

Sequoia High School

Student Handbook 2015 - 2016



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Everett, WA 98201
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Office Hours: 7:30 am – 4:00 pm
Monday through Friday

Everett Public Schools

The Sequoia Student Handbook is expectations and information specific to our school. Please refer to the Everett Public Schools Rights and Responsibilities for additional information on policies and procedures related to students. This handbook is current at the time of printing, but may change as needed throughout the year. Please refer to the school website for the most current version of the handbook.

Mission

Sequoia High School will provide students with an educational environment that is positive, recognizes individual differences, and has high expectations for achievement and behavior. Sequoia works to meet the needs of its community through a program that emphasizes:

Goal Setting Individual Responsibility Choice

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Everett Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Designated to handle inquiries about nondiscrimination policies are: Affirmative Action Officer, Carol Stolz, 3715 Oakes Ave., Everett, WA 98201, 425-385-4106; Title IX Officer and 504 Coordinator, Randi Seaberg, 3715 Oakes Ave., Everett, WA 98201, 425-385-4104; ADA Coordinator, Kristine McDowell, 4730 Colby Ave., Everett, WA 98203, 425-385-5250. (Email address for each is First InitialLastName@everettsd.org)

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Advisory/Success Time

All students are enrolled in Advisory/Success Time for the entire time they are enrolled at Sequoia High School. Advisory/Success Time meets Monday - Thursday and is taught by the student's academic advisor or Success Time teacher. The Advisory portion emphasizes goal setting, study skills, developing school success strategies and tracking academic progress. Students are expected to make up incompletes, do homework, and/or participate in daily activities or lessons. Success Time emphasizes learning math, reading and writing skills to prepare for graduation and Career and College Readiness. *Attendance is required for all students.* Students who do not attend Advisory/Success Time may be placed on contract and could be withdrawn from school for not making progress, if they fail to comply with the terms of the contract.

Appointment Day/Advising

After successful completion of Intake, all students will be assigned a teacher to be their academic advisor. Students and teachers will also meet to discuss progress eight times a year on Appointment Day. Students are required to attend Appointment Day. Students must attend Appointment Days to schedule classes and stay enrolled for the next term.

Associated Student Body

The Associated Student Body (ASB) is a formal organization of students that is formed with the approval of the school district Board of Directors. Vending machine revenues fund the ASB program at Sequoia High School. The organization offers students leadership opportunities. ASB meetings occur monthly. According to the ASB charter, each Advisory class will elect two representatives to attend each meeting who will serve for one school year. From this group of representatives who served the previous school year, a President, Vice-President, Secretary, Treasurer and Communications Representative will be voted into office each spring to comprise the executive board. Each advisory in the Fall will identify a Student Representative to attend ASB meetings and provide communication between the advisory class and the ASB.

Attendance

Sequoia High School holds high expectations for its students. In order to achieve these high standards, regular attendance is necessary. Washington State Law and Everett Public Schools Board Policy require that all students attend school and make minimum academic progress to maintain their academic standing within the school. The choice not to attend regularly may impact the student's ability to make monthly academic progress. Students must make academic progress to stay enrolled or a change in program may occur.

Behavior Contract

All students attending Sequoia High School are expected to sign and follow the Behavior Contract.

Breakfast and Lunch

Applications for free or reduced lunch will be handed out during Intake and are available in the office. Breakfast will be available from 9:00am – 9:10 am in the cafeteria. Students who arrive late, may request a Second Chance Breakfast in the Main office. Lunch will be served between 12:25-1:00pm Monday - Thursday and at 11:30 on Fridays.

	<u>Full Price</u>	<u>Reduced</u>	<u>Free</u>
Breakfast	\$1.25	\$0.00	\$0.00
Lunch	\$3.00	\$0.40	\$0.00

Calendar

Sequoia follows the Everett Public Schools calendar for holidays and vacations. Please refer to current school calendar for term schedule, appointment days, school activities and required testing days.

Career Center

The Career Center is located in room 214. It is open Monday through Friday during posted hours and at additional times by appointment. Students can access career computer programs and other information about jobs, colleges, scholarships, financial aid, Sno-Isle, and more.

Child Care Center

Only the son or daughter of a currently enrolled student in good standing may attend the day care. The day care center accepts children from one month to 24 months old. Application packets are available from the Daycare either in person or by calling 425-385-5120.

Commencement Exercises

Students who have completed all graduation requirements will be invited to participate in the commencement ceremony. Graduates are expected to attend Graduation practice to participate in ceremony. All school and district rules apply at the practice and ceremony.

Emergency Procedures

Each month we are required to practice emergency procedures including lockdown, earthquake and evacuation/fire drills for the continued safety of our students. While more often than not any situation has been a drill or false alarm it is important we practice each situation as though it is a real emergency. If you are present, follow the directions of school staff.

Earthquake

In the event of an earthquake, *Stop, Drop and Cover*. Go to the safest place- desk, doorway, cabinet etc. and wait for the all clear from Principal or First Responders. . Do not exit the building until the earth has stopped moving and it has be determined it is clear to exit to the safest place which might include the Sequoia Field, Doyle Park, field behind school on Norton or other safe location.

Fire Alarm

When the fire alarm goes off, exit immediately exit the buildings. Walk away from the building to either the North or South side of the Sequoia building as indicated on the evacuation maps in each classroom. If your designated route is barricade or unsafe; follow the closest alternative route. Enter soccer field in front of Sequoia and line up by teacher in designated area. If the alarm occurs during passing time or lunch; proceed to the previous class period teacher. If you are not assigned to a teacher during that period; report to the office area at the south end of the lines. Please stay in your assigned line as each person will need to be accounted for. In the event that we need to evacuate to a secondary location, please follow the directions of staff or first responders.

Lockdown

In the event of a lockdown, the doors will be locked and students will be secured in the building away from windows and doors. If a fire alarm goes off during a lock down, unless you see or smell fire, you would not exit the building unless directed by school staff or law enforcement. No one will be allowed to enter the buildings. If you are just arriving on campus, for your safety, please return to your vehicle. Please do not try and enter a building. Whether a drill or real incident you will find that the door is locked and you will not be allowed access. In a drill situation, it typically last from 3-7 minutes. Doors will be opened immediately at the end of the drill.

Intruder

In the event of an active intruder or shooter inside the campus; Run, Hide, Fight. If you are inside the building and you can *RUN* away. If you are outside the building; stay outside and move away from the building in and call 911. If you cannot safely leave the area, *HIDE*, secure classrooms, block the door with furniture, move away from windows and doors and call 911. Do not open door unless a confirmed rescuer. If there are no other options *FIGHT*, take actions against the intruder.

Cell Phone/Social Media

During an emergency situation students and staff are asked to not use cell phones or other social media unless directed with a factual message. We request this in an effort to ensure accurate information is released and that any response by first responders is not compromised.

Student Release

In any emergency situation, students must wait to be released and signed out to a family member or significant adult. Please do not leave campus without following the sign out process as we will need to ensure the safety of all students. In an emergency we will only release students to those people listed as your emergency contacts. It is recommended that you check to ensure that information is accurate.

Fragrances

Students are asked to refrain from spraying or applying fragrant perfumes, lotions or other items with a scent due to chemical sensitivity. Fragrances possibly may not be permitted to meet health needs of our learning community members.

Grades

Sequoia High School does not use conventional letter grades to assess student progress. All work must be completed at a mastery level of at least 80% in order to receive credit at the end of the class. An incomplete class will appear on a student's transcript as an "I". At the end of the following term, incompletes that are not finished will be converted to a no credit or "NC" mark. All credits that are earned will receive a "P" for passing grade. Courses where credit has not been earned will be given an "NC". A .25 credit is awarded at the end of each term for passing grades.

Graduation requirements for Everett Public Schools

The goal of the Everett School District is to ensure that all students learn 21st century skills, reach high academic standards and prepare for post secondary education or training and career.

Therefore, the board of directors has established graduation requirements which exceed those established by the State Board of Education. Please refer to EPS Policy and Procedure 2410 for the specific graduation requirements.

Graduation requirements comprise three specific categories:

- (1) Credits in required subject areas of study;
- (2) Mastery demonstrated on Washington State assessments or state-approved alternatives; and
- (3) Culminating demonstration of learning and college and/or career planning including the High School and Beyond Plan and Culminating Exhibition.

Homework

The academic program at Sequoia High School is designed to include both in-school and independent work. The system was developed to allow students to meet individual needs while progressing toward graduation. Homework is required to achieve normal academic progress and stay in good standing as a student. Students should expect 3 hours of homework per week for each class in which they are enrolled. This means that a student enrolled in 5 classes can expect 15 hours of homework per week. Homework support is provided. Students should talk with their Advisory teacher about days and times for each class.

Intake Application and Procedures

Any student living in the Everett School District who is a high school student (grades 9–12), and will be able to complete all high school credits and requirements by the time s/he turns 21 is welcome to attend intake at Sequoia High School. Students who are currently under suspension or expulsion from another school may attend intake at Sequoia only *after the conditions for re-enter her/his home school have been met*. Every student entering Sequoia High School is required to complete a 12-day (24-hour) class, Intake, prior to the term s/he enters school. It is requested that new students to the district bring a copy of their immunization record and transcript with them on the first day of Intake. Also, a copy of any student accommodation forms (504 Plans or Individualized Education Plans) should be brought if it applies. Students with an Individualized Education Plan (IEP) are permitted to enroll at Sequoia if the placement is able to meet the individual learning needs of the student. An IEP should be reviewed prior to attending Intake.

The purpose of Intake is to help students understand the school and to determine if there is a match between the students' needs and the school's program offerings. Intake is required before a student can enroll in classes. Intake activities are designed to help students get to know the staff, each other, and to assess the students' skills. Students earn .25 elective credits by completing Intake.

Students who live in school districts outside the Everett Public School boundaries must apply for variance. *A variance must be approved prior to the first day of Intake.* District acceptance and release procedures will be followed for students who live outside Everett Public Schools and wish to attend Sequoia High School. For information on out-of-district enrollment, please contact Student Services at (425) 385-4070.

Intervention Plan

Students enrolled at Sequoia High School progress toward graduation by working at their own pace. Students must earn .75 credits per term to remain on track to graduate at a four year pace. This is considered normal academic progress at Sequoia High School. Students must make minimum progress each term or they will be placed on an intervention plan. Minimum progress can be defined as no less than .25 credits per term. While on an intervention plan, students must meet the requirements of the plan to make progress. Students who do not make sufficient academic progress while on an intervention for two consecutive months will be offered an alternative course of study. (WAC 392-121-182 Alternative Learning Experience Plan).

Late Start Schedule and Emergency Closure

Sequoia High School follows the Everett Public Schools Emergency Weather Closure Schedule. In the case of snow or other weather emergency, listen to your radio or TV for an announcement of school schedule changes. You should also receive a message through the automated phone call system.

One Hour Late- Sequoia High School will begin at 9:15 am. Periods 2 - 6

Two Hours Late- Sequoia High School will begin at 10:10 am. Periods 3 – 6

Leaving Campus During School Hours

Students are expected to stay on campus once they arrive on campus until the end of their individualized schedule day. Students may not leave campus during their school day without permission from parent/guardian and checking out with the office staff. During lunch students with 11 credits, making academic progress the prior term and have an *approved* off campus lunch form on file in the office may leave for lunch. Students will be expected to return to campus for the beginning of class

Library

Students and classes are encouraged to use the library. The library is open from 8:30 am to 2:00 pm every day. The library is open during lunch for students to check out books. Students using the library during their scheduled class need teacher permission.

Personal Electronic Devices

Personal electronic devices (PED), such as cell phones, tablets, and other mobile devices are integral tools in our society. They serve as a means of communication (telephone, email, text, etc.), a calendar, camera, organizational tool, a clock, information gathering/research tool, electronic book, note taker, dictation device, music provider, a student engagement tool and many other purposes. It is recognized that many of these purposes are useful in an educational setting. The use of PEDs to benefit student learning is authorized and encouraged, with teacher permission.

Picture Day

School pictures will be scheduled annually. Each student will have their picture taken. No hats or head coverings, except for medical or religious reasons, will be allowed in school pictures. Students will have an option to purchase pictures on Picture Day. Students will receive a Student ID card.

Physical Education Logs

Students may create a fitness goal develop plan, and track actually to earn PE credit. Students must document 90 hours with their advisory to earn .5 credit. Students must be enrolled during the times activity hours are logged. Hours must be completed in the same academic year.

Retake/Re-Retake

Students who have successfully passed Intake this year but are not currently enrolled will need to participate in an intervention called Retake. Retake occurs on the first appointment day during Advisory from 10:25 – 12:25. **It is required for students to reenroll.** Retake helps to transition students back into school by attempting to identify new strategies for success. After completing Retake the student will meet with their advisory to design an intervention plan for success.

A student who has previously this academic year completed Intake and Retake and wants to reenroll in school must complete Re-Retake. An application packet may be picked up from the office and must be returned 5 school days prior to the next appointment day. A team of staff will work together to individualize a plan of success for students and help determine best educational opportunities.

Significant Adult Night

One requirement for the successful completion of Intake is that each student has a significant adult in their life attend the Significant Adult Night. This gives the adults in that student's life an opportunity to become familiar with our schedule, calendar, and other program components. We encourage adults to attend and ask any questions that they may have about our program. If your student chooses to enroll in our program, future adult involvement is welcomed through our Port Gardner/Sequoia Parent Teacher Student Association (PTSA).

Smoking

Students are expected to respect the campus and our community by not using tobacco or tobacco like products (including e-cigarettes) on school property or within a 2 block radius of campus. We ask that guest and visitors to the campus also follow this expectation.

Student Records

Everett Public Schools takes very seriously its duty to protect student records and privacy. Student transcripts and other education-related records are protected by multiple security measures. Only those teachers, administrators, and other staff who work directly, with the student and have an educational need to know about the student, have access to individual student records. Staff members are expected to maintain confidentiality about information contained in a student's records.

An 18-year-old student has access to his/her educational records. As long as a student remains a dependent of his/her parents for income tax purposes or is not legally emancipated the parents/guardians continue to have access to the student's record. The student's consent is not needed.

Transportation

ORCA cards are available for students who live within the Everett School District service area and live more than one mile from the school. ORCA cards are distributed in the office during passing time, at lunch, and at the end of the day. Students will be assigned an ORCA card for the time they attend Sequoia High School. Students must return ORCA passes and cards when they leave Sequoia. If the ORCA pass or card is not returned within 48 hours of withdrawal from Sequoia or lost, students will be assessed a \$5.00 fine and card deactivated. The ORCA pass may be used to provide transportation to and from school, work or other outside activities the student is involved in while enrolled at Sequoia High School. Students attending Sequoia on a variance are not eligible for ORCA passes or cards.

Vision

Snellen screening (E chart) is also done to check for any difficulty with distance vision.

Voter Registration

Voter registration forms may be obtained in the front office. Each person is responsible for their own postage and mailing of the completed form.



SEQUOIA HIGH SCHOOL

3516 Rucker Avenue Everett, WA 98201

(425) 385-5100 Fax: (425) 385-5102



Kelly Shepherd, Principal

Behavior Contract

Students in the Everett Public Schools, including Sequoia, are responsible for reading and understanding the Student Responsibilities and Rights Policies handbook. The policies in this handbook apply to all students in the Everett Public Schools. A copy is provided to each student during Intake. Additional copies are available in the school office.

- Academic Focus
- Appointment Day
- Respect for the Law and the Rights of others
- Willful Disobedience
- Leaving Campus during School Hours
- Smoking
- Alcohol, Chemical and Controlled Substances
- Harassment, Intimidation and Bullying
- Student Dress
- Weapons
- Loitering
- Good Neighbor Rule
- Cell Phones
- Guests

Please sign this sheet. I have received and reviewed Sequoia High School's behavior expectations and agree to abide by the conditions as described. I have also received my copy of the Everett Public Schools Students Responsibilities and Rights Policies. I am aware that I am responsible for following all guidelines laid out in this handbook.

Print your name: _____ Signature:



SEQUOIA HIGH SCHOOL
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Kelly Shepherd, Principal

Intake Expectations

Intake is an important class that all students must complete before they can enter Sequoia High School. The goals of Intake are to help students to understand how our school works, to allow them to get to know teachers and each other and to assess their academic skills in the areas of reading, writing and math. It is critical for students to meet the expectations of Intake if they are to be successful in our school. The expectations are as follows:

1. Students need to attend Intake every day that it is scheduled. Any emergency absences must be approved through the administrator **prior** to the absence. Any student who is absent without the prior approval of the administrator will not successfully complete Intake and will need to do Intake again before s/he will be admitted to Sequoia High School.
2. Students must come on time. Punctuality is a very important skill for both school and work. Students need to be on time to Intake and are allowed to be late only with administrative approval. They must make up any missed time.
3. Students cannot leave early. The time spent in Intake is important for the success of our students. Most activities cannot be made up if they are missed. Students need to commit to staying for the duration of the class each day.
4. Students must bring paper, pen or pencil, and a binder to Intake each day.
5. Students must have a significant adult (parent, guardian, neighbor, relative, etc.) attend the information night during Intake class.
6. Students must turn in all forms, including an Immunization Form and a signed behavior contract.
7. Students must comply with all behavior standards in the behavior contract.
8. Students must complete all activities assigned. If students do not finish tasks in the time allotted, they must come early the next day to complete them.
9. All activities and time must be completed or made up by established deadlines. All homework assignments are due on the day before the last day of Intake. All assessments and make up time must be completed by deadline. .

I understand the expectations above and know that I will be expected to try Intake again if I do not successfully complete this term.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____



Academic Intervention Plan SEQUOIA HIGH SCHOOL

3516 Rucker Avenue Everett, WA 98201
(425) 385-5100 Fax: (425) 385-5102



Kelly Shepherd, Principal

Student: _____ Student Number: _____ Term: _____

Beginning Date: ____/____/____

Ending Date: ____/____/____

Definitions

Met Progress: Earning at least **.75** credit the previous term.

Limited Progress: Earning **.25 - .50** credit during the previous term. I understand I need to make normal progress.

No Progress: Earning **0** credit during the previous term.

Progress Goal: By the time of my next appointment I have made progress if...

Intervention Plan: (Refer to notes on back) Here is my plan for reaching me progress goal:

Limited progress Contract: I understand that if I do not meet the terms of this intervention I may not reach my graduation goal.
(Original to Advisor)

No progress Contract: I understand that if I do not meet the terms of this intervention I will be withdrawn for the next term.
(Original to office – Advisor copy)

Student: _____ Date: ____/____/____

Advisory Teacher: _____ Date: ____/____/____

Suggestions for the Intervention Plan

1. I will attend class daily.
2. I will call or email my advisor if I am going to miss any classes (even if my significant adult calls the office to excuse the absence).
3. I will call or email my teachers if I am going to miss class in order to stay on top of assignments.
4. I will bring my advisor a completed daily progress report that shows I have attended class and gives me feedback from my teachers.
5. I will bring my advisor a printout of my LMS grade report each week in order to stay on top of my progress.
6. I will complete any courses in which I earned an "I" by this date: ___/___/___.
7. I will write a letter to my advisor once a week in which I reflect on the following about one or more of my most challenging classes:
 - a. What I am learning,
 - b. What is going well and what is difficult,
 - c. What strategies I am using to study or overcome confusion.
8. I will attend Guided Study to complete my work (or Online HS Guided Study), and finish any incompletes during my school day.
9. I will prepare in advance at least one question each day for my most challenging class(es) and ask it.
10. I will keep my binder organized so that I can easily find my materials.
11. I will use a planner or calendar to plan my homework time and keep track of summative deadlines.
12. I will sit in the front of the room (or just away from my friends) to avoid distractions and stay focused.
13. I will get the phone number of at least one "study buddy" in each of my classes that I can rely upon to share notes and give me assignments if I miss class.
14. I will adhere to all standards set forth in the Behavior Contract.
15. I will complete the yellow homework log as agreed upon with my advisor