> <li>-When the whistle is blown, stop playing and line up</li> <li>-Include others in activities</li> <li>-Return balls and equipment to other students carefully and gently</li> </ul>	<ul style="list-style-type: none"> <li>-Allow for the privacy of others</li> <li>-Use the bathroom and return to class promptly</li> <li>-Put used paper in garbage or toilet</li> </ul>	<ul style="list-style-type: none"> <li>-Make room for all students</li> <li>-Use proper voice levels</li> <li>-When lights are turned off, get quiet and listen for directions from a staff member</li> <li>-All food should be finished in the lunchroom</li> </ul>	<ul style="list-style-type: none"> <li>-Treat all speakers and performers with courtesy</li> <li>-Be quiet during presentations and performances</li> <li>-Keep your hands and feet to yourself and sit quietly</li> </ul>

	and equipment						
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>-Be truthful</li> <li>-Own your behavior</li> <li>-Be a good role model</li> <li>-Report dangerous or inappropriate behavior to a staff member</li> <li>-Chewing gum or eating sunflower seeds is not allowed in the building</li> </ul>	<ul style="list-style-type: none"> <li>-Be prepared for class with all materials</li> <li>-Arrive on time</li> <li>-Listen carefully and follow directions</li> <li>-Complete all assignments and turn them in on time</li> <li>-Check for missing assignments and complete them</li> </ul>	<ul style="list-style-type: none"> <li>-Get where you need to be in a timely manner</li> <li>-Keep our halls and your locker clean</li> <li>-Keep belongings put away in your locker or desk</li> </ul>	<ul style="list-style-type: none"> <li>-Consume food and drinks in lunchroom only (or classroom when allowed)</li> <li>-Enter building in an appropriate manner</li> <li>-Return equipment in good condition</li> </ul>	<ul style="list-style-type: none"> <li>-Sign out and back in from the classroom on the bathroom log</li> <li>-Keep our bathrooms neat and clean</li> <li>-Do not leave paper on the floors</li> <li>-Report any problems to a staff member</li> </ul>	<ul style="list-style-type: none"> <li>-Eat your own lunch</li> <li>-Keep food on tables</li> <li>-Do not toss or throw food or wrappings</li> <li>-Clean up the area around you on the table and the floor</li> </ul>	<ul style="list-style-type: none"> <li>-Keep food, drinks, and gum out of the gym</li> <li>-Sit in your designated area</li> <li>-Do not talk to your neighbor while the speaker is presenting</li> </ul>

**Be A Learner:** Students will try their personal best in every situation. Mistakes are made by all! They are looked at as opportunities to learn and grow. Everyone learns at their own pace, so effort is important. Learners persevere!

### Level I Discipline Referral

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

<b>use:</b> <b>1    2    3</b>					
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**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.

- **Any 3 incidents per student per 30 days moves to a Level 2 Incident.**
- **Two Level 2 referrals in a school year will result in a Level 3 referral**

**Level II Discipline Referral**

<b>Level Two Incident and Consequence Chart</b>	<b>General Misbehavior</b>	<b>Verbal Bullying (Including Cyber-Bullying)</b>	<b>Non-verbal Bullying</b>	<b>Physical Bullying</b>	<b>Menu of Consequences (may include, but not limited to):</b>
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**

<b>Level Three Incident and Consequence Chart</b>	<b>General Incidents</b>	<b>Verbal Bullying</b>	<b>Non-verbal Bullying</b>	<b>Physical Bullying</b>	<b>Menu of Consequences</b>
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.	-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





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

*First Infraction* – The student will be asked to change into other clothing provided and an Office Discipline Referral 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 and an Office Discipline Referral will be sent home.

*Third Infraction* – The student will call his/her parent at home or work and ask them to bring the appropriate clothes to school and an Office Discipline Referral will be sent home. 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 circumstances 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.**

**ELECTRONIC DEVICES**

Personal technology, should be turned off and kept in a locker or backpack during school hours. No cell phone or other personal technology may be used for communication purposes except under the direction of a teacher or administrator for instructional purposes. **If a student needs to check his/her personal device it needs to be communicated to a staff member and checked under the supervision of a Cayuse staff member.**

**If a student is found violating this expectation, his/her device will be brought to the administrator where the parent will need to pick it up. From that point on if the student needs to bring the device to school, s/he will need to turn the personal device into the office daily, then pick it up upon school dismissal.**

Students are prohibited from taking pictures or videos of other students and staff, unless for the purpose of school publications. By so doing violates the privacy rights of other students and staff and are subject to discipline pursuant to district policies on acceptable use and the Family Educational Rights and Privacy Act (FERPA). The District monitors electronic communications and information stored on District technology in the regular course of business to protect student users and District equipment. Under certain circumstances, students' off campus use of technology that disrupts the operation of schools is also subject to discipline (e.g. use of Facebook and other media sources to harass or cyber bully).

**ENROLLMENT PROCEDURES**

**School Entrance Age:** A child must have reached his/her fifth (5th) birthday on or before September 10, of the year he/she is to enter Kindergarten.

*A Kindergarten student that has not reached age 5 years on or before September 10 of the current school year requires admittance through special permission of the board of trustees. Only a student whose birthday falls 10 days past the state cut-off may be considered.*

Other factors that will be considered:

- Current year student count
- Previous academic and social experience
- Additional screening findings/results

**Kindergarten Roundup**, our kindergarten enrollment day, is scheduled in the spring of the school year preceding attendance. During Kindergarten Roundup, incoming students are screened in the areas of speech, language and cognition. Should any concerns be noted, you will be notified and an appointment scheduled for discussion. In addition, the same services are provided at a Child Find Clinic that is held at a separate location determined by Flathead County Rural Special Education Co-Operative twice every school year.

### **Paperwork**

Each new student **MUST HAVE** a birth certificate, immunization records, and completed registration information to enter school. If your child has been in school previously a current copy of their report card will need to be presented to the office. 2 doses of Var (Varicella “chickenpox”) must have been given before admission to Kindergarten. A second MMR (Measles/Mumps/Rubella) immunization is required before entry into the seventh grade if not received before Kindergarten, and a Td (Tetanus/Diphtheria) or Tdap (Tetanus/Diphtheria/Adult Pertussis) booster is required for entry into the seventh (7<sup>th</sup>) grade.

### **Screening**

The Cayuse Prairie School District will hold screenings for Kindergarteners who are new to the district and who missed the Kindergarten roundup in the previous spring. First graders new to the district will also be screened. The screening may be held before school starts or during a school day in the fall. The following areas will be checked: speech, language, and cognition. Should any concerns be noted, you will be notified and an appointment scheduled for discussion.

Any student coming into our district with the recommendation of retention or advancement will also be screened to see present level of performance.

A child must have reached his/her sixth (6) birthday on or before September 10, of the year he/she is to enter the first grade.

### **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Cayuse Prairie School has a wonderful gymnasium. It gives our Middle School students and their families a great opportunity to give back to our community by running the concession stand. Each grade 5-8th will be assigned dates that they are in charge of manning the concession stand. We ask that each family volunteer approx. 3 hours to help in this endeavor. Sign ups for concessions will be available at the beginning of school and during open house.

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.

**Students attending an after school extra curricular activities MUST BE AT THE ACTIVITY. This means seated in the gym or area of activity. Students are not allowed to play in the concessions area.**

**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 & 3224P]**

**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. Attitude, effort, team play, sportsmanship, ability, and attendance at practice can determine playing time for the regular season; 5th and 6th grade playing time is equally distributed during regular season games, 7th and 8th grade playing time is up to the coach. At the discretion of the coach, tournament teams will be formed to best represent the school.
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 in grades 5-8 **must maintain a GPA** (All classes count towards the grade point average.) **of at least 2.0 without an F in any subject** are not eligible to participate in extracurricular sports games. Game eligibility is determined on a weekly basis, and will be computed on Fridays of each week during the sport's season. Parents and students will be notified by the Athletic Director of ineligibility on Friday mornings (Please see Grading/Report Card p. 15). Students receiving a discipline referral that is a repeated offense, warranting an alternate classroom, in school suspension or greater are not eligible to participate in the next sports game. Administration also may request students not participate due to the nature of the referral.
13. Any student on the ineligible list for the first week will be able to practice with the team, but will not be able to participate in games. If a student continues to be ineligible for a consecutive second week, he/she will attend study hall for the week. If ineligibility continues for a third consecutive week the student will forfeit practice to concentrate on classroom work. If a student is ineligible for four weeks in a row they will no longer be able to participate in that sport.
14. The coach will be at all team functions or provide a competent substitute.
15. In order to participate in a game, students must be in attendance for the full day unless excused by the administration.
16. Students receiving a discipline referral that is a repeated offense, warranting an alternate classroom, in school suspension or greater are not eligible to participate in the next sports game. Administration also may request students not participate due to the nature of the referral.
17. At the discretion of the coach, tournament teams will be formed to best represent the school. 5/6th grade still need to provide as close as possible equal playing time for athletes.
18. Parents are expected to model respectful, responsible sportsmanlike conduct at all practices and games.
19. There is **NO PEP BUS** for Tournaments.
20. Bus will provide transportation for players to/from the tournament venue if a tournament game occurs during the hours of the school day.
21. Parents **MUST PICK UP** their player(s) from tournament venue if game ends after school hours.
22. If a student is ineligible to play for grades or discipline referral, they may sit on the bench at a home game. If the game is "away" they may sit on the bench if transported by a parent at the end of the school day. The student will not be allowed to leave school early with the team.

**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 for two consecutive days in January. All students in grades 5-8 also receive a mid-term report. Dates for reports for the coming year are:

Report Cards Out:	1. November 9, 2017	2. January 25, 2018	3. April 12, 2018	4. June 7, 2018
Parent/Teacher Conferences:	1. January 29 & 30, 2018			
Midterms Out:	1. October 5, 2017	2. December 14, 2017	3. March 8, 2018	4. May 10, 2018

Any assignment(s) not turned in at the time of grade entry into the electronic grade book will receive a 0%.

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. Game eligibility is determined on a weekly basis, and will be computed on Fridays of each week during the sport's season. Parents and students will be notified by the Athletic Director of ineligibility on Friday mornings.

A, A- = 4 points (100-90%)      B+, B, B- = 3 points (89-80%)      C+, C, C- = 2 points (79-70%)      D+, D, D- = 1 point (69-60%)      F= 0 points (59-0%)

## GRADUATION/5-8 Advancement

Students in grades 5 through 8 must successfully complete their core classes (Math, Language, Social Studies, Science, Montana History, and Literature) and all other classes with a cumulative grade of 60% or better in each subject in order to be advanced to the next grade level. Any student not passing the quarter will be placed on an improvement plan. This means the student will spend recess time working to improve their skills in the subject area of concern.

Students at the 8th grade level not earning a cumulative grade of 60% or better in their core classes and 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

## HOMELESSNESS

Students who are designated as Homeless are accorded specific protections under the law. These accommodations include but are not limited to, the right to enroll without delay in their local school, the right to participate in school programs alongside non-homeless students, the right to attend their school of origin in the event of a move, as long as that is your choice and it is feasible. The definitions of Homelessness include families or children who are living in a shelter, vehicle or campground, those who are living on the street, those who are living in an abandoned building, trailer or other inadequate accommodation or those who are doubled up with friends or relatives because their families cannot afford housing.

## 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 Policy and Re-dos: For all subjects, an assignment will receive a 25% grade reduction if it is late. After 10 school days, an assignment will be recorded as a zero in the grade book and cannot be made up. Math exception: After 10 days, an assignment can still be made up but will receive a 50% reduction in grade.

Certain assignments can be re-done for a better grade. This is dependent on the particular teacher and assignment.

## 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. Mr. Burrell 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 influenzae type B is required for students under age five (5). Students must have a tetanus, diphtheria & pertussis (Tdap) shot before entering grade 7. **ALL** students are now required to have 2 Varicella (chickpox).

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. Kinder students have a graduated start to school. The first week students and their parents have a individualized Meet and Greet with the kindergarten teachers. The next week students attend from 8:15-11:30 AM. The following week students attend from 8:15 AM-1:00 PM. By the fourth week students will come to school for a full day.

## 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. Damaged or lost materials and books will be assessed as to repair or replacement costs.

## **LICE**

Unfortunately lice happens nearly every year in school. Administration will conduct lice checks as needed. Parents will be contacted via email or our phone messaging system if your child's grade is checked. If you know your child has lice please contact the front office (756-4560 X 10). We require a head check in order to return to school. We have a NO NIT policy at Cayuse Prairie.

## **LUNCH/MILK**

Cayuse Prairie has hot lunch program, which will include a salad bar! Lunch consists of fruits, vegetables, a main dish, grain, and a milk. Every lunch tray leaving the kitchen must include at least 3 of the 5 options. Lunch and milk e-tickets will be sold before school. Lunch count will be taken on a *weekly* basis and prices are as follows: \$2.75 for fully paid and \$0.40 for reduced lunches. An adult lunch is \$3.25. Free and Reduced lunch forms are available in the office, please fill one out to see if your family is eligible for either a free or reduced price hot lunch. Electronic milk tickets are available 10 for \$2.00 or a 20 for \$4.00. Milk can be bought at the full price only of \$0.20 per carton. There will no longer be any free milk pricing due to the implementation on the hot lunch program. Students are not allowed to charge a milk or a hot lunch. Two types of peanut butter and jelly sandwiches are offered for purchase if a student forgets their lunch or does not have enough money to buy a hot lunch. The price is \$1.00/sandwich. 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. Soda pop is not an acceptable lunch beverage. 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. For those who still want to bring lunch from home, a microwave is available for student use in grades 3-8. Students eating K-2 lunch are not allowed to use the microwaves. A monthly calendar of the hot lunch menu will be made available to parents and students.

## **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 except for students enrolled in the Severe Communications/Exceptional Learner's Program.

### **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 need a specific permission form filled out by parents and are the responsibility of the pep club supervisor.
  - **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.

If your child is found to have lice, please contact the office. Lice checks are done at school on an as needed basis. Parents will be notified via our phone messaging system that lice checks have been conducted. Any student returning to school that has had lice must be checked by a school official before being admitted back to class. We have a no nit policy.

### **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.

**Playground Rules**

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

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

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

Specific Rules for Use of Playground Equipment

<ol style="list-style-type: none"> <li>1. <i>Slide</i> <ol style="list-style-type: none"> <li>a. One at a time</li> <li>b. Always sit</li> <li>c. Stay on your side on the double slides</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>2. <i>Merry-go-round</i> <ol style="list-style-type: none"> <li>a. ALWAYS hold on with one or both hands</li> <li>b. Jumping up and down on the merry-go-round could break it</li> <li>c. Push safely- Keep arms, legs, hands on the merry-go-round</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>3. <i>Wooden Cabin Playground</i> <ol style="list-style-type: none"> <li>a. Safely stay off sides and roof</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>4. <i>Fireman's Pole</i> <ol style="list-style-type: none"> <li>a. Hold pole with both hands and legs</li> <li>b. Take turns</li> </ol> </li> </ol>

<p>5. <i>Four Square</i></p> <p>a. Know and follow the rules</p>	<p>6. <i>Zipper</i></p> <p>a. When others are waiting, dismount after taking a turn going one way</p>
<p>7. <i>Swings</i></p> <p>a. One person only on each swing</p> <p>b. Sit in swings properly</p> <p>Swing forward and backward ONLY</p> <p>Stay in swing while swing is in motion</p> <p>Push ONLY from the back (under-ducks are unsafe)</p>	<p>8. <i>Climbing Wall</i></p> <p>a. Face the wall</p> <p>b. One at a time, take turns</p> <p>c. Climb on sides only</p>
<p>9. <i>Ladder Bars</i></p> <p>a. Use ladder to cross hand-to-hand only (<i>crawling or walking across top is unsafe</i>)</p> <p>b. Drop feet first only</p> <p>c. All students must cross ladder bars in same direction</p>	<p>10. <i>Basketball Courts</i></p> <p>a. Play basketball only</p> <p>b. <b>ALL</b> may play</p> <p>c. Decide rules prior to starting</p>
<p>11. <i>Jump Ropes</i></p> <p>a. Use for jumping only</p> <p>b. Jump where it will not interfere with another student</p>	<p>12. <i>Winter Safety Rules</i></p> <p>a. Snow sculptures encouraged</p> <p>b. Respect other student's snow structures (<i>if you build a snow structure, you dismantle it – no one else</i>)</p> <p>c. Snow stays on the ground</p> <p>d. When sliding on a hill – 1 person per track, sitting only</p>
<p>13. <i>Tether ball</i></p> <p>a. Hit the ball with hands only</p> <p>b. Know and follow the rules before the game starts</p>	<p><b>Take turns on all playground equipment and always stand back until it is your turn so other students have a clear playing area.</b></p>

**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 (HMK). 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, lockdown, 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

8:10.....School Begins	11:31-11:56..... K-4 Lunch	3:25.....Dismissal
8:15.....Tardy	12:05-12:30.....5-8 Lunch	<b>3:30 p.m. Bus Leaves on Regular Schedule</b>
10:00.....K-1st Recess	2:00.....2-4 Recess	

### 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. Every Thursday student paperwork and school notices are sent home with students. Please help by signing your student's agenda when it arrives home nightly to communicate with your child's teacher. We post the weekly Mustang Messenger on the school's website ([www.cayuseprairie.com](http://www.cayuseprairie.com)). School notices are also be posted on our Facebook site @ [www.facebook.com/cayuse.prairie](https://www.facebook.com/cayuse.prairie) **We also have a system that allows us to send phone calls, texts, and emails to our school wide community, as well as specific groups/classes. Any information about bussing will be sent through this means of communication too.** Thank You.

#### **SCHOOL MESSAGES:**

Cayuse Prairie School uses the Connect 5 system to notify our students families with information about school activities and classroom information. You will receive a message on your personal phone from the school. We will also post information on our website and our Cayuse Prairie Facebook page.

#### **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 homeowner'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 Title I students (Andy Burrell), and for students with disabilities (Laurie Lutgen & Abby Reed). 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 the music teacher. 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:** Amy Piazzola – Superintendent/Principal      Catherine Bauer-Assistant Principal  
Heather Mumby – District Clerk & Business Manager

**Office:** Linda Benson – Administrator's Secretary & Office Manager

<b>Certified Staff:</b>	Becky Ahles - Early Kindergarten	Lee Stultz - Fourth Grade
	Sierra Butts - Kindergarten	Susi Byrne- Fifth/Sixth Grade
	Bethany Dupea – Kindergarten	Camille Larsen – Sixth/Fifth Grade
	Lori Robin - First Grade	Michael Pedersen -Seventh/Eighth Grade
	Amanda Rasmussen - Second Grade	Jennie Cumbane – Eighth/Seventh Grade
	Tommi Jo Thornburg - Second Grade	John Wehrman – Technology
	Shannon Limberis – Third Grade	
	Molly Parks – Third Grade	

<b>Specialists:</b>	Anneleis Pedersen – Counselor	Betsy Gibson – Librarian
	Jeff Morris – Music	Amy Piazzola – Title Director
	Joel Ahles- P.E./Health	Laurie Lutgen – Special Education
	Abby Reed- Special Education	Julie Crandall – Special Ed Co-op Speech
	Heidi Raab– Special Ed Co-op Psychologist	

**Classified:** Special Education Aides: Chuck Baker, Debbie Kauffman, Kerri Weigum, Rania Hammergren





- 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 requester 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 postsecondary 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.

### **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 8<sup>th</sup> grade a copy of his or her records will be sent to the school in which he enrolls as a 9<sup>th</sup> 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.

### **STUDENT TEACHER AIDES**

Middle School students wanting to be teacher's aide must be responsible, independent natured, individuals with good standings in their school work and social interactions at school. Students may have a choice of who they would like to be an aide for depending on the needs of the teachers.

### **SUMMER SCHOOL**

District summer school is scheduled only for students with an IEP who have an extended school year goal, and any student in need of remedial help in math or reading with the request of the teacher or parent (as long as funding 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 the school office.

Students are expected to assist District staff in ensuring the buses remain in good condition and that transportation is provided safely. Each bus is equipped with a video camera and will be monitored on a regular basis. When riding school buses, students are held to behavioral standards established in this handbook at all times. The primary job of the bus driver is to ensure students are driven to and from school in a safe manner. Students primary responsibility is to act in a safe manner so the bus driver can do his/her job. (Board Policy 3235)

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. Please be at your bus stop 5 min. early. This will ensure you are always 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.
14. Students will not be able to purchase soda or other beverages to bring on the bus after school.

**Consequences for Violation of Bus Rules: \*Every bus referral will be turned into the administrator.**

First Offense: Student meets with driver, driver phones parent, a verbal warning is written and sent home.

Second Offense: Student meets with driver, driver phones parent to notify them of a one day suspension of bus privileges.

Third Offense: Student meets with driver, driver will notify parent of issue, administration notifies parent of suspension of bus privileges for 1 week.

Fourth Offense: Student meets with driver, drivers notifies parent of the issue, Administration will issue Suspension of bus privileges for longer period of time up to entire school year and notify parent.

*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.

**VENDING MACHINES** They may use it after school when they are staying after for an activity or before going to an athletic event on the pep bus, but the supervisor must be present to purchase anything. Regular bus riders are not allowed to purchase soda/juice before getting on the bus. As there is no food or drink on the bus.

### **VISITORS/OBSERVATIONS**

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. Anyone interested in observing a classroom for any reason **MUST HAVE A SCHEDULED APPOINTMENT** 24 hours before the desired visit with the administration and the specified staff to be observed. Observations without an appointment are not allowed. The administration has found that the best way to do observations is to include the observer in the activities of the day so be prepared to participate when visiting. (Board Policy 4302)

### **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.**

**These are the various fundraisers and functions our Parents and Friends (P&F) organization holds for the students and community. Also included are new opportunities to support your student throughout this school year.**

**Halloween Carnival:** P&F puts on a fabulous Halloween carnival for the community every October. We will need volunteers to help serve concessions as well as volunteers to help set up, take down, and run the booths for the carnival.

**Valentine Bouquet:** P&F sells and delivers flower or balloon bouquets to the students for Valentine's Day. We will need volunteers to help put the bouquets together on the morning of February 14th. (Finished by 11am)

**Teacher Appreciation Luncheon:** P&F provides a luncheon for the teachers and staff every May and we ask that parents from each grade provide 2 salads and 2 desserts (4 items per class).

**Track & Field Day:** P&F sells snacks at Track & Field Day in May for 4th – 7th grades and will need volunteers to help set up and serve from 10:30am – 12:30pm.

**In-classroom Volunteers:** We are interested in finding parents/guardians who would like to volunteer regularly in a classroom at the specified teacher's direction.

**Classroom Work:** Sometimes teachers need help with prep work like cutting/copying/etc. This, too, will be teacher specified and directed.

**Concession Stand Service:** Throughout the year we hold various sporting events and other functions which are enhanced by our concession offerings. We need volunteers to run the stand. Times and dates vary.

**Library:** This year we would love to have help with library duties under the direction of the librarian.

**Special Talents:** For additional ways to inspire our students we are looking for parents/guardians with talents and skills they'd like to bring into the classroom environment here at Cayuse Prairie. Some ideas are cooking/sewing (to help with those same classes, taught by Jennie Brown), adults who would like to read to children, and guest speakers who are knowledgeable on a subject on which they'd be willing to give a classroom presentation (ideas: dentistry, animal care, building, safety, health and nutrition, puppetry, dance, art, self-esteem building, etc.—anything that can light a positive spark in the minds of the students-- please run your ideas through administration and base the presentation material on the class level of the audience). We are trying to build a resource pool of people who want to assist in the education and in the stirring of imagination of our students. Any additional ideas to further this goal are greatly welcomed!

**Volunteer Disclaimer**

We at Cayuse Prairie are dedicated to the safety and well-being of our students and staff members. It is possible that a volunteer may be in the situation of being unattended with the students. As such, we require a completed background check before beginning these Special Talent duties and volunteer work. Please ask administration for further details to expedite your involvement with the children. Your support is huge in the lives of these children. Letting them know you are interested in their education not only boosts their morale and self-esteem, but can also peak an interest in their own education and further a link between home, community, and school environments. Thank you for your commitment to enrich our children's lives! 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.