



Castleford Elementary School
Parent and Student
2019-2020
Handbook

Castleford Elementary School
500 Main Street
Castleford, Idaho 83321
Telephone 537-6511
Fax 537-6855

Dear Parents and Students,

Welcome to Castleford Elementary School! We are committed to providing the highest level of education possible to insure the best success for each of our students. We strive to provide an educational setting where our students feel safe, are challenged to grow academically and personally, are treated with respect by staff and other students, and are disciplined fairly. We are excited to have your participation and support.

Being an involved parent helps everyone be more effective in their position. Communication between home and school is essential. Please do not hesitate to contact the office or your child's teacher at any time with questions, concerns, and/or suggestions. Teachers are in their classrooms every morning by 7:50. We hope that you will take time each week to read announcements and review school work that your child brings home.

Our website castlefordschools.wordpress.com has email addresses for all of our teachers, a link to our school calendar and updates about what is going on in our school. It also provides a link to our PowerSchool program. PowerSchool is a program that allows parents to monitor their child's grades and attendance. If you are interested in signing up for this, please contact the school.

Thank you for reviewing the following rules, regulations, and procedures with your student. Reference this handbook for future questions or concerns. We hope this handbook helps create the best possible atmosphere for the education of all our students. Have a great year!

Sincerely,

Dena Allred
Elementary Principal

Lyle Bayley
Principal/Superintendent

CASTLEFORD SCHOOL DISTRICT 2019-2020 ACADEMIC CALENDAR

August 2019

26: Teacher In-service
27: Teacher Workday

September 2019

2: Labor Day
3: Teacher Workday
4: Classes begin for students

October 2019

3-4: No School (Inservice Trade Days)

November 2019

1: End of Quarter 1
28: Thanksgiving Day
25-29: Thanksgiving Break

December 2019

25: Christmas Day
23-31: Christmas Break

January 2020

1: New Years Day
1-3: Christmas Break
17: End of Quarter 2/Semester 1
20: Teacher Inservice (No school for students)
21: Teacher Work Day (No school for students)
22: Semester 2 Begins

February 2020

17: Presidents' Day — No School

March 2020

20: End of Quarter 3
23-27: Spring Break

April 2020

12: Easter

May 2020

21: End of Quarter 4/Semester 2
21: Early Release for students/staff
21: Graduation
22: Teacher Workday
25: Memorial Day

Castleford Elementary Staff

| | |
|----------------------------|----------------------------|
| Principal/Superintendent | Mr. Bayley |
| Elementary Principal | Mrs. Allred |
| Dean of Students | Mr. Rohr |
| Counselor | Mrs. Choate |
| District Clerk | Ms. Kline |
| Administrative Assistant | Mrs. Flores |
| Kindergarten | Mrs. Corson |
| 1 st grade | Mrs. Zimmers |
| 2 nd grade | Mrs. Reynolds |
| 3 rd grade/ESL | Mrs. Puschel |
| 4 th grade | Mrs. March |
| 4 th grade | Mrs. Thomas |
| 5 th grade | Mr. Day |
| 6 th grade | Mrs. Elsner |
| K-5 STEM/Math RTI | Mrs. Ambrose |
| ESL/Paraprofessional | Mrs. Bokma |
| Paraprofessional | Mrs. Goff |
| Paraprofessional | Miss Hafer |
| Paraprofessional | Mrs. Wiggins |
| Paraprofessional | Mrs. Williamson |
| Title 1/Reading Specialist | Mrs. Pearlman |
| Music | Miss Kuhn |
| Physical Education | Mrs. Howard |
| Technology | Mrs. DeKruyf |
| Special Education | Mr. Rohr Mr. Gallentine |
| Cafeteria Supervisor | Elaine Hape |

| | |
|-------------------------|--|
| Kitchen Staff | Kim Aguirre Misty Garza Nellie Nunes |
| Maintenance Supervisor | Steven Rodriguez |
| Custodians | Vicky Luper Martha Gonzalez |
| Bus Manager | Rick Rodgers |
| Bus Drivers | Fernando Ourique Ernie Wheatherly Teri Gonterman Kurt Smalley |
| Substitutue Bus Drivers | Sharlee Blick Johnnie Zimmers |

Castleford Elementary Daily Schedule 2019-2020

Students should not arrive at the school prior to 7:50 a.m. unless arrangements have been made with a teacher for extra help or a special activity. Buses will leave from the school at 3:25 p.m. each day. **(Schedule is subject to change.)**

| | | |
|------------------|-------------|-----------------------|
| First Bell | 8:12 | |
| Tardy Bell | 8:15 | |
| Morning Recess | 10:00-10:15 | |
| Lunch | 11:25-12:20 | Kindergarten |
| | 11:30-12:25 | 1st grade |
| | 11:35-12:25 | 2 nd grade |
| | 11:40-12:25 | 3 rd grade |
| | 11:45-12:35 | 4 th grade |
| | 11:50-12:35 | 5 th grade |
| Afternoon Recess | 2:15-2:30 | K-5 |
| End of School | 3:15 | |

Academics

The following criteria will be used to determine grades. Extra credit may be given at the discretion of the teacher. Academic grades will be issued for each class.

A = 90 to 100

B = 80 to 89

C = 70 to 79

D = 60 to 69

F = 0 to 59

Attendance Policy

It is obvious that good attendance is critical. Absenteeism is harmful to the individual and the entire class. Absenteeism is also not tolerated in our society...a student's future boss, probably will not be as lenient as the Castleford school system, and we plan to be fairly demanding.

A parent (or guardian) is urged to call the school on the morning of an absence. If that call is not made, a written note is requested on the day the student returns to school. If you do not call and they are not in school, one of the numbers listed for your contact information will be called to verify the location of your child. Absences "not cleared" will be listed as unexcused, with no make-up allowed. Students will be warned when they have accumulated three days absence, and a letter will be sent home on the third absence and automatically after each following absence.

ATTENDANCE CATEGORIES

Illness and other Excused Absence: An absence will be excused when the student's absence is requested or verified by a parent or guardian. An excused designation allows the student to make up the missed work. It still counts as an absence! Two school days (for a day absent) will be allowed to complete the work missed because of illness or a parent's verification. For each additional day missed, one more day will be given. Full credit will be given for "make-up" work if this guideline is met. A student is allowed to be absent 9 days a semester, excused absences, except school activity, still count toward the total days absent. Students who are ill for four or more consecutive days must have a doctor's note or a personal call/visit by the parents to the Principal upon returning to school. Verification of illnesses needs to be completed by the second meeting of any particular class. The District requires an "Advance Make-Up" sheet to organize work that will be done in the classroom, when a student "knows" he/she will be gone. (See below: Exempt from 90% Attendance Rule)

Unexcused Absence: This is an absence that is not verified by the student's parents or guardians, and does not otherwise fall into the classification of "medical reason" or has not been pre-approved. A grade of ZERO will be recorded for each class period that the student receives an unexcused designation. Students that have three or more unexcused absences per class period will have their total attendance reviewed. Included in their absences will be truancies, suspensions, or any other absence that is not prearranged or excused. Three tardies will count as one unexcused absence. (See below: Truancy and Tardy)

Truancy: Any student absent without the consent of the school, the parent or guardian shall be considered truant. Cutting individual classes may also be recorded as truancy. Appropriate discipline will be administered to truants.

Tardy: When a student is tardy, but carries a pass from an administrator or teacher, the tardiness is excused and not recorded on attendance reports. Tardies not excused by a pass or on the student's own merit as determined by each teacher, will be considered unacceptable and considered unexcused. Unless excused, a student more than 15 minutes late to a class will be recorded as having an unexcused absence.

EXEMPT FROM 90% ATTENDANCE RULE

Special Excused - is the designation for school approved activities such as a special (excused) "family" absence to cover unique circumstances that may occur from time to time, but these absences must be cleared beforehand, by phone or in person, by the parent via the school Principal. The homework on special excused absences should be arranged with the teachers ahead of the absence.

APPEAL PROCESS

If a student does violate the attendance rule, and requests that earned credit be granted, the following will be required to have the request considered (not necessarily granted):

- A. Write a letter stating specific reasons why the student was absent.
- B. The letter should be submitted to the Principal prior to the end of the semester in which credit is requested.

The Principal and associated leaders may grant or deny the request. A denial can be appealed to the Superintendent of Schools and then to the School Board.

Behavior Standards

Every pupil is expected to live the role of a good citizen. He/she should be punctual and regular in attendance, conform to the rules and regulations of the school, be diligent in study, resourceful, and helpful to schoolmates. Abusive or harassing conduct will be unacceptable.

A GOOD CITIZEN WILL:

1. Support the activities of the school and take part in them.
2. Show respect for school property and property of others.
3. Be polite and orderly in the building and respect school regulations.
4. Express school spirit by enthusiastically supporting school teams and activities showing good sportsmanship toward other teams, students, and their townspeople.
5. Cooperate with the students and teachers in carrying out the school program.
6. Be aware of the opportunities the school offers and take advantage of these.

GENERAL SCHOOL RULES (See also: Disciplinary Referrals)

1. Be seated in the room when the tardy bell rings.
2. Bring the necessary books and equipment to class every day.
3. Don't sit on the desktops or deface the desks in any manner.
4. Don't interrupt when a student or teacher is talking.

5. Everyday manners and courtesies should be practiced.
6. The bell does not excuse students. The teacher does.
7. Students will not smoke tobacco, drink alcohol in any form, or use or be under the influence of drugs, or chew snuff in buildings or on school grounds or during school related activities.
8. Students will not be permitted to have any drugs, alcohol, cigarettes or chewing tobacco on their person, in their lockers or in their vehicles.
9. Fighting and harassment will not be tolerated.
10. No hats are to be worn in the main school building during school hours (7:50-3:35).
11. Backpacks are not to be brought to class unless permitted by the teacher.
12. Cell phones are to be turned off or silent in classrooms unless the teacher grants permission to use.

Book and Equipment Policy

Each student is responsible for all books and equipment issued to him/her. If an item issued to a student is misplaced, stolen, or damaged, the student will be required to pay for the replacement of the item. If a student is issued damaged items alert the instructor of the condition at that time.

Box Tops/Soup Labels

Participating companies have developed an incentive system that allows schools to purchase supplies for their school just for turning in labels/box tops. The PTYO organizes this event, and gives an award to the class that collects the most labels each school year. All ages of students are encouraged, but not required, to participate in this event and can turn the labels into their teachers.

Breakfast

Breakfast is available, free of charge, to all students beginning at 7:45 a.m. It is an option for all students to eat breakfast upon arrival to school and before the start of the school day.

Bus Conduct

Riding the school bus is a privilege for students, not a right. Students are expected to follow the same behavioral standards while riding school district vehicles as are expected on school property or at school activities, functions or events, and additional specific transportation safety rules. All school rules are in effect while a student is riding a district vehicle or at a school bus stop.

The Superintendent shall establish written rules of conduct for students riding school buses. Such rules shall be reviewed annually by the Superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the Board for approval.

A copy of the rules of conduct for students riding buses shall be provided to students at the beginning of the year. The classroom teacher and bus driver shall review the rules with the students at the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the District office and in each building principal's office. The bus driver shall be responsible for enforcing the rules, and shall work closely with the parent and building principal to modify a student's behavior. The rules shall include consistent consequences for student misbehavior.

Recommendations for permanent termination of bus privileges will be referred to the Superintendent for final determination. The termination may be appealed to the Board. No further appeal shall be allowed.

A recommendation to terminate bus privileges shall be accompanied by a written record of the incident(s) that led to the recommendation. Said written record shall be provided to the parent/guardian of the student whose bus privileges are being revoked.

BUS RULES OF CONDUCT

1. Obey all requests of the driver promptly and courteously with no back talk.
2. No loud talking, profane language, or dirty stories.
3. No standing while the bus is in motion. Do not change seats more than once.
4. No fighting, scuffling, or bothering other students. Keep hands to yourself. Keep your feet and legs out of the aisles.
5. No eating or drinking on regular bus routes. Eating and drinking will be permitted on extra activity buses as long as the privilege is not abused.
6. Keep feet out of seats. Keep shoes on. Do not wear metal cleats on the bus. Do not mark, cut or deface the bus in anyway.
7. Try to be on time at bus stops. Enter and leave the bus quietly.
8. Remember, the driver has the responsibility to get you to school and home safely. Don't do anything that will disrupt his or her concentration on safe driving.
9. Discipline problems on the bus shall be handled by the bus driver. If this is not satisfactory, the bus driver shall contact the bus supervisor for guidance to correct the problem.

Any student that cannot obey these rules may be suspended from riding on the bus for a period of up to three days. If the student is suspended a second time, it will be necessary for the parent, or parents, to meet with the bus driver, supervisor, student and principal before he/she will be able to ride the bus again. An additional suspension time may be imposed.

RESPONSIBILITIES - Students

Students must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Students should instantly obey any command or suggestions from the driver and/or his/her assistants.

A student may be denied transportation upon a showing of good cause. The reason for the denial of transportation services shall be provided to the parent(s)/guardian(s) in writing.

RESPONSIBILITIES - Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts towards making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
2. Properly prepare children for weather conditions.
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.

Checking Out of School

A parent signature and administrator signature are required prior to taking the check out sheet to the teachers for book return and verifying possible fines. The administrator will contact parents prior to signing the check out sheet if there is probable cause to do so.

Computer Use Rules

- Students are to stay in the assigned software
- Students are not to make changes on the control panel
- Students are not to play games
- Students are not to access the Internet without permission

CONSEQUENCES

Major Offenses: Accessing teacher/administrative files, pornography, etc., may result in the student losing all access to computers in the school district.

THESE COMMON SENSE RULES AND CONSEQUENCES ARE IN ADDITION TO THOSE STATED ON THE Castleford School District Computer Use Contract

Disciplinary Referrals

1. The Principal will hear student's side of the story.
2. The Principal will hear teacher's side of the story.
3. The Principal will decide on a disciplinary measure that commensurates with the student's misbehavior or will dismiss the referral.
4. The Principal will enact a disciplinary step deemed appropriate.
5. For consequences of violating school drug policy see School Policy 3380.

Some activities are obviously more severe than others, and require more severe "steps". Discipline is cumulative. Each succeeding discipline action is potentially at a more severe level.

STEP 1: Removal from the class for the period; private conference with teacher, apology offered to and accepted by teacher/class; and or (1) in-school suspension, (2) corporal punishment or (3) working after school, plus (4) notification of parent by written discipline note

explaining the nature of the problem and punishment given. This notification will often explain the consequences for recurrent or further discipline problems.

STEP 2: Any part of Step 1 plus in-school suspension or suspension from school for up to five days and a parent conference. Student is required to make restitution for any property vandalized, stolen, or misused, and the student will be put on probation. Any felonious activity will result in notification of proper authorities. The Superintendent can add an additional ten days to the suspension.

STEP 3: Any part of Step 1 and 2 plus suspension from school for up to ten days or suspension from school until granted a mandatory hearing by the School Board, which can add another five days suspension. A requested hearing need not result in additional days of suspension.

STEP 4: Recommendation to the school board for expulsion for the remainder of the semester or year.

Corporal punishment is permissible and is to be used in accordance with the following guidelines:

- a. No malice
- b. Due Process
- c. Witness present
- d. Parent Notification (written/verbal)

IN-SCHOOL SUSPENSION

The Principal will direct in-school suspension. The teacher will bring all appropriate schoolwork to the office, and the students will normally be required to complete those assignments at home. Students on in-school suspension may be asked to eat lunch in the Principal’s office or at another site selected by the Principal. Students and parents who feel they have been improperly charged or sentenced do have the right of appeal and should see the principal for proper procedures and steps.

EXPULSION from school for repetitive, accumulative, and /or serious offenses will be done according to Idaho Code.

SOME DISCIPLINE INFRACTIONS

| <u>Infraction</u> | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> |
|---|----------------------|----------------------|----------------------|----------------------|
| Willful Disobedience (Refusing to obey any reasonable authority.) | X | X | X | |
| Disruptive Conduct (Any conduct not conducive to learning, Ex: roughhousing, running, shouting profanity/vulgarity, etc.) | X | X | | |
| Vulgarity/Profanity among or to student | X | | | |
| Vulgarity/Profanity to a teacher | | X | | |
| Vandalism | X minor < \$20 | X major > \$20 | | |

| | | | | |
|--|--|----------------------|----------------------|----------------------|
| Stealing, Extortion* | | X | X | |
| Irregular Attendance (Excessive absences: 5 per semester or 3 tardies per semester, skipping class, on/off campus, etc.) | | X | | |
| Cheating* | X | X | | |
| Fighting | | X | | |
| Physical Harassment (Pushing, pulling or tearing clothes, use of rubber bands, pulling shorts down, intimidation, etc.) | | | X | |
| Possession of tobacco | | X | | |
| Use of tobacco (On school campus or at school functions.) | | | X | |
| The sale of narcotics or dangerous drugs on school campus or at school functions | | | | X |
| <u>Infraction</u> | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> |
| Use of, or possession of, and/or being under the influence of narcotics, dangerous drugs, alcohol or other controlled substances on school campus or at school functions | | | X | X |
| | OR an intervention program approved by the school, paid for by the student | | | |
| Displaying or carrying deadly weapons or dangerous playthings* | | | X | X |

*The Gun Free School Act 1994 requires expulsion of not less than one year. It also demands a referred to law enforcement personnel/agency.

Dress Code

Students are reminded that their appearance, significantly, affects the way others respond to them. Students will be expected to keep themselves well groomed and appropriately/neatly dressed. *Any form of clothing or hairstyle which is considered contrary to good hygiene or which is **distractive or disruptive** in appearance and thus, detrimental to the purpose or conduct of the school as determined by the Administration will be not be permitted.* Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, certain minimum standards shall be observed by all students. Some general guidelines of these standards include:

1. NO clothing or items decorated or marked with illustrations or advertisements, words, or phrases which are profane or obscene, encourage the use of drugs, alcohol, tobacco, illegal substances or promote gang or other behaviors that violate District policy are allowed.
2. NO articles of clothing or other items that suggest lewd or sexual themes.
3. NO head wear (hats, bandanas, scarves, berets, hoods, etc.) worn in the building.
4. In accordance with certain minimum standards, bra/cami straps must be covered.
5. NO shirts that expose cleavage or the top outline of the chest.
6. NO short shirts that deliberately expose the midriff. For example, shirts must be long enough to cover the abdomen when arms are raised and long enough to cover the back when sitting down.
7. NO low riding pants, pajama bottoms or exposed boxers are allowed.
8. NO bare feet. Footwear must be worn at all times.
9. NO cleats or taps in any building.

Should a student get “caught” not obeying this dress code policy, the options include:

- Put on a sweatshirt, if breaking a “shirt” rule.
- Call parents for change of clothing.
- Appropriate Disciplinary action, with reference to repetitive infractions.

All rules will be enforced during school hours, males and females alike. All students (K-12) will abide by these rules at any extra curricular activities. There are exceptions to all rules, the Administration will have the final say. If there are exceptions to the rule, they must be consistent with the intent of the policy.

Fight Song

(to the tune of “I’ve Been Working on the Railroad”)

Hurrah we’ll win, rise up and shout it,
 Loyal hearts most true
 There’ll never be a doubt about it
 For that’s our golden rule. Rah, Rah, Rah
 Fair and square in every weather
 And courageous too....
 We’ll work and play in sports together
 For Castleford High School!

Food and Drink Policy

No food or drinks in the High School and Middle School hallways. However, water in water bottles is okay. Food will not be allowed in computer labs or in the gym except during inter-school activities or other pre-approved events.

Hallway Rules

No running in the elementary school hallways.

Leaving School

Permission must be secured from the office before a student leaves the school grounds during school hours. If a student must leave because of business or illness, be sure to get permission from the teacher whose class you are in and sign out in the office. Unless an administrator approves it, students who leave during extra-curricular events will not be allowed to return.

Lost and Found

If you find something it should be turned in at the main office. If it is not called for in two weeks, the finder may get to keep the lost merchandise. The lost and found is periodically given to a receiving center.

Lunch Room

Lunch is available for all students. There are no lunch tickets which you need to keep track of or buy. Parents are welcome to join their child for lunch, and will be charged accordingly. Each year, a form from the office needs to be filled out and returned to the school to determine eligibility for free or reduced price lunches. If you are eligible, the school benefits greater by your participation in the federal hot lunch program. Elaine Hape, the lunchroom supervisor, can be contacted with questions or special dietary considerations.

Normal rules and manners need to be observed in the lunchroom at all times. Loud talking, running, horseplay, and failing to properly dispose of lunch trays will not be tolerated. Failure to obey the rules will result in disciplinary action. Students who think they might be eligible for reduced or free lunches should check at the lunch office for the proper forms. See the school website for more information regarding lunch prices and programs. <https://castlefordschools.wordpress.com/portfolio/lunch-program/>

Major Violations of Law (Note: This school has video surveillance.)

Theft, damage to property, assault, and possession of weapons, or drugs are violations of the law. Such behavior is also use for suspension, expulsion, and/or other disciplinary action, including restitution. Students involved in these acts will normally be referred to the appropriate law enforcement authorities, in addition to the school disciplinary action.

Pictures

The school contracts with a professional photography service to take pictures of all students which are then compiled to make a class roster. In addition, a class photo is taken each spring and is available for purchase.

Playground Rules

- No children on the football field
- No throwing rocks, sticks or snow
- No rough play
- One at a time down the slide
- Feet first down the slide
- No rocks down the slide
- No playing on or beneath the bleachers
- No standing on the tires on the concrete
- No throwing balls against the building
- Only 2 students allowed in the building at a time
- NO SNOWBALLS

PowerSchool

Access weekly grade and attendance reports for your child, through the school website. Click on the PowerSchool link on our website castlefordschools.wordpress.com. Contact the school secretary for log-in information.

PTYO (Parent Teacher Youth Organization)

Parents are welcome and encouraged to become involved in P.T.Y.O. It is the school's hope to establish a strong connection between school, home, and the community. Contact the school for more information.

School Board

Visitors are always welcome to school board meetings held at 7 p.m. on the 3rd Wednesday of every month at the school.

School Supplies

A recommended school supply list is available in the front office. A supply list is printed in late summer and is posted on the front doors of the school along with the school calendar for the year. A backpack or bag may be recommended by their teachers to carry papers home.

Severe Weather Policy

School will be in session unless the weather makes it dangerous for school buses to run. On doubtful mornings, the local radio stations will announce the school district decision no later than 7:00 a.m. If, during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, each local radio and television station will be notified and an alert will be sent out from the school. In cases, that the procedures are different from normal, parents need to discuss, in advance with their children, who will

pick them up or what to do in case school is dismissed early. (Ex: Can the student get in the home if delivered early?)

Sexual Harassment

Sexual harassment is defined as a pattern of unwelcome or unwanted conduct of a sexual nature committed by an employee or student of the district. Conduct of this nature is unacceptable including on the school grounds, during regular or special sessions, at any school activity, function or event. Examples of sexual harassment include, but are not limited to:

1. Demanding sexual favors in exchange for favorable grades, assignments, other education benefits or benefits related to extracurricular activities, or promises of the same
2. Continued or repeated sexual jokes, language, flirtations, advances or proposition
3. Verbal abuse of a sexual nature
4. Graphic verbal commentaries about an individual's body, sexual prowess or sexual deficiencies
5. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts, or suggestive, insulting, or obscene comments or gestures
6. Name calling, related stories, gossip, comments or jokes that may be derogatory toward a particular sex
7. The display of sexually suggestive graffiti
8. The display of sexually suggestive objects, pictures, posters, or cartoons
9. Asking questions about sexual conduct or sexual orientation or preference

This policy covers all employees and students of the District. The Board of Trustees will not tolerate, condone, or allow sexual harassment of its students, whether engaged in by fellow students, teachers, administrators, or any other employees of the District. The Board of Trustees encourages the reporting of all incidents in misconduct constituting sexual harassment. Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Employees may be disciplined up to and including discharge; students will be disciplined up to suspension.

Student-led Conferences

Twice a year, the school schedules an opportunity for parents to come to the school to review their child's progress. It is a chance for the student to take an active role in guiding their parents through their daily responsibilities at school. Your child's teachers are available and eager, to visit with you during this time. In addition, our school lunch staff prepares a meal that you as a family are welcome to sit down and share, at no cost.

Surveillance Cameras

Surveillance cameras are being used in the hallways and outside. Thefts, damage to property, assault, possession of weapons or drugs are violations of the law. Such behavior is also cause

for suspension, expulsion, and/or other disciplinary action, including restitution. Students involved in these acts will normally be referred to the appropriate law enforcement authorities, in addition to school disciplinary action.

Visitors

Students who are not enrolled at Castleford Junior/Senior High and are visiting friends need to be pre-approved and they must then check in at the School Office. While parents are encouraged to visit, they too, must check in at the School Office before visiting classes.

Castleford School District
Student, Parent, District Accountability Agreement

As a student, I will:

- ❖ Attend school daily, be prepared and ready to learn
- ❖ Complete all work on time.
- ❖ Follow school rules.
- ❖ Accept responsibility for my school work and behavior.
- ❖ Take part in making decisions regarding my education.

As a parent/guardian, I will:

- ❖ Make sure my child attends school daily and is prepared.
- ❖ Communicate daily with my child about school work, monitor their progress, and assist as needed.
- ❖ Provide a study place at home.
- ❖ Respect and support my child, the teacher, and the school.
- ❖ Attend school activities and participate in classroom activities whenever possible to ensure my child's progress.

As the teachers and administrators, we will:

- ❖ Provide a safe and welcoming learning environment that includes high quality curriculum and instruction.
- ❖ Strive to meet the individual needs of every student.
- ❖ Believe in each student's ability to learn.
- ❖ Establish and maintain open communication with students and parents.
- ❖ Respect that each child and family is unique.

After having read and discussed the Student Handbook and Accountability Agreement with your child, if you agree with these statements, please sign and date this agreement. Return ONLY the bottom portion to your child's classroom teacher and keep the handbook for future reference.

=====

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Teacher's Signature _____ Date _____