

Cascade Alternative School
at the
Cascade Opportunity Center

at



Student Contract and Handbook

Principal:

Marie Thompson..... mthompson@cascade.k12.or.us.....503-749-8406 ext. 7009

Teachers:

Mike Crowe.....mcrowe@cascade.k12.or.us.....503-749-8406 ext. 7003

Victoria Deplois-Baslvdeplouis@cascade.k12.or.us.....503-749-8406 ext. 7007

Attendance Secretary: (call for attendance)

.....503-749-8406 ext. 7005

Transportation Supervisor

Paula Leyton.....paula@midcobus.com.....503-749-1353

About the Alternative School Program

What to expect from your student's participation at the Alternative School:

Cascade Alternative School provides an opportunity for students to take computer based classes and earn high school credits in an alternative environment. Students are expected to work individually and complete their assigned classes on the computer with some written work required as well. Teachers are available to provide individual support and instruction as a student may need it.

Students are expected to work quietly and efficiently during work hours. Students must complete the minimum work requirement each day although students who are actively working may work ahead. Students need to bring the following supplies necessary to complete their class work.

Supply List

3 Spiral Notebooks
Pencils
Pens
Erasers
Water Bottle or Plastic cup with student's name on it
3 boxes of Kleenex

There is a \$25 registration fee that must be paid at the High School office. (we are not set up to take fees here at this time)

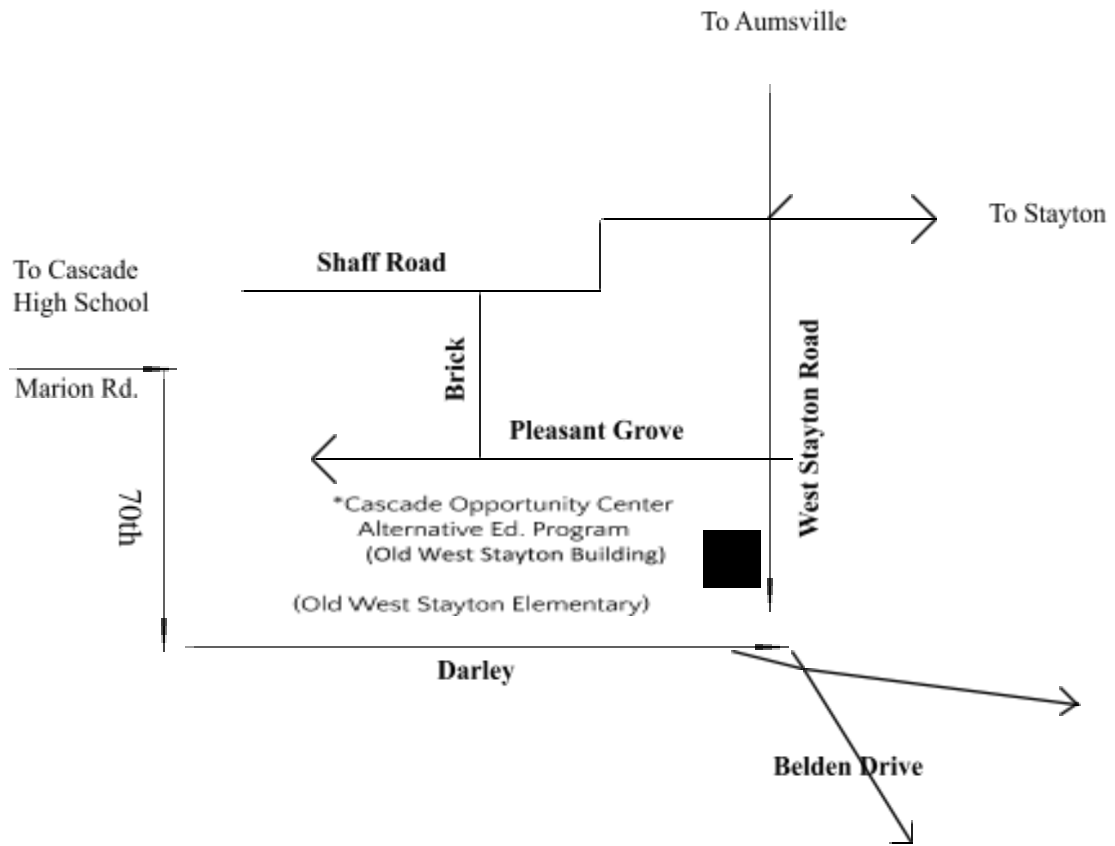
Program Goals

1. To provide an alternative educational environment where students can work on their high school classes via a computer-based curriculum with teacher support to recover/complete high school classes and other graduation requirements that lead to graduation or enrollment in another type of program better suited to a student's needs.
2. To instill a realistic, positive self-image.
3. To encourage character, self-reliance, dignity and respect.

Notice of State Statutes and Administrative Rules Governing Alternative Education

Alternative Education is regulated by Oregon Administrative Rule 581-022-1350.
Copies of this rule will be made available to parents and students upon request.

How to Get Here



*Cascade Opportunity Center
 *Cascade Alternative School
 11463 W. Stayton Rd. SE
 Aumsville, OR, 97325
 503-749-8406

*We are located in the top floor of the old West Stayton Elementary School Building.



Cascade School District

- ☐ Committed
- ☐ Confident
- ☐ Career/College Ready

Daily Schedules

Your student will be assigned to either Morning Session 1 or Afternoon Session 2, depending on transportation needs.

*Morning Session 1 students will ride their regular bus route from home to the High School and then have breakfast in the High School Cafeteria, then catch the Alt. School bus at 8:00 AM.

*Afternoon Session 2 students will catch the bus at home and at the end of the school day, ride a bus from the Alt. School to the High School, then get off and get on the bus with route to their home.

Regular Schedule

A.M. Session 1

Classwork	8:00-9:00
Break	9:00-9:15
Class Work	9:15-10:30
Break	10:30-10:45
Classwork	10:45-11:45
Lunch	11:45-12:10
Bus to Home	12:10

P.M. Session 2

Classwork	11:00-11:45
Lunch	11:45-12:15
Classwork	12:15-1:15
Break	1:15-1:30
Classwork	1:30-2:50
Bus to High School	2:55

Late Start Schedule

(Check District Calendar for these dates)

★All Morning & Afternoon Alt. School Students attend at the same time on Late Start days

***All sessions of Alt. School Students need to ride the bus from their home bus stop to the high school, have breakfast, then catch bus from High School to the Alt. School**

Classwork	10:00-11:15
Lunch	11:15-11:45
Classwork	11:45-1:00
Bus Home	1:00

Transportation

For the A.M. Session students will catch the bus at their neighborhood bus stop and take that bus to the High School. Students get off the bus and may go eat breakfast in the High School cafeteria. Alt. School Students must return to the bus area by 8:00 am and take the Alt. School bus out to the Cascade Alternative School. After lunch (12:10) the bus will pick the A.M. students up at the Alternative School and take them directly home.

For P.M. Session students will be picked up at their home address and the bus will take them directly to the Alternative School. At the end of the day, 3:00, the bus will pick up the Alt. School students and take them to the High School. Once at the High School, students need to get off the bus and get on their home bus route to ride the bus to their neighborhood bus stop.

Students who would like to ride the bus to any other bus stop or another student's home must have a note from the parent/guardian.

Personal Transportation

Students may drive themselves to school and home with parent permission. Students who drive to Alt. School are expected to enter and exit the parking lot in a safe manner. Failure to do so will result in disciplinary action, up to and including expulsion. Students may park in the parking spaces to the left of the building, down in front of the flagpole area.

☐ **Students are required to have a note from a parent to ride in other students' vehicles or to give rides to other students (no exceptions).**

General Building Policies

Alternative School students are not allowed in the building's lower floor without permission from a staff member. Students are not allowed in the elementary school area downstairs.

Students may spend the scheduled break inside the building or out back, with a supervising staff member. **Students may not spend their break or lunch in front of the building.**

Students may not leave campus during break.

In case of security issues or emergencies, to include fire drills and lockdown procedures, all standard district policies apply. We have emergency procedures in place to help keep our students and staff safe.

Our building doors are locked at all times.

Fees

\$25.00 Registration Fee (required to attend class)

Attendance

Alternative School Students need to be AT SCHOOL EVERY DAY!

We can only help them get their classes done if they are here every day.

Our goal is to have every student be here 95% of the school year.

The Cascade School District Attendance Policy attendance policy still pertains to Alternative School Students.

Consequences of Unexcused Absences:

*The parents of students who accumulate 3 unexcused absences will receive a letter of warning.

*Students who accumulate 5 unexcused absences will receive a second letter of warning and either a phone call or home visit from the Cascade School District Attendance Officer.

*Students who accumulate 6 unexcused absences will have to attend a citation warning meeting with at least one of their parents or legal guardians.

Students with 7 or more unexcused absences will receive a written Citation and be required to attend a court hearing and possibly receive a fine of \$200 or more. Attendance is required by law for students 5—18 years old.

Students who receive 3 tardies in one 1 trimester will receive a referral.

If student is absent or needs to have an absence prearranged, please notify the Cascade Opportunity Secretary at 503-749-8406 ext. 7005.

Unexcused absences must be cleared by a note signed by guardian/parent within 48 hours

Students who sign out during the school day need to have a parent call or a note to excuse

Class Work

Students should work to complete as many classes as possible. Students at the Alternative School are enrolled here because they are behind in school or because this is a better learning environment for them.

The minimum work completion each day is 8 activities to include quizzes, tests or study sheets. We look at this on an individual student basis. A student who is working consistently can accomplish much more than this. A student can realistically complete 5-15 classes per trimester depending on the student's motivation, work ethic and dedication. We are here to help students but we cannot make them work. We do however ask that if they do not want to work, that they sit quietly at their seat and not disturb others who are working.

Students who disrupt the learning environment will be reminded to work quietly, assigned another area to work in or given a referral and suspended from school. Truthfully, students do not have time to waste if they want to graduate on time.

Apex Guidelines

1. Students will use Apex as the online education curriculum to complete their classes/coursework. Classes students are assigned to complete on Apex coordinate with the high school diploma requirements.
2. **Students are able to access Apex at home** to work on their classes, however Computer Scored Tests (CST's) and Final Course Exams must be completed at school with Teacher/ Staff Supervision. The Apex website is: Apexvs.com
3. Before a teacher unlocks a CST for a Final Exam the student must have completed all the required assignments for that unit, (i.e. practices, journals, discussions, etc.).
4. Passing scores for computer scored quizzes and tests are 70%. Students must earn a passing grade in each unit to earn credit for the class. (Passing grade is 60%, D for a class)
5. Students may take notes as they complete their unit studies on Apex. Any notes taken while completing the class units may be used on the CST's and Final Exam.
****Students may not access the Internet while taking any CST's.**
5. All Apex classes are worth .50 credits unless a teacher assigns a yearlong class which may be worth 1 credit.
6. Students are required to do their own work on Apex. If they are caught cheating or having another person complete their work they may be suspended from the Alternative School Program. Cheating includes using other internet resources where a student would look up the answers and not complete the learning and work themselves.

Parent Involvement

1. We encourage parents to regularly contact teachers to ask about their student's progress. We are happy to let you know how your student is doing here at school, both academically and behaviorally. Please call or email us using the contacts on the front page of this Handbook.
2. We will send home progress reports at 3 weeks, 6 weeks, and 9 weeks into a trimester. We have 3 trimesters in a school year. When a student completes a class we have the registrar insert a student's grade on the student's high school grade transcript.
3. We'd love to have you to stop in occasionally! It's good for parents to visit their student's

School Guidelines & Rules

General Behavior:

Students must display courtesy and respect to staff members and other students. Swearing, abusive or obscene language or behavior, threats, coercion, blackmail, and frank discussions about sex or chemical abuse are prohibited and will earn disciplinary action up to and including expulsion. Insubordination **will not** be tolerated under any circumstances.

Any type of vandalism to equipment, materials, building will result in suspension from school.

Intoxicants:

Drugs and alcohol are prohibited. Students who are found to be under the influence of intoxicants will be suspended or expelled.

Weapons:

Students found to be in the possession of weapons will be expelled, (pocket knives are classified as a weapon).

Tobacco:

Tobacco is prohibited. Students found to be in the possession of tobacco will be suspended a minimum of 3 days. Paraphernalia such as lighters, matches, etc., are also prohibited.

Food and Beverages:

Students may eat food or drink beverages provided that they clean up after themselves. You may have water or soda with lids-but not near the computers.

Cell Phones:

Cell phones are a huge distraction at the Alternative School!

We ask that students keep their cell phones turned off or on silent and keep their phone put away in a pocket, purse, backpack during class work time. Students may use their cell phone at breaks and lunch. Students are only here three hours and they need to utilize this time to work on their classes.

If they have the cell phone out during class time, they will be reminded to put it away. If a student's cell phone becomes a problem we may have the student put their phone in a teacher's drawer and returned at the end of the student's day. Refusal to give up the device when asked to place it in the Teacher's drawer, may result in suspension.

Staff phones may be used with permission from Staff member.

Cascade Alternative School Computer Use Policy

The Cascade Alternative School Computer Use Policy conforms to the Cascade School district's computer use policy.

Cascade School District Computer Use Policy (From Student Code of Conduct) states:

“Students may be permitted to use the district’s communication system only to conduct business related to the management or instructional needs of the district or to conduct research related to the education consistent with the district’s mission or goals. Personal use of district computers, including non-authorized e-mail is strictly prohibited.

The district’s electronic communications system meets the following federal children’s Internet Protection Act requirements: Files and other information, including E-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district’s system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned E-mail system.

Students who violate Board policy, administrative regulation, including general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.”

Violations of the Alternative School Computer use policy include, but are not limited to:

- Game sites
- Sites with adult content, sites with drug use, images of drugs (including marijuana), images of scantily clad women or men, images of drinking or alcohol, gangs, etc.
- Social networking sites—i.e. MySpace, Facebook, Twitter, Snapchat, etc.
- Shopping sites—i.e. Craigslist, eBay, Let Go, etc.
- Use of Google images/other images sites for no particular reason, (i.e. non-school related reasons)
- Use of other students’ passwords/logins is strictly prohibited. You are to be held accountable for your own login and account. Use of other students’ computers is also strictly prohibited.

Destruction of district computers or computer accessories is also prohibited. Any damage

Signature Sheet

We have met with an Alternative School Teacher or Administrator and reviewed the Cascade Alternative School Contract and Handbook.

We agree to abide by the expectations, guidelines, rules and policies outlined in the Cascade Alternative School Contract and Handbook.

Student

Date

Parent/Guardian

Date

Parent/Guardian

Date

Parent/Guardian Email: _____

Parent/Guardian Phone Number _____

In case of an emergency when a parent/guardian cannot be reached we will contact this Emergency Contact Person:

Name