



# School Handbook 2017-2018

## INTRODUCTION

### **Mission Statement**

Cascades Academy is an engaged, vibrant community that weaves challenging academics with experiential learning to inspire socially responsible individuals ready for a diverse and changing world.

### **Core Values & Philosophy**

Cascades Academy is a student-centered community. The question of what is best for students is at the heart of what we do. We strive to help students become well-rounded, socially responsible individuals ready for a diverse and changing world.

- **Community:** We believe that an engaged, respectful, inclusive community is the optimal environment for learning. We foster collaboration and communication among our students, parents/guardians, and teachers. We also believe deeply in involving students with the world outside our doors through service learning.
- **Challenging Academics:** We believe that challenging coursework is an important part of helping students reach their academic potential.
- **Experiential Learning:** We believe that inspiring students is just as important as informing them. We seek to create an engaging, experiential learning environment that brings learning to life in hands-on, active ways.
- **Critical Thinking:** We believe that learning how to learn, question, and make connections is just as important as learning the answers. We foster critical thinking skills in order to inspire students to be passionate lifelong learners.
- **Creativity:** We believe that creative thought and expression are critical to fostering a rich and diverse learning environment.

## Diversity & Inclusion

Cascades Academy seeks to create a safe, nurturing community where we honor our unique selves, embrace the diverse perspectives and backgrounds of others, and promote social responsibility both within the school and beyond.

## PROCEDURES & PROGRAMS

### Contact Information

If you have questions for your child's teacher please contact them directly via email or phone. Faculty and staff email addresses are [lastname@cascadesacademy.org](mailto:lastname@cascadesacademy.org). Please refer to the school directory (provided at Back to School Night) for faculty, staff, Parents Association, Board, and family contact information.

For all other questions, please contact our administrative office:

19860 Tumalo Reservoir Road

Bend, OR 97703

Phone: 541-382-0699

Fax: 541-382-0225

[www.cascadesacademy.org](http://www.cascadesacademy.org)

### Business Office

The Business Office sends two statements to families monthly - one for tuition and another for non-tuition expenses including field trips and auxiliary programming. If you have any questions about your statement or payment plans and billing, please feel free to contact Gretchen Sanislo, Business Officer, at extension 105 or [sanislo@cascadesacademy.org](mailto:sanislo@cascadesacademy.org).

### Arrival / Dismissal Times

**School starts promptly at 8:00 a.m.** Students are responsible for getting to class on time. Students who arrive late must sign in at the front office. Students may be dropped off at school **no earlier than 7:45 a.m.** **Dismissal** is at 2:30 p.m. for pre-kindergarten, 3:10 p.m. for K-5, and 3:20 p.m. for students in 6-12. Students should not remain at school after 3:30 p.m. unless they are supervised as part of a school activity.

### Dogs on Campus

We welcome leashed dogs on school grounds, however, only service dogs are allowed inside school buildings.

### Leaving Campus and Check-out Procedures

***All students leaving campus must have parent/guardian permission and must sign out and in at the front office – please see additional requirements below for Pre-Kindergarten.*** We take seriously our responsibility for the safety and well-being of all Cascades Academy students throughout the school day.

Cascades Academy is a closed campus except for upper school students with off-campus privileges; Please see the Upper School Handbook for complete details.

### **Arrival and Pick-Up Procedures for Pre-Kindergarten**

All pre-kindergarten children need to be signed in and out with a parent/guardian's full signature each day on our sign-in sheets. For your protection, we release children only to individuals specifically indicated on your authorized list and who present photo identification. Cascades Academy will not release a child to a person under the influence of drugs or alcohol nor to persons less than 18 years of age.

#### **Pre-K Check-In Procedures**

1. Check your child into the program by signing the sign-in sheet using a full and legal signature.
2. Help your child greet her/his teacher.
3. Put personal belongings in designated space.
4. All children must wash their hands upon arrival.
5. Help your child sign-in on the student sign-in sheet.

#### **Pre-K Check-Out Procedures**

1. Gather all personal belongings and work to go home.
2. Check your child out of the program by signing the sign-out sheet using a full and legal signature.
3. Check for any family announcements about the program on the family board. Children must exit the campus with their parent/guardian and must be accompanied by an adult at all times.

### **Contacting Students During the School Day**

Parents/guardians should only call children at school with messages of an emergency nature. Only urgent messages will be delivered to the students during class. Students are asked not to use their personal cell phones to call their families during school hours unless given permission by a member of the faculty or staff. Use of school phones by students is allowed only for emergencies or very important reasons. Calls must be kept short to avoid tying up outside lines.

### **Lunches**

For students in kindergarten through twelfth grade parents either choose school lunch or provide their children with nutritious food sufficient for both morning snack and lunch. Due to licensing requirements, pre-kindergarten students are not able to participate in our school lunch program. Students may not use the school kitchen; however, microwave ovens are available for students wanting to heat food from home.

All students eat lunch with faculty/staff supervision in the Commons. The lower school faculty request that gum, caffeinated beverages, and soda not be brought to school. Candy is only for special occasions. The school requests that students not share lunches due to known and unknown food allergies. Eleventh and twelfth graders may leave campus to purchase lunch, in accordance with the off-campus privileges and policies.

## Lockers/Cubbies

A locker or cubby will be provided to each student. The school reserves the right to inspect lockers/cubbies when it deems such an inspection appropriate to maintain discipline or to insure compliance with school rules.

## Absences and Tardies

Attendance is taken during the first class period and throughout the day. Absences are reported to the office. **A parent/guardian must call or email the school office at [attendance@cascadesacademy.org](mailto:attendance@cascadesacademy.org) before 8:15 a.m. if a student will not be in school that day. Students who arrive after 8:00 a.m. must check in with the Front Office before continuing to their classroom.**

If the parent/guardian fails to contact the school, the absence will be marked “unexcused.” The school maintains the right to decide whether or not an absence is excused or unexcused. If the absence is unexcused, the student will not be allowed to make up tests or assignments missed that day. Absences are, of course, excused for illness or emergency situations. Parents/guardians are strongly urged to schedule medical/dental appointments and any other obligations after school hours to minimize negative impact on a student's education. Excuses for students to leave campus early (e.g. doctor appointments) must be written and signed by the parent/guardian or phoned in by a parent/guardian and not transmitted verbally by students, siblings, or friends.

Missing classes diminishes a student's learning experience. Students who miss class for any reason are responsible for making arrangements with the teacher to make up that work. If a student knows he or she will be absent, these arrangements should be made before the missed class(es). A week's notice is considered a courteous lead time. Parents/guardians may also check with teachers for homework, or they may arrange to pick up assignments from another student.

Because much of what we teach requires in-class group work and discussion, some work may not be able to be done outside of the classroom. Extended vacations are discouraged because it is not always possible for teachers to assist students in making up the missed classroom experience. It is at the discretion of the teacher how an absence will impact the student's overall grade. However, in cases of illness or family emergency, teachers will provide the support and extra time needed.

For planned absences of one day or longer, families must complete and return the **Planned Absence form** no less than five days before the planned absence. The top portion of the form should be filled out (including parent/guardian signature) before teachers are notified the student will be gone. Teachers of all classes, including electives/fine arts should sign the form, which should be completed and returned to the appropriate student advisor/classroom teachers and the Front Office. This form is available in the Front Office.

Students must successfully complete missed work in a timely fashion (to be determined with each teacher), and arrange for teacher check-ins upon their return. Although missed class time and a large part of the learning experience cannot be made up, students are responsible for all of the work on subsequent tests and quizzes.

In Middle and Upper Schools, each teacher maintains his/her own policy with regard to tardies. Please see class/division handbooks and syllabi for details regarding tardies.

## **Weather Delays & Emergency Closing**

Prior to the start of school in the morning, the Head of School reviews the Bend-LaPine School District, Redmond School District, and Sisters School District closures or delays due to adverse weather conditions, then makes a determination whether Cascades Academy also delays/closes for the day.

Families can check any number of sources to determine a delay/closure:

- Check your email or text messages; an announcement will be sent as soon as the closure or delay is confirmed.
- Check the school's website and/or Facebook page.
- Call the school phone. There will be an automated message on the school's voicemail indicating a delay/closure.
- Listen to local TV/radio coverage for public announcement information.
- Check KTVZ's website: [www.ktvz.com](http://www.ktvz.com) for posted information.

If our students are already at school when weather conditions warrant serious consideration of early dismissal, the Cascades Academy school administration will assess if students should be dismissed early from school. Because public school districts operate fleets of buses that must transport students from a variety of locations on staggered schedules, our concerns once we are at school are very different. If the decision is to dismiss early, students will generally be dismissed by 12:30 p.m.

- In the event of an early dismissal, a text message and email will be sent between 10:30 a.m. and noon. Students will remain at school under faculty supervision until they have been picked up by a parent/guardian or approved adult.
- Upper school students who normally drive themselves will not be allowed to leave campus in their cars until parents/guardians have been contacted to discuss whether or not the student should be allowed to drive home. Cars can remain at school if weather conditions dictate that a student should not drive him/herself. Students will not be allowed to transport other students (see the Leaving Campus section of this handbook.)
- At any time that parents/guardians consider road or weather conditions too unsafe, they may choose to keep children at home, and the absence will be excused. Parents/guardians may also pick up children early at any time during school if they are concerned about transportation safety later in the day.
- We encourage parents/guardians to be on notice when adverse weather conditions worsen. Consider it a "heads up" and do your best to stay close to a phone.

## Emergency Drills

Fire, earthquake, lockdown and lockout drills are conducted regularly throughout the school year. Explanations of emergency procedures, escape routes, and designated gathering areas are posted in every classroom.

## In Case of Illness

Colds, flu, vomiting, and diarrhea are usually indicators of a health problem that could spread to others. For the protection and comfort of your child and the other children and teachers at Cascades Academy, we cannot permit sick children to attend during the duration of any illness. Children will not be permitted in school with any of the following:

- Fever of 100 degrees F or greater
- Vomiting on two or more occasions within the past 24 hours
- Diarrhea of three or more watery stools within the past 24 hours
- Undiagnosed rash or a draining rash
- Open, weeping wounds
- Eye discharge or pink eye

After an illness, children may return to school when they are fever-free, nasal discharge has returned to clear, and/or have been on antibiotics for 24 hours.

If your child has been exposed to a communicable disease or has an illness, **please notify the school as soon as possible**. If you have questions about communicable diseases in children, please contact Communicable Disease Control at (541) 322-7418. We will alert families and post a notice whenever a child contracts a contagious disease or infection.

If your child becomes ill, he or she will be isolated from other children and you will be contacted to pick up your child as soon as possible. If a parent/guardian cannot be reached, a contact person on your emergency list will be called. Cascades Academy is not staffed to care for sick children, so we expect an authorized person to pick up the child immediately.

It is very important that we raise awareness of preventative measures that may limit the spread of infection among our school community. These measures include:

- Washing hands frequently and using sanitizer
- Covering coughs and sneezes with a tissue or the crook of the arm
- Disposing of tissues properly
- Staying away from those who are sick

- Receiving sufficient sleep and nutrition

## **Lice**

If you find evidence of lice on your child, please **notify the school as soon as possible**. The school will not be inspecting for lice as this is best done by each family or a health care provider. Once a student has been treated they are able to come back to school, and the school asks that families continue to check for lice on a regular basis. In the interest of preventing head lice, please caution your children against sharing coats, hats, helmets, combs, hair clips, etc.

## **Medications**

For students requiring prescriptions or over-the-counter medication during the school day, parents/guardians must provide written instructions. Student medications will be kept and administered in the Front Office. Sunscreen and medicated lip balm are both considered non-prescription medications and need to be given to staff for safe-keeping upon arrival.

## **Allergies**

Cascades Academy requires a completed Student Emergency Information form to be on file for each student. The form should list all known allergies your child may have. Please speak directly with your child's teacher if your child has specific allergy concerns. We will work together with your family to put a prevention and treatment plan specific for your child in place. Epi-pens prescribed by a doctor can be stored on site in case of emergencies.

## **Accidents and Emergencies**

Injuries of a minor nature, such as small cuts and bruises, will be treated by staff in the same way an alert parent/guardian would with cleansing, cold packs, and/or bandages. All faculty and staff are trained in First-Aid and CPR, and the school has first aid kits with basic supplies. Several staff members are also WFR Certified (Wilderness First Responder). When a child receives an injury, a note will be made on an Incident Report Form. The time, what happened, how the injury was treated, and the name of the person who handled it will be recorded. If the injury requires treatment beyond what can be provided at school, you will be contacted. If you cannot be reached, we will call the person you have listed as an alternate in case of emergency or your child's physician. Please remember to inform the school about changes in address and telephone numbers for yourself and your designated emergency contacts. Emergency contacts are adults who can assist your child when you are unreachable. These numbers are most important during such events as a medical emergency, snow storm, or power failure.

In the event of a medical emergency, we will use the following plan of action:

1. Administer immediate first aid using standard first aid procedures and/or CPR if necessary.
2. Call 911, stating the nature of the emergency and the location of the accident.
3. Call the parents, guardians, or emergency contacts listed in the child's file.
4. If necessary, have medics transport your child to the nearest hospital for treatment.

## **Required Reporting**

Oregon state law requires that all adults working with children report directly to the Police or to DSHS if they suspect that a child in their care is being abused or neglected. State law also requires the Head of School or staff person to make an official report on behalf of Cascades Academy to Child Protective Services (CPS). Reports are kept confidential. Referrals may be made to CPS without conferring with parents/guardians. Reporting should be regarded as a request for an investigation into a suspected incident of abuse or neglect. A report does not necessarily constitute a proven fact; rather, it is the raising of a question about the state of a child. Please note that leaving a child unattended in a car is considered neglect under Oregon State law. Please do not leave children or infants in the car while dropping-off or picking-up your child.

## **Confidentiality**

While staying in tune with the children in our program, we often learn of private family matters. We need to know about these matters because they affect the children in our care. It is one of the ethics of our profession and the expectation of Cascades Academy that this information is kept confidential. Please feel free to bring all concerns to the attention of the teachers and Head of School.

## **Volunteer Program**

The Volunteer Program at Cascades Academy is an integral part of our community. Volunteer hours can be served in a variety of jobs, both in and around campus as well as at home. Cascades Academy requests a minimum of 40 hours per family per year.

Volunteer opportunities are announced in the school's Weekly Newsletter via email and in class newsletters, allowing families to choose activities that work with their schedules. We are also happy to find creative ways for families with working families to fulfill their volunteer hours. Grandparents and other family member may also contribute volunteer hours on behalf of the parents/guardians.

Please create an account for your family and record your hours each time you complete them at <http://www.trackitforward.com/site/cascades-academy> which can be accessed through the Current Families section of our website. You may view a tally of your hours at any time by logging into this system. Reminders about the 40 hour requirement will be sent in the spring.

Samples of jobs that may be available during the school year include:

- ✓ Duties in the classroom
- ✓ Field trip chaperone
- ✓ Lunch Duty
- ✓ Maintenance and/or special cleaning projects
- ✓ Special events such as Grandparents Day and the annual auction
- ✓ Serving as a class representative for the Parents Association

## **Parents Association**

The Parents Association promotes communication among students, families, faculty, administration, and the trustees of the school community and provides support for the mission of the school.

The purpose of the Parents Association is to:

- Present family perspective on issues and policies as a liaison between families and the school.
- Create and provide opportunities for communication within the school community.
- Provide support resources and a forum for families.
- Raise funds on a small scale to support the mission of the Parents Association.

The group usually meets monthly. There is one designated classroom rep for every class, but all families are encouraged to participate on the Parents Association.

### **The Board of Trustees**

As a non-profit corporation, Cascades Academy is governed by a Board of Trustees. The board is the guardian of the school’s mission. It is the board’s responsibility to ensure that the mission is relevant and vital to the community it serves and to monitor the success of the school in fulfilling its mission. The specific structure of the board and how it is created and maintained is defined in the corporation’s Bylaws. In independent schools, the board is typically responsible for:

- Keeping the mission of the school
- Selecting and evaluating the Head of School
- Developing and reviewing policy
- Strategic planning
- Ensuring financial sustainability
- Fundraising for the school
- Selecting and orienting new trustees
- Serving as community ambassadors

## **ACADEMIC INFORMATION**

### **Student Evaluation and Grade Reports**

The school utilizes an online report card program called Alma. Families are assigned logins to this system and have electronic access to students’ grade reports. After each term is completed, families will be notified when grade reports are available in Alma. In addition to marks, grade reports include in-depth written comments about a student’s progress.

### ***Middle/Upper School Grade Reports & Canvas Learning Management System (Grades 6-12)***

The middle/upper school program operates on a trimester (fall, winter, spring) system. The school sends written grade reports four times during the year – at fall midterm (Progress Reports via

Canvas) and at the end of fall, winter and spring trimesters (Grade Reports via Alma). These core evaluations are combined with conferences between student/teachers/parents/guardians.

In addition to the four scheduled reports, written progress reports are sent to students whose performance is below par at the midterm of the winter and spring terms. Progress reports are meant to help students see and understand that their education is a continuous internal process and not one measured solely by external symbols.

Middle/upper school students receive academic letter grades and effort number grades in all classes. Academic grades range from "A" to "F" and effort grades range from 5 to 0. The following are brief descriptions of the marks.

**Application and Effort Scale**

- 5 - Exemplary
- 4 - Above Average
- 3 - Acceptable
- 2 - Unsatisfactory
- 0 - Unacceptable

**Academic Scale**

- A - Exemplary
- B - Above Average
- C - Acceptable
- D - Unsatisfactory
- F - Unacceptable

Canvas is an online Learning Management System that tracks classroom expectations and objectives and allows teachers to provide detailed feedback to students. Parents/guardians are co-enrolled in Canvas and have the option of viewing their child's grades, assignments, and teacher communication. Students are able to build portfolios through the Canvas ePortfolio option tied to each student's account.

***Lower School Grade Reports (Grades K-5)***

The lower school program operates on a semester system (winter/spring). Grade reports are issued two times a year. The following are definitions of the grade marks.

**Effort Scale**

- 4 - Consistently Demonstrates
- 3 - Usually Demonstrates
- 2 - Occasionally Demonstrates
- 1 - Seldom Demonstrates

**Academic Scale**

- 4 - Exceeding Expectations
- 3 - Meeting Expectations
- 2 - Developing toward Expectations
- 1 - Not Meeting Expectations

***Pre-Kindergarten Grade Reports***

Pre-kindergarten report cards describe each child's physical, social/emotional and cognitive development using the following scale:

- M - Mature
- A - Age Appropriate
- D - Developing
- N - Not Yet Evident

**Conferences**

Conferences are conducted at least once per year, depending on the division's schedule. Families may contact teachers to schedule conferences at other times throughout the year as needed.

## Homework

We believe that a balanced and disciplined approach to homework design, coupled with clear communication, will best serve the students at Cascades Academy. While we leave the management of homework to our teachers, we provide some guidelines to help families fine-tune their increasingly complex schedules:

### Grades K-5

Lower school students could expect the following amount of homework per night:

Kindergarten & 1st Grade: 10 minutes

2nd & 3rd Grade: 20 minutes

4th & 5th Grade: 30 minutes

### Grades 6-8

Students in these grades could expect 60-90 minutes of homework four nights per week.

### Grades 9-12

Students in these grades could expect 80-120 minutes of homework four nights per week.

## Graduation Requirements

Cascades Academy offers a challenging college preparatory curriculum based on a set of core subjects. It is our commitment to provide each Cascades Academy graduate with a holistic educational experience to prepare him/her for higher education and responsible adulthood. Students are required to be enrolled in at least five classes during the year unless special permission has been granted by a vote of the faculty. In order to graduate from Cascades Academy, a student must fulfill the following requirements [1 unit = one year of study]:

English	12 credits
Mathematics	12 credits (through Pre-Calculus or Calculus)
Social Studies	12 credits
Science	12 credits
Foreign Language	9 credits (of the same language)
Arts	3 credits
Health & Fitness	9 credits (may be satisfied by independent study)

Students who enter in their 11<sup>th</sup> or 12<sup>th</sup> grade year may be exempted from a specific requirement.

## STUDENT CONDUCT

### Behavior: The Honor Code & Guiding Principles

All students are required to abide by the following Cascades Academy Honor Code:

*A Cascades Academy student is expected to act with integrity. Acting with integrity includes being honest at all times, respecting the property of others and the environment of the school, and conducting oneself with moral and ethical awareness.*

The honor code is quite intentionally a statement of general principles and not a set of detailed guidelines or rules. It is the philosophy of the school that students should conduct themselves in accordance with such principles and not base their actions on whether or not there is a specific rule that might apply. We seek to instill in students an understanding that if a course of conduct seems wrong, it is to be avoided even if there is no rule that specifically prohibits it.

We believe that it is a privilege to attend this school and that our responsibilities include the following:

- We base our relationships on trust, honesty, respect, and compassion.
- We accept responsibility for our own actions and decisions.
- We respect our own health and well-being, and that of others.
- We respect each other's property, our school, and our environment.
- We value learning as well as the effort and honesty that must be a part of the process.
- We expect all students to come to school ready to learn, to behave in a respectful and responsible manner, and to contribute to the class and the community.

With the above in mind, the following are some specific examples of the school's expectations:

- A student must refrain from physical abuse, taunts, threats, and verbal harassment. This specifically includes, without limitation, racial and sexual harassment and the use of insults relating to race, religion, gender, and sexual identity. If a student feels that (s)he is being harassed, (s)he should speak with his/her teacher, advisor, or the Head of School. If parents/guardians have concerns their child is being harassed, they should immediately speak with their child's teacher or advisor.
- Students are expected to conduct themselves appropriately so as to avoid behavior that presents a danger to themselves or others.
- A student must not engage in disruptive behavior that may detract from the class environment or prevent learning. This includes, without limitation, disrespecting a teacher or one's classmates.
- A student must respect the property of others, of the school and the surrounding environment. This includes, without limitation, asking permission to borrow property or supplies and then returning them to the appropriate person or place, refraining from damaging school personal property, and entering another student's locker or backpack only with the consent of the student to whom it belongs.

## **Academic Integrity**

One specific requirement of the Honor Code, which is set forth in some detail because of its significance, is academic integrity, which requires each student to use only his or her work unless

proper citations are made or the teacher is fully aware of a collaborative effort. The following are examples, not an exhaustive list, of violations of this requirement:

- Plagiarism, which is the unacknowledged use of another's words or ideas, whether spoken, written, or computer generated.
  - If another's words are being used they must be enclosed in quotation marks and the source of those words must be given.
  - It is not enough to change the words of a source; credit must be given for the ideas obtained from any other source.
  - Sources that must be credited are not simply published works, but any other person or any other person's work.
- Using unauthorized notes or other aids in a test, or copying from or being influenced by another student's work during a test.
- Giving unauthorized aid to another student, such as allowing another student to copy or use one's test, paper, or homework.
- Use of help on homework or a take-home test that is beyond the limits specified by the teacher.
- Submitting the same work for credit to more than one teacher unless both teachers give their permission.

## **Dress Code**

The school asks that families please take responsibility for ensuring that their children arrive at school appropriately attired. Students at Cascades Academy are expected to use good judgment in choosing how to dress for school.

- As a general rule, clothing should be appropriate for an educational environment where a wide range of community members of all ages are involved in the school.
- All students must wear clothing that is neat, clean, in good repair, and appropriate for the event and weather.
- Hats may be worn indoors at the classroom teacher's discretion.
- Sunglasses may not be worn inside of buildings.
- No article of clothing (including hats) may contain obscene or offensive language with inappropriate undertones or distracting messages. Writing, artwork, or logos that contradict the school's values are not allowed.

- No article of clothing may advertise or promote any controlled substance or illegal drug (as defined by the federal government).
- Students are encouraged to exercise good judgment in wearing clothing that is neither too tight nor too revealing. Students are also encouraged to do a quick visual scan of their outfit before coming to school to make sure it adheres to the dress code.
- Leggings are acceptable as long as they are not see through.
- Articles of clothing should fully cover the following body parts or clothing items (when standing, sitting, or bending over): buttocks, chest, cleavage, nipples, genitalia, and underwear. It is ok for bra straps to be seen on shoulders or upper arms, but no other part of the bra should be visible. Bare midriffs are not allowed.
- School faculty and staff will have the final say in whether or not a student is dressed appropriately.

### **Extra Clothing for Pre-Kindergarten, Kindergarten, and 1<sup>st</sup> Grade**

For the comfort and health of your child, Cascades Academy requires all pre-kindergarten through 1<sup>st</sup> grade children to have an extra complete change of clothing at the school at all times. This includes pants, shirts, and socks. It is helpful to have a least two extra pairs of underwear. The Health Department stipulates that we do not rinse out soiled clothing (fear of contamination), so you will receive soiled clothing in a plastic bag if an accident occurs. To ease logistics, please be sure to label all clothing on the inside.

### **Dangerous Items**

The possession and/or use of any item that could foreseeably cause injury to any other person is prohibited on or near school property and at or near school events. This includes, without limitation, the possession and/or use of any firearm, knife, mace, or any other dangerous item that could be classified as a weapon, and lighters, matches, or other incendiary materials. Toy guns and/or weapons are never permitted at the school.

### **Alcohol, Drugs, Tobacco**

The possession, use, distribution or evidence of consuming alcohol, marijuana, or using a controlled or illegal substance while at school or any school-sponsored activity is forbidden. Illegal substances, including alcohol and marijuana, are inappropriate for Cascades Academy students. The school expects that parents/guardians, within the framework of current law, will neither serve nor permit the use of these substances at any gathering of Cascades Academy students.

Smoking and the use of tobacco products by students are prohibited on the school's property and at or near events sponsored by the school. Cascades Academy is a tobacco-free environment.

### **Information Technology, Acceptable Use, and Electronic Communication Policy**

Information and communications technology is of great benefit for many of us both educationally and socially. There are also responsibilities that come with the use of these technologies. While there are amazing entertainment capabilities with computers and even cell phones, these uses are not

appropriate for school. We seek to avoid any use of these technologies that interferes with a positive academic and social environment in the school.

Specifically, we expect the students to use the equipment in the manner for which it is intended. We expect that students will be respectful of both the physical and intellectual property rights of the school and others. We expect that information processing technology will be used for activities which are ethical, lawful, and decent. We expect students to respect the privacy of information belonging to others. We encourage students to be mindful of the personal safety precautions recommended for the Internet: do not give your name, address, phone number, or family or personal information to people on the Internet. We encourage students to use technology for a variety of their academic needs and learn to evaluate critically Internet sites for bias, authors' credentials, completeness, and other criteria.

In the simplest terms, all the expectations for student behavior which exist for the realm outside of the electronic apply equally within the electronic world. A simple test for student behavior might be: if you would not be proud to show your teacher what you are doing, don't do it.

### **Overview**

Cascades Academy believes in the power of technology to facilitate a quality learning experience and to generally transform education. Technology resources at Cascades Academy are made available to members of the school community—faculty, staff, and students—specifically for purposes relating to the school's mission. All activity conducted with school technology resources — including those hosted on the school Learning Management System (LMS) Instructure Canvas, Cascades Academy Google Docs for Education accounts, third-party applications designated by a teacher, and on the local Cascades Academy network—should reflect the values expressed in the mission. Cascades Academy reserves the right to restrict or monitor activity to ensure that resources are used accordingly.

### **Privileges and Rights**

Members of the school community are entitled to reasonable privacy in regard to the contents of their online communications. However, it is the responsibility of every member of the school community to ensure that technology resources are used appropriately. Each community member is responsible for his or her own actions, especially as they affect others in the community, regardless of the medium for those actions. Students are expected to reflect the values of the school and model behavior guidelines outlined in the school handbook, either on or off campus, in regard to electronic communication or interaction.

Use of the school LMS, email account, or other applications or tools designated by a teacher, represents an agreement to take responsibility for all activity associated with each respective use. Therefore, it is a direct violation of this policy, as well as a breach of personal integrity, to knowingly use another person's network or email account or access these resources without their knowledge. Every user is responsible for ensuring that network or email account passwords remain secret and for respecting the passwords of others by not attempting to ask for, guess, or otherwise obtain them.

Connecting a personal computer or any device with wired or wireless networking capability to the school network or using any device with a cellular network connection anywhere on school grounds

represents an agreement to uphold the expectations and abide by the consequences of this policy in its entirety, especially the restrictions highlighted below.

All electronic documents or communications created with school resources are the property of Cascades Academy and the school administration reserves the right to monitor or examine such files or communications at any time. However, administrators will make every effort to conduct such examinations only for acceptable use, operational, or legal purposes, and only when absolutely necessary.

Cascades Academy community members have a right to use computing resources safely. This pertains to safety from inappropriate, disrespectful, or otherwise harmful content, as well as physical safety. All content viewed on computing devices on school grounds should be appropriate for all potential viewers. The school administration reserves the right to remove, filter, or block content that could be construed as inappropriate, disrespectful, or otherwise harmful.

### **Restrictions**

Respect any boundaries set on network resources, including network firewalls, the content filter, server or workstation security, and physical locks. Refrain from using physical or electronic means to circumvent these systems. Only use approved computer applications and devices; refrain from accessing applications unrelated to academic purpose when operating your device at school, unless approved by a teacher. The school administration reserves the right to block or remove any applications or devices that compromise security, waste resources, or are inappropriate, disrespectful, or otherwise harmful to others. Report any security holes or vulnerabilities to the the IT resources at school.

Respect the personal safety and dignity of every community member. Notify the school administration of any electronic activity, on or off campus that puts a student or other community member at risk or is harmful, embarrassing, or offensive. Refrain from viewing, downloading, copying, or distributing inappropriate, disrespectful, or otherwise harmful content on any electronic device on school grounds. Report the display of inappropriate content to the school administration. Community members may not impersonate anyone or communicate under a false name; this restriction extends to commercial social networking sites such as Facebook, Instagram and Twitter.

Please be aware that faculty and staff members are only to interact online with current students in school-sponsored "spaces," including school email and resources hosted on the school LMS or Gmail accounts. Private accounts on commercial social-networking sites such as Facebook and Twitter should not be used for communication with students. In the event that the use of such sites is required for educational purposes, faculty and staff members should create separate accounts on those sites associated with their Cascades Academy email addresses and only use the separate account for school-related activities. This policy only applies to students who currently attend Cascades Academy, and does not apply to alumni.

Respect the privacy of every community member. Protect private or identifying information by not disclosing or publishing such information in any online forum. Students may not access or view the content of any laptop or user folder other than their own without the owner's express permission. Faculty may access the content of any student laptop or user folder at any time but may not access or view the content of any other faculty or staff member laptop or user folder without the owner's

express permission. Please be advised that Cascades Academy staff have the capability to observe student computer use on campus through screen-monitoring software. The use of this software is limited to educational or operational purposes only and must be used only with the full knowledge of the students. School administrators may access the content of any laptop or user folder at any time but only for educational or operational purposes and should do so without permission from the folder's owner only when absolutely necessary or required by law.

Respect intellectual property and copyright. All electronic content used in any school publication, assignment, or project must be created by and credited to a community member unless the source is properly cited and permission is obtained from the author or publisher. Files downloaded through the school's network should be used for educational or operational purposes only and only with the permission of the author or publisher.

Use of the school's electronic resources, including the Internet, is bound by applicable state and federal laws. Students are also bound by state and federal laws regarding the use and or transfer of pirated software and/or media. In addition, the network resources, including school-issued laptops, may not be used for commercial purposes or profit.

### **Consequences**

Any use of computing resources that violates the restrictions outlined in this policy or fails to uphold the values of the school will result in consequences for inappropriate behavior as outlined in the student handbook. The school administration reserves the right to restrict access to network resources for community members who fail to observe the guidelines of this policy. In response to misuse in the past, students have had laptops withheld for 24 hours, two weeks, or for the remainder of the year.

### **Notebooks/Laptops**

Computers are intended to improve learning, not distract from it. It is important for students to understand and agree with this. Generally, games, music, social networking applications, videos, and other forms of entertainment not required for class are inappropriate for the school environment and not allowed (please see the Upper School Handbook for specifics). They also use up limited bandwidth, affect other users, and expose computers to viruses.

- Headphones are not to be used with computers unless required by a teacher.
- Email is for school purposes only.
- Personal laptops/notebooks should be at school for academic purposes and not used for entertainment during study halls or breaks.
- Food and drinks are prohibited in the library at all times.

Inappropriate use of computers can result in a variety of disciplinary actions.

### **Cell Phones/Music Devices**

The school is a work and learning environment where use of cell phones and music devices is very limited for both faculty and students. It is important for students to understand that they will rarely

have the need or opportunity to use these devices during the academic day.

- Cell phones are to be turned off (not vibrate, but OFF) and out of sight during the academic day.
- Some types of use may be appropriate, but will require teacher permission, and will most likely be allowed only during lunch and breaks.
- Parents/guardians who need to contact students or students who need to contact parents/guardians should use the front office phone.

Failure to follow these policies will most likely result in confiscation of the device and may result in other disciplinary actions.

### **Off Campus Use**

Off campus use of information and communications technology such as email, texting, social networking applications, and cell phones that involves intimidation, threats, harassment, or other forms of cyber-bullying between Cascades Academy students may fall under disciplinary policies for the school and may require intervention by the school and disciplinary action.

Failure to follow the Acceptable Use Policy will result in disciplinary action and referral to the Division Head and Head of School.

### **Disciplinary System**

Many routine or low-level disciplinary matters will be handled by the individual teacher(s) involved by means of reprimand, counseling, discussion with parents/guardians, and other actions deemed appropriate under the circumstances. In cases where more formal action is required and where punishment could include on-campus service, suspension, or dismissal, the matter will be referred to the Head of School. If dismissal from school is a punishment option under consideration, the matter will be referred to the Head of School who will seek input from the advisor and Head Teacher.

There are four forms of formal discipline action that the school normally will take in connection with violations of school rules or honor code. These are campus duty, in-school suspension, out-of-school suspension, and dismissal.

### **Campus Duty**

Campus duty will generally be assessed for relatively minor violations of specific school rules or other minor disciplinary infractions. It will take place during or after school and consists of the offender completing work in and around the school that will benefit our community. The decision on whether or not to assign campus duty and the amount of time of such service will be made by the Head of School after consultation with relevant parties.

### **Suspension**

Suspensions will be assessed for relatively serious violations of specific school rules, for seriously inappropriate conduct, or for repeated infractions that have previously resulted in campus service. Suspensions can be assessed in addition to campus service for a particular infraction. An in-school suspension requires that a student come to school, but is isolated from the school community. The

student will not be permitted to participate in any activities, including extracurricular, for as long as the suspension remains in effect. Students serving in-school suspension will do academic work assigned by their teachers as well as reflect on the event(s) that led to the suspension.

More serious infractions may result in out-of-school suspensions. During an out-of-school suspension, the student may not be present on the campus and may not participate in school activities. Students will have the opportunity to complete major assignments, however, it is possible that the student's grades in missed classes may suffer since the learning experience in the classroom cannot be easily recreated. The decision on whether or not to suspend a student and whether the suspension will be in-school or out-of-school will be made by the Head of School after consultation with relevant parties.

### **Dismissal**

Dismissal will be assessed for infractions that are considered so serious that the continued enrollment of the student may not be in the best interest of some or all of the other students, undermine the academic or social environment and/or objectives of the school, or may damage the reputation of the school. The determination of whether dismissal will be considered as a possible form of disciplinary action will be made in the discretion of the Head of School.

### **Disciplinary Probation**

A student may be placed on disciplinary probation as a result of violating the rules of student conduct or the honor code. Students who are placed on probation must not be involved in further disciplinary problems during the period of probation. Additional infractions while a student is on probation may result in suspension or dismissal. The Head of School will determine when a student is to be placed on and removed from probation.

### **Notice of Nondiscriminatory Policy as to Students**

Cascades Academy does not discriminate on the basis of race, color, religion, gender, sexual orientation, national or ethnic origin, or any other legally protected status in the administration or educational policies, admission policies, scholarship and loan programs, or athletic and other school administered programs.