

**CASCADE ELEMENTARY
SCHOOL**



**STUDENT/PARENT
HANDBOOK
2021-2022**

Cascade Elementary School
505 S. Highland Dr.

Kennewick, WA 99337

Main Office: (509)222-5300

Fax: (509) 222-5301

www.cascade.ksd.org

Julie C. Nelson, Principal

James West, Assistant Principal

Office Hours: 8:00 a.m. - 4:00 p.m.

School Hours: 8:40 a.m. - 3:17 p.m.

Cascade Elementary Staff, 2019-2020

Office

Julie C. Nelson-Principal
James West-Assistant Principal
Katy Michel-Counselor
Cyndi Donley-Nurse
Connie Leigh-Secretary
Lynn Benton-Attendance Secretary

Kindergarten

Lyndsie Brawdy
Alejandra Calderon
Julie Garberg
Teresa Reid

First Grade

Shelby Fulton
Kaley Hendricks
Heather Padberg
Jan Walters

Second Grade

Jennifer Burnett
Kori Crowther
Angela Barr
Jenny Hernandez

Third Grade

Kristin Kirk
Diana Lam
Katie Richardson
CaSandra Romero

Fourth Grade

Nichole McFarlane
Rachael McPeak
Kim Rickenbach
Denielle Rogers

Fifth Grade

Suzy Armstrong
Melissa Andrejeski
Michelle Inman
Tara Metz

Specialists

Katie Crider-English Language Learners
Vanessa Lancaster-Technology
Lori Lydeen-Music
Cherie Mace-Reading Specialist
Sue Swoboda-PE
Lisa Lindberg-Behavior/Academic

Special Education

Alyssa Peterson-Resource Room
Diane Ziegler-Resource Room Paraeducator
Erica Williams-Autism Inclusion Teacher
Marianne Foeppel-Autism Inclusion Paraeducator
Bobbi LaPlante-Autism Inclusion Paraeducator
Stephanie Loper-Autism Inclusion Paraeducator
Cliff Stephenson-Psychologist
Katie Breazeale-Pflieder-Speech Pathologist

Support Staff

Cadence Jones	Grace Friedrich
Meghann Stevens	Anna Landa
Lluliana Lopez	Leah Christman
Emalyne Swenson	

Custodians

Brandon Cater
Tina Finley

Kitchen Staff

Melissa Hayward
Idalia Hinojosa

At Cascade Elementary School, we:

- ❖ Care about our students, your children, and are committed to helping them reach their full potential as independent learners and responsible citizens through a challenging learning environment.
- ❖ Believe in the value of home support and positive parent/teacher/student communication.
- ❖ Believe students are in school to learn, to develop essential skills, and to grow academically, emotionally, and socially.
- ❖ Will serve as good examples for appropriate behavior and a positive attitude towards self-motivated learning.
- ❖ Believe individual differences are to be respected and are the basis for making decisions regarding instructional planning.
- ❖ Believe in developing and reinforcing a child's positive self-concept, in helping other children to meet and solve problems, to understand others and to make appropriate decisions.



Kennewick School District's Non-Discrimination Policy

The Kennewick School District provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or use of trained dog, guide or service animal by a person with a disability, and provide equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights & Equity: Douglas Christensen- (509) 222-5010 (doug.christensen@ksd.org)

Section 504 & Title IX: Jack Anderson- (509) 222-5004 (jack.anderson@ksd.org)

****All items are arranged alphabetically for ease in searching.*

Arrival and Dismissal

School hours are Monday, Tuesday, Thursday, and Friday from 8:40 a.m. to 3:17 p.m. and Wednesday from 8:40 a.m. to 2:00 p.m. Our schedule does not permit us to supervise children who arrive early. Para educators will be on the playground to supervise students at 8:30 a.m. Please see that your child's departure from home in the mornings will have him/her arrive close to our 8:40 a.m. start time. Please ensure that your child is picked up promptly after school, as again, there is no supervision for students after school.

Students will be dismissed each day following guidelines from parents to the child's teacher in a consistent manner. In the event that the dismissal procedure should need to change from time to time, it is the parent's responsibility to communicate with the teacher either through email, text, a note or a phone call. If the dismissal procedure needs to change throughout the day, parents may call the front office no later than 2:00 p.m. and a message will be given to the teacher regarding that day's dismissal. Requests made after that time will not be honored.

Attendance

One of Cascade's goals is to help students have a positive educational experience and build a foundation for future success. In order to do this, regular attendance is necessary. As provided in Kennewick School District Regulation 3122, regular and punctual school attendance is necessary for mastery of the educational program provided students. Daily attendance and active participation in each class are critical parts of the learning process. If a student is marked absent and not pre-excused, a phone call will be made the same day after 12:00 p.m. informing parents/guardians of their student(s) absence. The attendance process is intended to make sure that all the people responsible for the student's education--including the student, parent/guardians, and school personnel--are taking appropriate steps to keep the student in school.

Anytime your child is absent or tardy, please call the main number at (509) 222-5300 and leave a message providing your child's name, room number, and reason for the absence.

Tardy

Our school day begins at 8:40 a.m. It is crucial to make sure your child is on time each day, as students arriving after 8:40 a.m. will be marked tardy.

Excused/Pre-Arranged Absences

Students, at times, may appropriately be tardy or absent from class. Please do your best to plan vacations during scheduled breaks throughout the year so that your child does not miss school. Excused absences require parent/guardian permission within 48 hours of missing school. Anticipated and pre-arranged absences for two or more days must be communicated to the

attendance office a minimum of 72 hours prior to the absence and may be excused with a written note from a parent/guardian if the absence meets the statewide criteria listed below.

Any absence from school for the majority of hours in an average day will be unexcused unless it meets one of the following statewide definitions of valid excuses for absences and tardiness:

- A. Participation in a District or school approved activity or instructional program;
- B. Illness, health condition, or medical appointment (including, but not limited to, medical counseling, dental, or optometry). Please note that medically-released absences are considered excessive at 5 or more consecutive days or when the absences are reoccurring and a note from the health care provider may be required;
- C. Family emergency, including, but not limited to, a death or illness in the family;
- D. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- E. Court, judicial proceeding or serving on a jury;
- F. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- G. State-recognized search and rescue activities consistent with RCW 28A.225.055;
- H. Absence directly related to the student's homeless status;
- I. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
- J. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence and does not adversely affect the student's educational process.

Unexcused Absences

Washington state law on school attendance (RCW 28A.225) requires Cascade to closely monitor your student's attendance and communicate concerns should unexcused or excessive excused absences or tardiness occur. An unexcused absence is a truancy and will be handled using the procedures in School Board Policy 3122, and could ultimately be assessed in Juvenile Court. The "Becca Bill" (SB 5439) is Washington State's truancy law and proposed to stop truancy before it becomes a problem.

The following are Kennewick School Districts truancy process for chronic absences:

1. After five or more absence in a month, a notification letter will be mailed to the parent/guardian and an attendance contract may be discussed.
2. After 10 days absent in a school year for any reason, a second notification letter is sent home requiring a conference with parents/guardians. The purpose of the conference is to identify barriers to attendance and provide supports and resources so that they may regularly attend school. At this conference, the parent/guardian will be informed that after 15 absences each absence may be counted as a truancy.

3. After 15 days absent in a school year for any reason, a final letter will be sent home and a Washington State Superior Court Benton-Franklin County Juvenile Truancy counselor will be assigned to assist in addressing the student's absences.
4. After three unexcused absences within any month during the current school year, a conference with the parent or guardian will be scheduled.
5. After 5 unexcused absences in a month or 10 unexcused absences in a school year, the parent/guardian will enter into an agreement that establishes regular school attendance and may be referred to the community truancy board.

Missed Instruction and Homework

Essential instruction is missed if a child is absent even one day. There is no replacement for the direct instruction and support your child receives while in the classroom. Please make requests for missed homework assignments and activities by 9:00 a.m. for the same day afternoon pick-up.

Behavior Expectations

We practice Positive Behavior Supports and Interventions (PBIS) at Cascade. It is a research based system including setting and teaching positive behavioral expectations, reinforcing and incentivizing positive behavior, and developing structured systems for small groups of students who may need additional support and behavior instruction.

Below is our Cascade Behavior Matrix/Expectations:



Cascade Elementary Behavior Matrix "Be a Cougar!"

	Hallway	Playground	Cafeteria	Bathroom	Assembly	Classroom
Be Respectful	<ul style="list-style-type: none"> -Voices quiet -Respect walls -Smile and wave to greet 	<ul style="list-style-type: none"> -Line up quietly and without pushing -Follow the adult's directions -Keep hands, feet, and objects to self -Use kind words -Be a friend 	<ul style="list-style-type: none"> -Use an inside voice to speak to those near you -Follow the adult's directions -Use manners, say please and thank you -Be willing to sit near new people 	<ul style="list-style-type: none"> -One person in the stall at a time -Wait your turn -Use an inside voice 	<ul style="list-style-type: none"> -Listen to the speaker -Quiet applause -Sit on your pockets -Be polite 	<ul style="list-style-type: none"> -Use inside voices -Listen and look when others are speaking -Always do your best -Be a good friend
Be Responsible	<ul style="list-style-type: none"> -Give personal space -Follow the leader 	<ul style="list-style-type: none"> -Take care of playground equipment -Keep wood chips on the ground -Play in your area -Show good sportsmanship and follow game rules 	<ul style="list-style-type: none"> -Choose the lunch you signed up to get -Stay sitting at your table -Clean up your mess and check the floor for trash -Finish all your food in the cafeteria 	<ul style="list-style-type: none"> -Put paper towels in the trash can -Flush, wash, and leave 	<ul style="list-style-type: none"> -Follow adult's directions 	<ul style="list-style-type: none"> -Have materials ready to use -Solve problems -Complete your work -Follow directions -Try hard to learn new things -Ask questions if you don't understand or need help
Be Safe	<ul style="list-style-type: none"> -Use walking feet -Hands to self -Eyes forward 	<ul style="list-style-type: none"> -Use toys safely -Walk on the blacktop 	<ul style="list-style-type: none"> -Use walking feet -Eat your own lunch 	<ul style="list-style-type: none"> -Keep water in the sink 	<ul style="list-style-type: none"> -Walk in line -Stay in your own space -Hands and feet to self 	<ul style="list-style-type: none"> -Hands and feet to self -Use walking feet

It is our goal to address any student misbehavior in a discrete and confidential manner, respecting each child's individual differences and unique needs, while maintaining an optimal learning and teaching environment for other students and educators.

If a student is referred to the office for misbehavior, he or she can expect to receive clear, specific, and logical consequences. The intent of the consequence is to redirect student misbehavior and create a learning opportunity for the individual student.

A range of consequences exists to suit both the student and the situation. Some of the consequences of student misbehavior include phone call or conference with parent or guardian, loss of privileges, completion of a problem solving contract, social skills instruction and practice, counselor referral and intervention, and detention. More extreme consequences for severe infractions include suspension and/or expulsion.

Bicycles

We have a bike rack students can use to secure their bikes while they are in school. Please be sure your child has a working lock to help with this process. For everyone's safety, bicycles are to be walked while on school grounds. Skateboards and skates are not permitted while at school.

Birthday Treats

We are happy to celebrate student's birthdays at Cascade and ask for parent cooperation about providing treats to classmates by following the guidelines below:

- Students may bring edible treats for their classmates as long as all treats are store-bought and not homemade;
- Treats can include individual cupcakes, cookies, or other snacks; may not include cakes, ice cream, or drinks;
- Parents dropping off treats during the day will be asked to leave them in the office for the student to retrieve at an appropriate time; parents will not be allowed to deliver treats to the classroom during the day or celebrate individuals with a "party" during the day;
- Teachers will decide on the most appropriate time in the school day for students to pass out treats to their classmates;

NOTE: Due to COVID-19 safety procedures, we are not allowing edible items to be consumed while at school. This means cupcakes will not be allowed to celebrate birthdays. All edible treats need to be individually wrapped and will be sent home for students to consume at home.

Breakfast/Lunch Information

Cascade receives additional federal support through the Community Eligibility Privilege (CEP) program. This means all students, regardless of income level, are eligible to receive free breakfast and lunch each day. Breakfast will be in the classroom after the regular school day begins.

Bully Prevention

Cascade Elementary is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons, which is free from harassment, intimidation, bullying, and cyber bullying. "Harassment, intimidation, bullying, or cyber bullying" means any written message or image, verbal, or physical act, including to but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, physical, sensory disability, or other distinguishing characteristics., when the act is intended to result in any of the following:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;

- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
- Has the effect of substantially disrupting the orderly operation of the school.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidation, threatening, humiliating, or tormenting another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory electronic mail (e-mail) messages, instant messages, text messages, digital pictures or images, or website postings (including social media) which has the effect of:

- Physically, emotionally, or mentally harming a student;
- Placing a student in reasonable fear of physical, emotional, or mental harm;
- Placing a student in reasonable fear of damages to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Bus Services

In general, bus service is provided to those living one mile or farther from Cascade. Please do not stop or park in bus zones or obstruct the movement of the buses through the parking lot. Bus rules are as follows:

- Stay seated in your assigned seat at all times.
- Keep aisles clear.
- Keep arms, head, and feet safely inside.
- Talk softly to your neighbor.
- Be courteous to everyone on the bus.

Consequences may include but are not limited to student conference, parent conference, parent notification, and loss of privileges.

Cell Phones

Students at Cascade are allowed to carry cell phones with them to school. During the school day, phones will be turned off and left in student's backpacks unless otherwise communicated to the students by a staff member or teacher. Cell phones have the potential to be a disruption to learning and the inappropriate use of phones during the school day may result in disciplinary action.

Communication with School

When parents, teachers, and students work together toward a common goal, it helps students have a positive experience at Cascade Elementary School. If you have any questions or concerns regarding your student, please contact your child's teacher and teacher will typically respond in 24-48 hours. If after talking to the teacher, you have additional concerns or need more information, please feel free to contact the office and we can determine the next best step.

Computer Usage

The Kennewick School District provides the opportunity for each student to utilize computer technologies and to have internet access as resources to help reach curriculum goals. This utilization and access is conditional, however, and requires responsibility on the part of the user.

Students are not permitted to use or trespass into the files, folders, log-ins, and/or passwords of others. Material that is offensive, inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed. Laws, policies, and regulations regarding copyright and plagiarism are to be followed at all times. School computer resources are not to be used for personal gain, commercial and/or fraudulent purposes. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in school disciplinary action, and may have civil, and/or criminal consequences. The Kennewick School District supports and respects each family's right to determine an appropriate level of computer usage and internet access. Parents/guardians may request that their student(s) be restricted from access to school computers and/or the internet.

Custody

In order to protect children from an unauthorized parent pick-up, please provide the school with a current divorce decree or restraining order.

Disruptive Students

A disruptive student is defined as one whose behavior, either physical or verbal, inhibits the learning process. All staff will adhere to the school-wide behavior expectations and will address student disruption with a variety of interventions. Continual disruptive behavior will be dealt with using the Kennewick School District Disruptive Student Policy #3240, which may include suspension or alternative school.

Dress Code

Our goal is to establish and maintain a quality-learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety while on school campus. We hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career.

Administrators, teachers, and staff will determine whether garments are disruptive to the educational process, including garments not specifically listed in the dress expectations. These expectations are designed to safeguard all staff and students and increase the educational effectiveness of our school. Students wearing clothing that is a disruption to the learning environment or hampers the safety of themselves or others as determined by the school will be asked to change clothing and we will contact families to bring a change of clothes. These guidelines are not intended to be all-inclusive.

In order to maintain adherence to this dress code policy students should avoid wearing the following:

- Dresses, shorts, and skirts must be modest.
- Clothing that reveals the back, midriff, or leaves shoulders bare; no spaghetti straps, muscle shirts, tube tops.
- Undergarments must be completely covered.
- Clothing or accessories with offensive pictures, symbols, or sayings.
- Clothing that advertises or promotes tobacco, alcohol, or other drugs.
- Flip-flops or heeled shoes
- Jewelry or accessories that could be used to cause harm or injury.
- Clothing that is gang affiliated.

Closed-toed shoes or tennis shoes must be worn on PE days.; students wearing boots may be assigned an alternative PE activity if shoes are deemed unsafe for participation.

Hats, hoodies, or beanies inside the building (appropriate headwear may be worn outside during recess or before or after school).

Friends and Relatives

Periodically, a student will ask to bring a friend or relative to school for the day. We are not able to accommodate such visits. Our first responsibility is to your child and his or her educational program.

Illness

During the winter months, incidents of illness rise. Parents often want to know when to keep students home. The following guidelines are useful to make that decision:

- Fever greater than 101 degrees in the last 24 hours
- Rash associated with a fever
- Vomiting or diarrhea in the last 24 hours
- A severe cough
- Draining rash or sore
- A consistent thick, runny nose
- Ear discharge or other evidence of infection
- Eye discharge or pink eye

A child must be free of fever for 24 hours and/or completed a full 24-hour cycle of antibiotics before returning to school.

If your child is ill, please keep him or her at home and call the school to let us know of the absence. Additionally, please send a note upon your student's return to school.

Immunizations

The state of Washington has laws governing minimum inoculation standards for children in grades K-12. The purpose of the law is to protect every child from disease. Our school nurse will be in contact with you if there are questions about your child's immunization record.

Insurance

You may purchase insurance in the fall through the school at a minimum cost. If you are interested, please contact the office.

Media

Kennewick School District policy allows our students to appear in news stories, including pictures, regarding our school and school related topics. This may include photos on the TV when you enter the building, our school website, and our school Facebook page. We are, at times, asked by the media to participate in these stories at Cascade. **Parents who do not want their child to participate in news stories should notify the school in writing, and we will not include them.** Students will not be interviewed at school for stories not related to school issues.

Medicine

If a child needs to take medication during school hours, the following guidelines will be followed:

1. All medication must be kept in the original labeled bottle. These bottles must be labeled with the student's name, doctor, medication, dosage, and the time of day to be given.
2. The "Parent Request for Giving Medication at School" form MUST be completed by the parent of the student taking medication and signed by the doctor.
3. All medications are to be kept in the health room cabinet.
4. All medications must be brought to the school for inventory by the responsible parent or guardian.
5. Students are responsible for coming to the office for their medication at the designated time.
6. Medication not claimed by the parent by the end of the school year will be destroyed, as well as the permission forms.
7. Medications are to be dispensed in the school office only.

Parties

School parties are limited to two per year. The two party occasions are before the Winter Holiday and Valentine's Day. If you wish to bring treats for your child's class, please check with his or her teacher. If distributing party invitations, please be sure to provide enough for all students in the class or either all boys or all girls. Store bought, peanut-free treats only are allowed.

Pictures

We take pictures two times each year. One is an individual photo and the second is a group photo. Pictures are available for optional purchase.

Records

The school maintains student records (as required by law) necessary for educational guidance and/or welfare of students, as well as for the orderly and efficient operation of schools. All information related to individual students shall be treated in a confidential and professional manner. Student records are property of the school but shall be made available to parents upon request.

Safety Drills

Cascade considers student and staff safety a top priority and as such, our students will participate in safety drills regularly. Drills will address evacuation of the building, lock-down, earthquake, and lock-in procedures.

Safety Patrol

Our school patrol provides crosswalk services in our parking lot and on Highland Drive at Cascade Street. Our patrol provide services for 15 minutes after the end of the school day. Please drive carefully in and around dismissal time.

Special Programs

Cascade offers programs for qualified students in Special Services, District Reading, and Tutor Program. Please contact the school if you would like more information about these programs.

Weapons

The Board of Directors has a no tolerance policy toward students who are in any way involved with a weapon on school property or at a school activity. When an alleged weapon incident occurs, the suspected student will be removed from contact with other students while a preliminary investigation is conducted. This suspension will be considered for purposes of investigation rather than disciplinary in nature. Within a period of three school days from the commencement of the investigation, the student must be disciplined or returned to regular student status.

Following an investigation, if it is determined that there has been a violation of the district weapons policy, the student shall be deemed an immediate danger and placed on emergency expulsion status and police will be notified. A written notice will then be issued to the student and parent(s) and/or guardians indicating the manner in which a hearing may be requested. A hearing will be held before the superintendent has designated officer of the board.

Wednesday Early Release

Students at Cascade will be released at 2:00 p.m. every Wednesday. This schedule is in conjunction with the District's elementary schedule and gives teachers, administrators, and staff members the opportunity to meet for professional learning each week.

Visitors

Parents are always welcome to visit their child's classroom. Please call the office so that we may help arrange a visit. All visitors must sign in at the front office and wear a visitor's badge at all times.

Volunteers

Cascade welcomes volunteers! If you would like to help, please notify your child's teacher. Volunteers are needed before and after school, in the classroom, the library, lunch and recess, computer lab, and other areas. Before volunteering, you must also complete the KSD volunteer background check at www.ksd.org. The volunteer background check must be completed every year and is required before any volunteer service can be done at Cascade.

NOTE: Please see district website for current COVID-19 procedures regarding volunteers.

Classroom Visitor Policy

Cascade Elementary

We welcome parents and visitors to Cascade Elementary School at any time. In the interest of keeping Cascade a safe, healthy learning environment for everyone, the following laws, policies, and procedures have been established.

Parents/visitors: When visiting a classroom at Cascade Elementary School, please adhere to the guidelines below, which are written in accordance with the state law which follows:

RCW 28A.605.020 Parents access to classroom or school sponsored activities—Limitation. Every school district board of directors shall, after following established procedure, adopt a policy assuring parents access to their child's classroom and/or school sponsored activities for purposes of observing class procedure, teaching material, and class conduct: PROVIDED, that such observation shall not disrupt the classroom procedure or learning activity. [1979 ex.s.c 250 & 8. Formerly RCW 28A.58.053]

In addition, as per the attached Kennewick School District Board Policies, 4310, 4311, & R4311, each teacher has the right to receive a 24 hour notice before receiving a visitor.

GUIDELINES: (As per the RCW's, these are intended to minimize classroom disruption when visitors/parents are present.)

Please as the teacher where he/she prefers you to be seated.

Follow the classroom rules that the students are expected to follow. (These rules generally include no talking to others, wandering around the room, etc.)

Please do not dialogue with the teacher(s) about your child while the class was in progress. (The appropriate time for this is a separate, scheduled conference either before or after the visit).

Unless specifically asked to do so by the teacher, please avoid instructing/tutoring your child or others while the class is in progress.

Please keep in mind that reporting to the office before and after a visit is a safety consideration so that we know who is in the building for your child's protection, as well as that of others.

Each time you visit, you will be giving a copy of these guidelines after signing and dating the document.

Visitor Signature: _____ Date: _____

Student Name (please print): _____ Grade: _____

Cascade Elementary School

**505 S. Highland Dr.
Kennewick, WA 99337
Office: (509) 222-5300
Fax: (509) 222-5301
Office Hours: 8:00-4:00**



School Times:

**8:40-3:17 Monday, Tuesday,
Thursday, and Friday**

8:40-2:00 Wednesday only

Lunch/Recess Times

Grade	Lunch	Recess
Kindergarten	11:10-11:20	11:30-11:55

First Grade	11:20-11:40	11:40-12:05
Second Grade	11:35-11:55	11:55-12:20
Third Grade	11:55-12:15	11:30-11:55
Fourth Grade	11:45-12:05	12:05-12:30
Fifth Grade	12:10-12:35	11:45-12:10

Cascade Elementary Technology Acceptable Use Policy



Cascade students have access to technology and computers in the computer lab, library, and individual classrooms. Students are expected to be respectful of devices, classmates and all others who use the technology.

Students will NOT be permitted to:

- Damage any part of the computer system by attempting to harm, modify, or destroy computer hardware, software, or the data of fellow students.
- Change default settings.
- Touch another person's computer without their permission.
- Send, receive, or display offensive, or inappropriate, material.
- Use obscene language.
- Share or use other people's passwords
- Harass, insult, or attack others.
- Trespass in files and/or folders of others.
- Violate copyright laws and/or plagiarize the materials of others.
- Intentionally waste resources.

Failure to comply with these rules may result in disciplinary action to be determined by the teacher and/or principal. Continued misuse of computers may result in the suspension of privileges for part or the entire school year.

Please read and sign the agreement below and return it to your teacher. This signed agreement will be kept on file throughout the school year and it will need to be signed every year.

COMPUTER USE AGREEMENT

I, _____, acknowledge that I have read and understand the rules listed above, and will adhere to these rules in order to continue to have access to the technology available to me.

Date _____ Student Signature _____

Parent signature _____