

Cascade High School

2025-2026 Student Handbook



“School of Pride”

Professionalism · Responsibility · Inclusivity · Dignity · Engagement

801 E. Casino Rd.
Everett, WA 98203
Office: 425.385.6000
Fax: 425.385.6002
<http://www.everettsd.org/cascadehs>



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Cascade High School - Mission Statement

Cascade High School is a caring community committed to fully developing each student's academic, creative, emotional, social, physical, and vocational potential by actively engaging each student in learning.

Everett Public Schools - Mission Statement

Inspire, educate, and prepare each student to achieve to high standards, contribute to our community, and thrive in a global society.

Report it!

3 easy ways

Text or call
855-637-2095

1350@alert1.us

<http://1350.alert1.us>

Report:

- bullying
- intimidation
- harassment
- weapons, drugs
- other

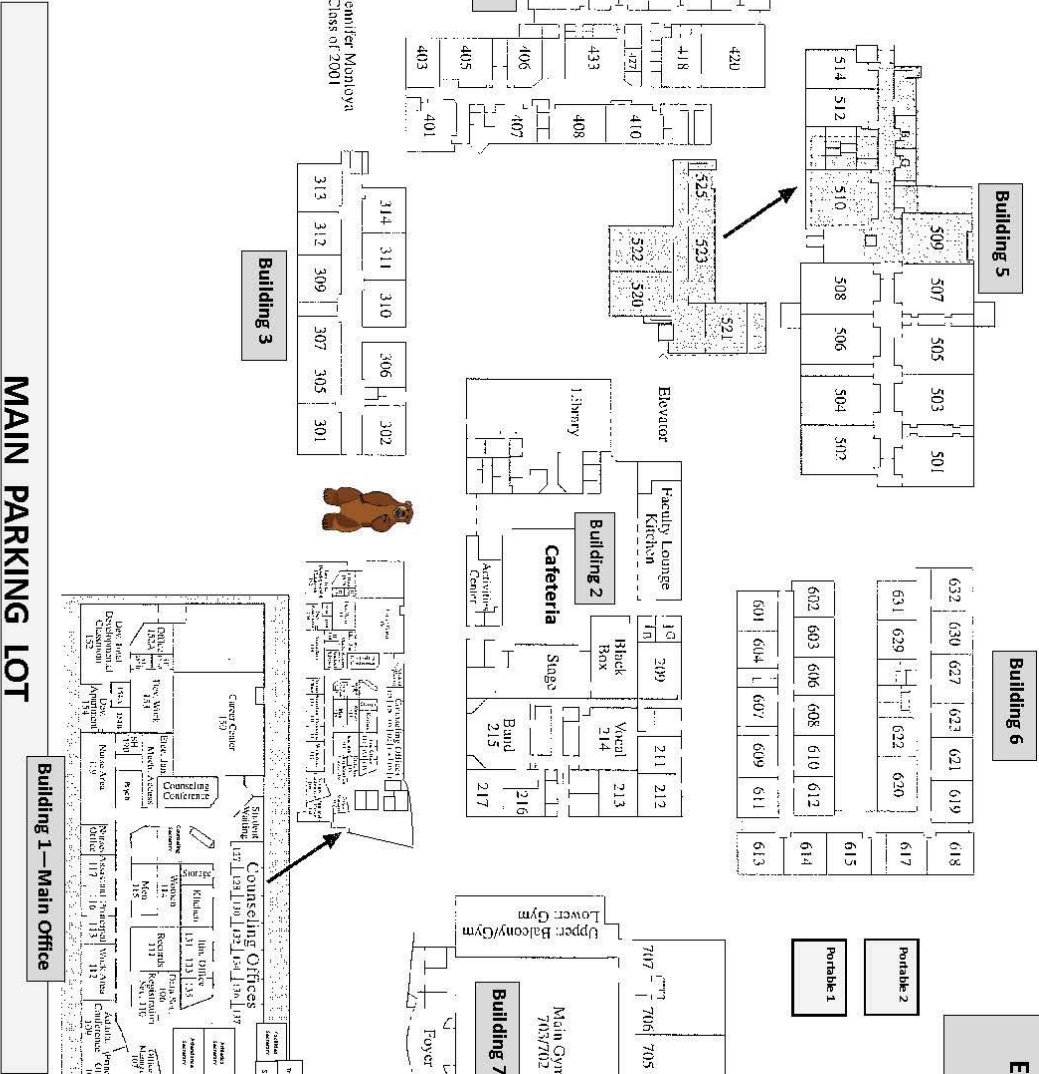
FOR EMERGENCIES, PLEASE CALL
911!

Everett Public Schools does not discriminate on the basis of 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 the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

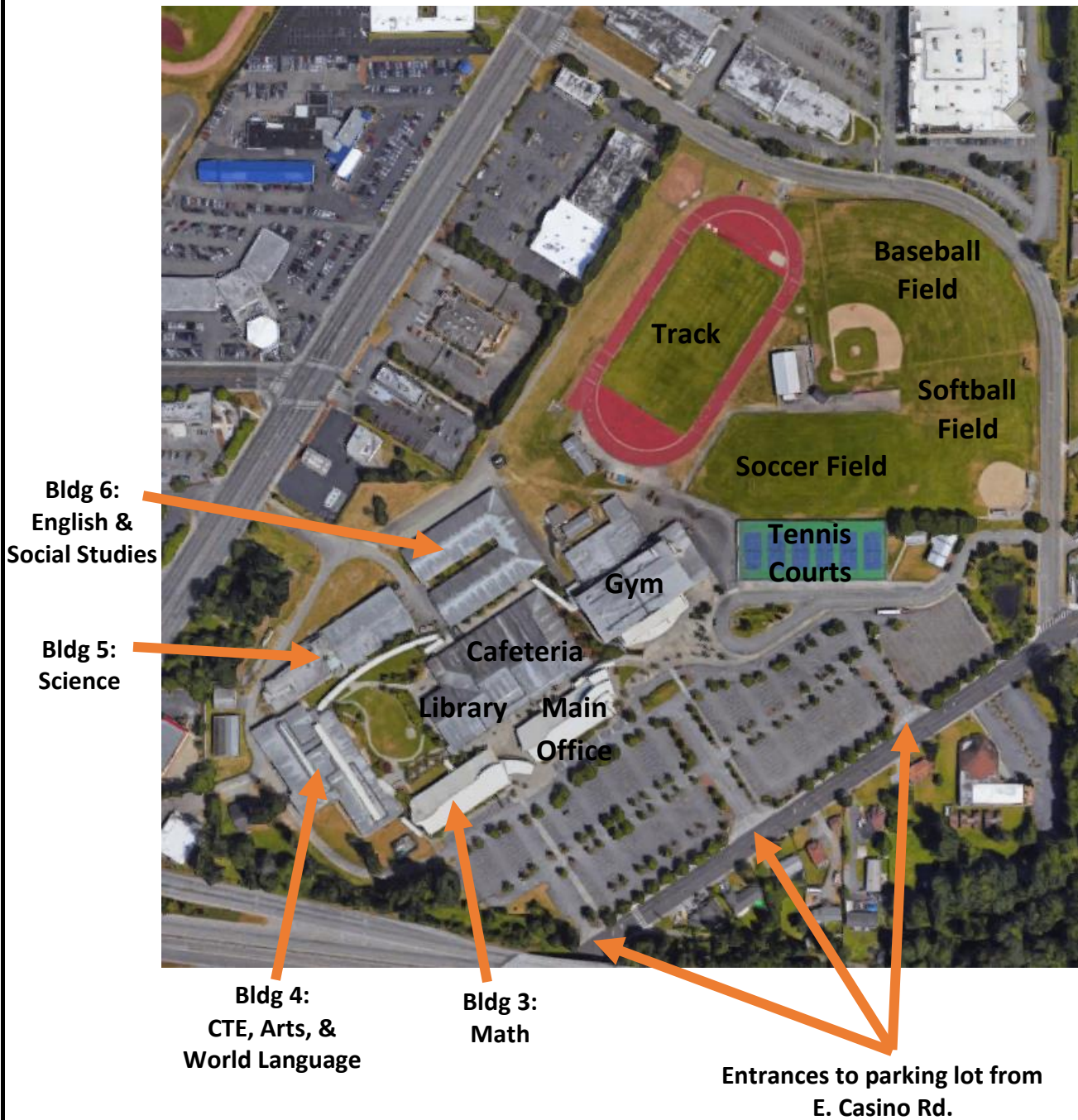
Designated to handle inquiries about nondiscrimination policies are:
Affirmative Action Officer: Carol Stoltz, (425) 385-4106, 3715 Oakes, Everett WA 98201
Title IX Officer/Section.: Randi Seaberg, (425) 385-4104, 3715 Oakes, Everett WA 98201
504 and ADA Coordinator: Becky Clifford (425) 385-5250, 4730 Colby Ave, Everett WA 98203
(email address for each is FirstInitialLastName@everettsd.org)

Map of Cascade High School

Cascade High School
801 E. Casino Rd
Everett, WA 98203
425-385-6000



Aerial View





Whom to Contact

Cascade High School

801 E. Casino Rd. | Everett, WA 98203
Phone (425) 385-6000 | Fax (425) 385-6002

Administrative Team

Michael Takayoshi.....Principal
Krista Bjorge.....Assist. Principal
Athletic Director
Students: P – Z
Katherine Mayan.....Assist. Principal
Students: H – O
Kate Vafaezadeh.....Assist. Principal
Activities Director
Students: A – G

Counseling Department

Jason Himstedt 425-385-6024
Julie Hills 425-385-6021
Anne Jensen.....425-385-6023
San Le 425-385-6022
Karla Rios 425-385-6009
Pam Richards.....425-385-6025

Behavior Interventionist

Jennifer Himstedt.....425-385-6012

Student Support Advocate

Stacy Robinson 425-385-6017

Drug/Alcohol Intervention

Denise Redford..... 425-385-6013

Activities Coordinator

Kelly Rogers..... 425-385-6104

Athletic Coordinator

Scott Stencil 425-385-6107

Worksite Learning & Career Choices

Bree Youngberg.....425-385-6107

Success Coordinators

Kaeli Campbell 425-385-6193
Kalie Graham.....425-385-6193

Sushank Adhikari..... 425-385-6027

Secretaries

Catherine Shaw..... 425-385-6001
Principal's Secretary
Debbie Mehaffey 425-385-6010
Counseling Secretary/ Discipline Secretary
Jaclyn Ellerbeck 425-385-6015
Registrar
Colleen Bledsoe 425-385-6003
Computer Records
McKenzie Sullivan 425-385-6004
Attendance Secretary
Jessica Lohafer..... 425-385-6018
Athletics Secretary
Holli Porter 425-385-6041
Activities Secretary
Shauntina Pope..... 425-385-6020
Treasurer
Carmen Estabrook.....425-385-6008
Library Para
Michelle Van Tine.....425-385-6000
Reception
Jana Kosiba.....425-385-6093
Special Projects

Career Center

Cindy Kuntz..... 425-385-6030

School Psychologist

Kaitlin Kalkwarf.....425-385-6037
Ellen Winningham.....425-385-6039

Health Room Assistant

Angela Thompson.....425-385-6006
Senta Barret.....425-385-6006

Speech & Language Pathologist

Gail Orsillo.....425-385-6070
Tiffany Waddington..... 425-385-6070

2025-2026 ASB and Class Officers

ASB Officers

President: GiaTaggweg
Vice President: Vivienne Nguyen
Secretary: Finley Mikesell
Treasurer: Fizza Gasanova
Public Relations: Shane Martinez
Club Coordinator: Kristel Morden
Club Coordinator: Danielle Harrison
Hype Squad: Clare Medlock
Hype Squad: Kira Hamolia

Advisor: Kelly Rogers

Senior - Class of 2026 Officers

President: Naomy Basilio Lopez
Vice President: Zuley Martinez
Treasurer: Kiley Osbjornsen
Secretary: Terefech Pendeleton

Advisor: Christine Nishida
Class Color: Crimson

Freshman – Class of 2029 Officers

will be elected at the beginning of the school year.

Advisor: Gregory Poe
Class Color: Black

Junior – Class of 2027 Officers

President: Caison Robinson
Vice President: Jazlyn Soriano
Treasurer: Cienna Cannon
Secretary: Mia Walker

Advisor: Lauren Ciesiensky
Class Color: White

Sophomore- Class of 2028 Officers

President: Stella Diep
Vice President: Momo Soumare
Treasurer: Britney Navarro
Secretary: Jozie Hernandez

Advisor: Rachel Patrick
Class Color: Grey

2025-2026 Bell Schedules

REGULAR [Monday]	BRUIN TIME [Tues, Wed, and Thur]	LIF [Friday]	AM ASSEMBLY	2.5HR EARLY RELEASE
1st Bell 7:25 1st 7:30 – 8:25 2nd 8:30 – 9:30 3rd 9:35 – 10:30 1st Lunch 10:35 – 11:05 4th 11:10 – 12:05 4th 10:35 – 11:30 2nd Lunch 11:35 – 12:05 5th 12:10 – 1:05 6th 1:10 – 2:05 Buses Depart 2:12	1st Bell 7:25 1st 7:30 – 8:20 2nd 8:25 – 9:20 Bruin Time 9:20 – 9:50 3rd 9:55 – 10:45 1st Lunch 10:50 – 11:20 4th 11:25 – 12:15 4th 10:50 – 11:40 2nd Lunch 11:45 – 12:15 5th 12:20 – 1:10 6th 1:15 – 2:05 Buses Depart 2:12	1st Bell 7:25 1st 7:30 – 8:13 2nd 8:18 – 9:01 3rd 9:06 – 9:49 1st Lunch 9:54 – 10:24 4th 10:29 – 11:14 4th 9:54 – 10:39 2nd Lunch 10:44 – 11:14 5th 11:19 – 12:02 6th 12:07 – 12:50 Buses Depart 12:57	1st Bell 7:25 1st 7:30 – 8:16 2nd 8:21 – 9:07 Assembly 9:16 – 10:01 2nd 10:01 – 10:11 3rd 10:16 – 10:57 1st Lunch 11:02 – 11:32 4th 11:37 – 12:23 4th 11:02 – 11:48 2nd Lunch 11:53 – 12:23 5th 12:28 – 1:14 6th 1:19 – 2:05 Buses Depart 2:12	1st Bell 7:25 1st 7:30 – 8:01 2nd 8:06 – 8:37 3rd 8:42 – 9:13 5th 9:18 – 9:49 1st Lunch 9:54 – 10:24 4th 10:29 – 11:00 4th 9:54 – 10:24 2nd Lunch 10:30 – 11:00 6th 11:05 – 11:35 Buses Depart 11:42

FOOD DRIVE Nov. 24 - Dec. 18	EXTENDED BRUIN TIME	2 HOUR LATE START	TESTING 3HR LATE START	Lunches based on your 4th period building (each semester) <u>1st Lunch</u> 1, 4, 6, and Auto <u>2nd Lunch</u> 2, 3, 5, and 7
1st Bell 7:25 Bruin Time 7:30 – 7:59 1st 7:59 – 8:50 2nd 8:55 – 9:46 3rd 9:51 – 10:42 1st Lunch 10:47 – 11:17 4th 11:22 – 12:13 4th 10:47 – 11:38 2nd Lunch 11:43 – 12:13 5th 12:18 – 1:09 6th 1:14 – 2:05 Buses Depart 2:12	1st Bell 7:25 1st 7:30 – 8:15 2nd 8:20 – 9:05 EXT BT 9:05 – 10:10 3rd 10:15 – 11:00 1st Lunch 11:05 – 11:35 4th 11:40 – 12:25 4th 11:05 – 11:50 2nd Lunch 11:55 – 12:25 5th 12:30 – 1:15 6th 1:20 – 2:05 Buses Depart 2:12	1st Bell 9:25 1st 9:30 – 10:06 2nd 10:11 – 10:47 3rd 10:52 – 11:28 1st Lunch 11:33 – 12:03 4th 12:08 – 12:43 4th 11:33 – 12:08 2nd Lunch 12:13 – 12:43 5th 12:48 – 1:24 6th 1:29 – 2:05 Buses Depart 2:12	1st Bell 7:25 Testing 7:30 – 10:30 All School Lunch 10:35 – 11:05 1st / 4th 11:10 – 12:06 2nd / 5th 12:11 – 1:07 3rd / 6th 1:12 – 2:05 Buses Depart 2:12	

Revised August 12, 2025

Clubs & Activities

ASB Advisor: Kelly Rogers

The following clubs are projected to be active at CHS for the 2025-2026 school year:

CLUB NAME	ADVISOR	ADVISOR CONTACT	DESCRIPTION
AVID	Percival	PPercival@everettsd.org	Club for AVID students
Band	Staley	MStaley@everettsd.org	Band
Black Student Union	Morrison	DMorrison@everettsd.org	Student-led organization that promotes culture, academic, intellectual and economic advancement
Bruin Leadership	Rogers	KRogers@everettsd.org	Plans activities for the entire student body
Chinese Club	Huang	yhuang@everettsd.org	A club to explore Chinese culture through games, food, music, and activities
Choir	Sanchez	NSanchez2@everettsd.org	Choir
DECA	Hammond	THammond@everettsd.org	DECA prepares emerging leaders and entrepreneurs for careers in marketing, hospitality, and management
Del Sonics Vocal Jazz Choir	Sanchez	NSanchez2@everettsd.org	Jazz Choir
Drama	Anderson-Smith & Lau	Sanderson-smith@everettsd.org DLau@everettsd.org	Drama
Educators Rising	Lau	DLau@everettsd.org	Learn about different careers in the education field and complete projects for a conference to highlight your skills and experiences.
French Club	Richardson & Wolk	RRichardson@everettsd.org RWolk@everettsd.org	Promotes Francophone culture and awareness
Freshman Class	Poe	GPoe@everettsd.org	Plans activities and fundraisers for the freshman class
Gay Straight Alliance	Gomes & Davis-Pickett	DGomes@everettsd.org KDavis-Pickett@everettsd.org	Gay Straight Alliance

German Club	Lockwood	KLockwood@everettsd.org	German oriented activities, games, films, and field trips
HOSA	Shook	DShook@everettsd.org	Future healthcare professionals club – leadership, networking opportunities, competition, AND we run the blood drive
Junior Class	Ciesiensky	BRickard@everettsd.org	Plans activities and fundraisers for the Junior class
Key Club	McKay	BMcKay@everettsd.org	Student-led club that focuses on community service and leadership
Latino Club	Cervantes-Aguilar	Jcervantes-aguilar@everettsd.org	Latino club is a club for Latino students and allies who want to promote Latino identity, culture and traditions around CHS.
LINK Crew	Freeman & Cervantes-Aguilar	Jcervantes-aguilar@everettsd.org Efreeman1@everettsd.org	Supports 9 th graders throughout their freshman year
Math Team	Crum	ACrum@everettsd.org	Compete against other schools by doing math problems from algebra, geometry, trigonometry, and probability. We also solve fun puzzles!
Mock Trial	Worthington	JWorthington@everettsd.org	
National Art Honor Society	Bebbee & Thomas	ibebbee@everettsd.org tthomas@everettsd.org	We do different art service projects and work in a variety of art mediums such as murals, face painting, and drawing.
National Chinese Honor Society	Huang	yhuang@everettsd.org	Students with an overall 3.0 GPA or above and enroll in Chinese class with 3.5 GPA or above. NCHS promotes Chinese language and culture to the community.
National Honor Society	Richardson	rrichardson@everettsd.org	Students with a 3.4 GPA or above who are also dedicated to serving their community
Orchestra	Sanchez	NSanchez2@everettsd.org	Orchestra
Pacific Islander Club	Nishida	CNishida@everettsd.org	A club for Pacific Islander students and allies who want to promote Pacific Islander identity, culture and traditions around CHS.
Robotics: Otter Chaos	Knoefler & Palachuk	SKnoefler@everettsd.org NPalachuk@everettsd.org	Cascade's illustrious robotics team!
Senior Class	Nishida	CNishida@everettsd.org	Plans activities and fundraisers for the senior class

Sophomore Class	Patrick	rpatrik@everettsd.org	Plans activities and fundraisers for the sophomore class
Tabletop Club	Jensen	SJensen@everettsd.org	Social club only, does not require an ASB card. Club to play tabletop games.
TSA	Tanner	CTanner@everettsd.org	Technology club that competes at the state and national levels
Tyro	Cane	MCane@everettsd.org	Tyro is all about celebrating creative expression. Every year the club seeks student writing and art, publishing the best submissions in an award-winning magazine.
Vista-Yearbook	Sibley	SSibley@everettsd.org	Yearbook
WCTSMA – Sports Medicine	Shook	DShook@everettsd.org	Sports medicine career exploration and competition

All students participating in any club or activity are subject to the general school rules, the activity code, and the district policies and procedures. General requirements include, but are not limited to:

1. Possess a current ASB card
2. Have parent permission
3. Have a current athletic/activity code signed by both the student and parent
4. Have proof of health/medical insurance
5. Maintain a C or better in each class or meet terms of an academic contract
6. Follow all directions or rules of each sport/activity
7. Be in attendance for at least three of six periods to participate in an activity.

Students suspended from school for any reason may not participate in any club meetings or activities during the suspension period. Other absences from participation should be communicated to the advisor in advance if possible. An academic progress report can be obtained at any time by a student through the counselor.

Athletic Programs

All students who are participating in a athletic program at CHS, including managers, need to complete registration through Final Forms including having a current [physical](#) and signing their [Athletic Code of Conduct](#). If you need support with any of the registration steps for athletics, please come by the Athletic Office for support.

General Information

Athletic Director Krista Bjorge

Athletic Secretary Jessica Lohafer

Athletic Coordinator Scott Stencil

Fall Athletics & Coaches

Football

Joe Rue

Cross-Country

Steve Landro

Boys' Tennis

Jason Himstedt

Girls' Soccer

Michelle Crews

Volleyball

Nicole Arevalo

Girls' Swim/Dive

Eric Smith

Winter Athletics & Coaches

Girls' Basketball

Kennedi Smith

Girls' Bowling

Taylor Mannino

Girls' Wrestling

Amanda Irwin

Boys' Basketball

Chris Gordon

Boys' Swim/Dive

Eric Smith

Boys' Wrestling

Phil Brandstetter

Flag Football

TBD

Spring Athletics & Coaches

Track and Field

Eric Smith

Golf

San Le (Boys) and Doug Shook (Girls)

Baseball

Taylor Shea

Boys' Soccer

Michelle Crews

Girls' Tennis

Derek Tran

Fastpitch Softball

Michael Perrine

Cheer Emily Chambers

Trainer

Natalia Navarro

Bruin Fight Song

Roll along - Bruins fight - roll down the field

On to victory.

Roll along - score those points - don't ever yield.

Always a winner be.

Get that ball - give your all - Crimson and Grey

Raise your banner high.

With firm endeavor - roll on forever

Cascade High

After School Information

- **Academic Support** – Teachers are available throughout the week on most days to provide additional support to students before or after school. Please note that because of required meetings and extra-curricular

responsibilities, teachers are sometimes not available on certain days for before/after school help. Make sure you check with your teachers on their individual availability. It's a good idea to make arrangements ahead of time – our teachers genuinely want you to be successful and are here to support you!

- **Library** – Our library is typically open before and after school as a quiet place to study, to work on homework, and to find valuable resources. Computers are also available for student use.
- **Detentions** – Lunch detentions are issued for low-level behavior issues. After school detentions are assigned for persistent low-level behavior issues and more significant behaviors that do not warrant a suspension.
 - Lunch Detentions are served during the student's lunch period. They will get their lunch and attend in the assigned location.
 - After-School Detentions are held on Tuesday and Thursdays after school from 2:05pm until 3:00pm.

Assemblies

Assemblies are provided for the students' benefit, often at a significant financial expense. They are part of the regular school day and are viewed as a class period. All students are expected to attend the assemblies unless an alternative has been prearranged by staff and approved by an administrator.

During assemblies, the expectation is that students will conduct themselves according to Cascade's P.R.I.D.E. matrix, are active participants and listeners, and are respectful to the presenters.

Attendance Policy

Attendance procedures for high school students in Everett Public Schools are governed by the principles outlined in Everett Public Schools Board Policy and Procedure 3122 and in state law. Life-long attendance behaviors begin with entry into pre-school and continue until the student graduates. When students arrive in the classroom, it is expected that they will immediately begin to prepare for the start of the period and be ready to engage in the learning process when the period officially begins.

General Attendance Information

1. A guardian must verify student absences with the attendance office by providing a note in a timely manner. Reasons that can be excused by a guardian include illness/health related, religious observances, family emergencies, mental health, court appearances, and funerals. See 'Reporting An Absence' below for details.
2. Make-up procedures: If a student misses class, they must see their teachers immediately upon your return to school to determine make-up work and deadlines. It is the responsibility of the student to obtain make-up work and schedule time to make-up work if needed with teacher. Teachers will provide make-up or alternate assignments as necessary for students to demonstrate achievement of the class objectives. At a minimum, students will have an equal number of school days to make up the work as for which they were absent. Additional makeup time may be provided at the discretion of the teacher of each respective class. Schoolwork missed due to truancy or other unexcused absence could be considered late and may result in reduction of credit. This includes homework, quizzes, tests, projects, labs, presentations, etc.
3. When the objectives of a course require participation to demonstrate understanding, such as a lab experiment or in class discussion, the student will work with their teacher to determine an appropriate method for demonstrating their knowledge.
4. Absences that affect academic progress will result in interventions as determined by the school including but not limited to guardian contact and scheduling a meeting with administration.
5. Pre-Arranged Absences: Pre-arranging an absence is recommended whenever the guardian knows in advance that a student will be absent for more than a day. Steps to pre-arranging an absence are:

- Obtain a *Pre-Arranged Absence* form from the attendance office.
 - Circulate the absence form among the student's teachers for signature and for indication of what extent the student's grades may be affected.
 - Obtain guardian signature.
 - Return the form to the Attendance Office prior to the absence.
6. Regardless of the time during the school day, when a student arrives late to school, they are required to sign into the attendance office and obtain a pass to class.
7. Students are required to sign out with the attendance office when leaving school early.

It is the collective responsibility of families, students, and teachers to evaluate the effects of these absences on students' grades and progress, and to recognize that not all learning experiences or participation experiences can be replicated in an alternate assignment.

➤ **Reporting an Absence**

For excused absences, we will require a completed note signed by the student's legal guardian upon the student's return. These notes are requested as soon as possible to ensure accurate records. Handwritten notes may be turned into the attendance office or via email to CHSattendance@everettsd.org. Absences will be recorded as unexcused if appropriate documentation is not received.

For effective record keeping, accuracy, and verification, excused absence notes must contain the following information: 1) student name, 2) student ID number, 3) date(s) of absence(s), 4) reason for absence, 5) phone number where note can be verified, and 6) signature of guardian.

➤ **Attendance Record Access**

Student attendance and grade information is available to students and guardians online through LMS -- a secure, password-protected website. Students and guardians may also request a printout of the student's current attendance record from the Attendance Office.

➤ **Definitions**

- Absences: Failure to attend class. Everett Public Schools views any absence as a time when a student is not in class. If a student is absent for 3 periods or more in a day, they are considered absent for the full day.
- Excused Absence: Absences for which there is guardian documentation excusing the absence(s).
- Unexcused Absences: No guardian or staff documentation verifying the absence or an absence not meeting district criteria of excused.
- Truancy: A student out of class without an authorized pass during class time is considered truant. As a matter of safety during the school day, it is important that all students are supervised and accounted for. Truancy (skipping class) will result in disciplinary action.
- Tardies: Students are expected to be in class, ready to learn when the bell rings. If the lateness is excused, it is the student's responsibility to communicate this with the teacher with proper documentation.

➤ **Attendance Roles and Responsibilities**

Students, guardians, and school staff must work together to ensure student success and progress toward graduation.

- **Teachers / Schools:**
 1. Communicate course objectives including participation requirements.
 2. Take and record accurate, daily attendance.
 3. Communicate absences to guardians, schedule conferences and take steps to reduce absences in accordance with state law.

4. Notify students and their guardian when students are falling behind academically and indicate whether attendance is a factor.
5. Provide make-up work which will be significant to the student's academic growth and achievement.
6. Communicate academic progress regularly.

- **Student:**

1. Attend class regularly and on time.
2. Verify absences with the appropriate notes/messages to the Attendance Office.
3. Communicate with teachers regarding make up work when absent.

- **Guardians:**

1. Communicate absences to the school in a timely manner.
2. Encourage student to regularly attend school.
3. Excuse absences when appropriate.
4. Pre-arrange absences when appropriate to assist students with getting work prior to the absences.

Campus Boundaries and Policies

Cascade High School has a **general Closed-Campus** policy. This means that once students arrive on campus, they are to remain on campus until the end of the school day or until the school has received appropriate authorization to release the student. On campus refers to all 7 buildings and the space inside the fences. The fields and parking lot are considered off-campus during the school day.

This also means that **visitors** to CHS must check-in with the main office to receive authorization to enter our campus. A student may leave campus only with signed parent/guardian consent, and the student must sign out through the attendance office.

Students may never open a gate or door to let anyone in, regardless of if they know them or not. All visitors, staff, and students must check in at the main office entrance once the school day has begun.

To help maintain an educational environment, student visitors are NOT allowed on campus during school hours.

Dances

By entering a school dance, you acknowledge and commit to the following expectations:

- School dress code required
- All school rules are in effect
- The administrator has the right to deny a person entrance to the dance
- Tickets are not transferable to another student/person
- The administrator has the right to require a student to leave the dance for violating rules, including but not limited to those regarding appropriate dance and clothing
- If you are not admitted or asked to leave the dance due to violation of dress code or behavior, you are not eligible for a refund
- Identifications: Current CHS ASB or CHS ID card is required to gain admittance to the dance
- Re-Entering the activity: Students leaving prior to the end of the dance for any reason may not re-enter the dance

Parent phone call and removal from the dance (possible exclusion from future dances) will result if these expectations are not followed. No refunds will be given.

For guest dances, approval of guest form and ticket purchase **must be** completed before the dance (deadline posted on guest forms).

If you are unclear about these expectations, please ask for clarification **before** entering the dance. Thank you in advance for creating an environment that makes all CHS students feel welcome!

Fees

All school rules and regulations apply at all school-sponsored events, regardless of location, date, or time. Only CHS students with school ASB or ID cards will be admitted into school “after game” dances.

Students must have school ASB or ID cards to enter special event dances (Homecoming, Tolo, and Prom), and all guests must have a signed Guest Pass and picture ID with them.

ASB Card.....	\$45.00
Athletic event (away) – students with ASB card	\$5.00
Athletic event (home) – students with ASB card	FREE
Athletic event – students without ASB card / adults	\$8.00
Athletic event – children 12 and under / senior citizens	\$5.00
Athletic event – Pre-kindergarten children.....	FREE
Punch cards (10 game reduced price) are available	\$55.00

Fines

Participation in athletics and other privileges (i.e. purchasing a parking permit, yearbook, etc.) will not be allowed until unpaid fines are satisfied. A charge for lost or damaged materials or equipment may be appealed.

When fines are \$600 or less, a parent and/or student may be appealed to the principal/designee. When damages exceed \$600, the parent and/or student may be appealed to the regional superintendent for the appropriate school region.

All appeals must be received in writing (e.g. write a note, email, fax). A final decision on all appeals shall be communicated to the student or their parent/guardian in writing.

Library and Tech Center

The Cascade High Library is open 7:00-3:00 pm daily. Appropriate passes signed by classroom teachers are required for admission during class periods. The library is open during both lunches for quiet study, reading, games and academic support. Students using the library are asked to please honor other students' rights to a quiet study, classroom environment. Please enjoy your food and drink before entering the library. No food or drink is allowed. Due to the fact the library is used for different activities, it may be closed at times. PLEASE check the signs on the library doors for availability. Questions? Please email Ms. Estabrook at cestabrook@everettsd.org.

Lost & Found

It is strongly recommended that students not bring items of value to school! Lost items like clothing are handled through the Attendance Office. Valuables like wallets and jewelry will be handled through the Treasurer's Office. Items not claimed within 30 days become the property of Cascade High School.

Lunch

Meals are available at no charge for all children ages 1-18 for the 2025-2026 school year. The meal program is a federal funded program, and meals are reimbursed by USDA. Vending machines with healthy snacks and beverages are also available.

Meal	Student Full Price	Student Reduced	Adult
Breakfast	\$.00	\$.00	\$2.50
Lunch	\$.00	\$.00	\$5 w/bev. \$4.75 w/o bev.

We encourage you to still apply for free and reduced lunch online. Free and reduced approved applications help fund other programs and can also help waive other fees for your family.

➤ – Campus Boundaries

During lunch, food and drink should be contained to the cafeteria and other designated eating areas in Building 2 and outside areas highlighted below. All other areas for students during lunch are considered “out-of-bounds” without permission. The other buildings are closed during lunches (unless you have made **prior** arrangements with a specific teacher) – thank you in advance for your help in maintaining a learning environment in our classrooms during lunchtime!

➤ Lunch – Off Campus Lunch (limited)

Off Campus Lunch is a privilege available to **juniors and seniors** meeting the following requirements:

<ul style="list-style-type: none"> ✓ Passing all current classes and previous semester classes ✓ NO Suspensions within the previous semester ✓ NO Expulsions (during H.S.) ✓ NO unpaid obligations (fines) 	<ul style="list-style-type: none"> ✓ No more than 3 any unexcused absences (AU) in any period during the current or previous semester ✓ NO excessive tardies (3+) after lunch or within any period ✓ No combination of 3 unexcused absences or 3 tardies within a semester. ✓ “On track” to graduate with credits ✓ Parent Permission
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• Off Campus Lunch Application and Expectations:

1. Complete the Off-Campus Lunch Permission Form – Student & Parent/Guardian signatures by deadline.
2. Submit forms to Ms. Sullivan for approval when completed.
3. Ms. Sullivan will notify students of Off Campus Lunch approval.
4. Off Campus Lunch sticker will placed on ASB Card by Ms. Sullivan.



5. Off Campus Lunch sticker must be shown when you leave campus.
6. Off Campus Lunch sticker is good for the remainder of one year unless student violates conditions of the Off Campus Lunch agreement. In the event of a violation the student will lose Off Campus Lunch privileges but may reapply the following semester.
7. Students who did not get approved or did not apply in the first semester can apply for second semester off campus lunch.
8. Students may request off-campus privileges from their assigned administrator.

- Ways To Have Off Campus Lunch Privilege Revoked Include:

1. Late to class following lunch more than 3 times
2. Drug/Alcohol/Tobacco/Violence/Driving violation while off-campus during lunch
3. Littering in restaurants/community/campus during off-campus lunch
4. Behavior that results in a suspension
5. Failure to comply with other conditions of the Off Campus Lunch agreement.

➤ Questions - For more information about the Off Campus Lunch policy please contact Ms. Sullivan.

Parking for Students

➤ Purchasing Instructions

1. Make sure all fines and fees are paid. This must be done in order to be considered eligible
2. Complete the "Cascade High School Parking Permit" form. Make sure it is signed by you and your parent/guardian
3. Provide a copy of your **valid driver's license** (copies will not be made at the school)
4. Provide a current copy of **vehicle insurance** (copies will not be made at the school)
5. Each vehicle the student will be parking on campus must be registered. Please have vehicle information ready at the time of purchase (license plate number, make, model, color)
6. The parking fee is **\$20.00 with an ASB card** or **\$35.00 without**.
Please make checks payable to: **"Cascade High School"**

Note: Parking permits cannot be issued to students who do not have the required completed paperwork at the time of purchase.

➤ Parking Expectations

1. Students **may not** access cars during the school day including lunches. When arriving to campus, students are expected to exit their cars promptly.
2. Your parking permit (hanger) is to be positioned on the rear-view mirror with the number clearly visible from the front of the car. Please do not leave your permit on the dashboard, floor, glove compartment, seat, etc....
3. The sharing of a parking permit with another student **or** its use on a car that is not registered with CHS is prohibited.
4. Parking permits cannot be transferred or sold from one student to another.
5. Parking permit must be a school-issued, numbered permit.
6. Parking must be in student designated spaces. Staff, visitor, and spaces for individuals with disabilities are labeled. Student parking is in the parking lot to the right hand side as you enter the main gates. (In front of the gym)

➤ Parking Violation Consequences

1. **Parking on campus is a privilege.**
2. Violation of any parking expectation will result in:

- a. First Offense – Discipline referral with admin conference and phone call home
- b. Second Offense – Discipline referral with after school detention and phone call home
- c. Third Offense – Discipline referral with loss of parking privileges without refund for the remainder of the school year

Safety

Safety is the responsibility of all parties at Cascade High School. During drills we practice the behavior that we will then use in the case of a real emergency. Monthly drills help us to ensure we are ready should an emergency occur. Procedures will be communicated through classes throughout the year but some basics are below:

- Fire/Evacuation: We ask that all students report to their 2nd period class on the football field. Classes are lined up by buildings and adults can help get everyone to the correct location.
- Earthquake: Drop, Cover, and Hold. In case of an earthquake it is essential to get to a protective position as quickly as possible to avoid injury as much as possible.
- Hold or Lockout: If a situational hazard is occurring such as a wild animal on campus, and students can remain in their classrooms safely, a 'hold' or 'lockout' will be called to let staff and students know to remain in their rooms and continue with the instruction.
- Run, Hide, Fight: In the event of a hazard that is threatening the safety of staff and students, students will choose to run, hide, or fight, based on the situation that they are presently in.

If a full building reunification process is needed, this will occur at Memorial Stadium. In case of any emergency, information will be communicated to families via ParentSquare when available.

Schedule Change Policy

Schedule changes will only be made in the first 5 days of school. Assuming there is space available, schedule changes may only be made for one or more of the following reasons:

- Need to take a required course for graduation
- Inappropriate skill level/placement
- Lack of prerequisite
- Taken and received credit previously
- Failed subject with the same teacher
- Mechanical error

Schedule changes will not be made based on lunch, period, or teacher preferences. It is expected that if a student has a conflict with a specific teacher, he/she needs to meet with the teacher/parent/administrator to work out a solution to the conflict.

A student who withdraws from a class after the 10th day of the semester will receive a FAILING (F) grade unless there is a documented medical reason, in which case the student will receive NO CREDIT (NC).

Textbook Return Policy

Textbook inventories are maintained at a sufficient level to provide every student access to a textbook. To meet that goal, Everett Public Schools have instituted a policy that:

Students have 6 months from the date when a book fine is submitted for the student to return the book and receive a refund. After 6 months the school will be required to purchase a replacement book and for that reason the book fine cannot be revoked or refunded even if the book is returned.

Visitors

For the security of our students and staff, ALL visitors must check in at the Main Office to receive a visitors pass which must be clearly worn while on campus and be escorted to designated location. Non-authorized or identifiable visitors will be considered trespassing, and the police will be notified.

To help maintain an educational environment, student visitors are NOT allowed on campus during school hours. Adult visitors must check in with the main office for a visitor's pass.

Waiver Requests for Credit

For a student to receive consideration for any waiver to a graduation requirement for a non-PE* course:

1. The student must write a formal request of the waiver to the student's counselor prior to the start of his/her senior year.
2. The counselor will check to verify the courses that need to be completed for the student to graduate. The counselor will also verify that there is not sufficient room in the student's full-day schedule for the course to be taken.

After the counselor considers these two factors the counselor will submit the student's request to the principal with the counselor's recommendation. The principal will then consider the request and will make the determination if the waiver will be granted. Students need to be aware that any change to their senior schedule may impact the decision to grant the waiver to the graduation requirement.

*Physical Education (PE) is considered a core requirement and cannot be waived. Individual students may be excused locally from participating in the fitness portion of physical education "on account of physical disability, employment, religious belief, or because of participation in directed athletics or military science and tactics or for other good cause" (RCW 28A.230.050). WAC 180-51-067, WAC 180-51-068, and WAC 180-51-210, Clarify that such excused students shall be required to demonstrate proficiency/competency in the knowledge portion of the physical education requirement.

Student Conduct

It is the intent of the students and staff at Cascade High School to create a safe environment where learning is built on trust and honors diversity. It is our belief that individuals have the right to be treated with respect and dignity and have the responsibility to treat others in the same way. Any person or persons who act in such a way as to initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on or near school grounds, or at any school sponsored event, or who disrupt the school environment, will be subject to disciplinary action consistent with CHS and Everett School District disciplinary policies and regulations.

Academic Integrity Code Of Conduct / Altering Records

➤ PHILOSOPHY

Honesty is a value that holds each person to tell the truth and to defend the truth. Honesty supports intellectual growth and creates a fair learning environment. Integrity is firm adherence to our values with or without the presence of others. In an environment of honesty and integrity, the work we turn in as our own is our own.

Teachers and administrators at CHS understand that pressure to get good grades can sometimes create the incentive to cheat. However, we firmly believe that cheating denies the value of education, damages the ethical character of the individual student, and undermines the integrity of our school community. The Academic Integrity Code of Conduct affirms that we value learning for its own sake, and that we therefore demand personal integrity and intellectual honesty in all academic work.

➤ **DEFINITION**

Having academic integrity means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creations and opinions of others (i.e., intellectual property)

Some examples of what academic integrity looks like (Adapted from Massachusetts Institute of Technology Integrity website):

<i>Do</i>	<i>Don't (Plagiarism)</i>
Trust the value of your own intellect.	Don't copy another person's paper, have someone write a paper for you, or use A.I. to write your assignments
Undertake research honestly and credit others for their work.	Don't copy ideas, data or exact wording without citing your source.
<i>Do</i>	<i>Don't (Unauthorized Collaboration)</i>
Trust the value of your own intellect.	Don't collaborate with another student beyond the extent specifically approved by the instructor.
<i>Do</i>	<i>Don't (Cheating)</i>
Demonstrate your own achievement.	Don't copy answers from another student; don't ask another student to do your work for you. Don't fabricate results. Don't use electronic or other devices during exams.
Accept corrections from the instructor as part of the learning process.	Don't alter graded exams and submit them for re-grading.
Do original work for each class.	Don't submit projects or papers that have been done for a previous class. Don't use Artificial Intelligence programs (ie chat GPT) to do any of your work
<i>Do</i>	<i>Don't (Facilitating Academic Dishonesty)</i>
Showcase your own abilities.	Don't allow another student to copy your answers on assignments or exams. Don't take an exam or complete an assignment for another student.

Teachers and administrators will use professional judgment to determine whether a violation of the Academic Integrity Code of Conduct has occurred. Whenever a student is found to have violated the Academic Integrity Code of Conduct and/or course-specific rules, these procedures will be followed:

- Disciplinary action will be taken commensurate with the violation.
 - First violation or second minor violation
 1. Warning and reteaching expectations for academic integrity (for a minor infraction only, such as glancing at another student's paper).
 2. May include a score of zero (F) on the test, paper or assignment with opportunity to retake or complete an alternative assignment.
 3. Conference with teacher, parent and student, and administrator.
 - Subsequent violation
 1. May include a Grade of F in the course or loss of credit
 2. Conference with teacher, parent and student, and administrator
 3. Non-exclusionary, disciplinary action (After school detention, etc.)
 - Third violation
 1. May include a grade of F in the course
 2. Conference with teacher, parent and student, and administrator
 3. Non-exclusionary, disciplinary action (After school detention, etc.)

Altering records includes, but is not limited to, unauthorized manipulation of a grade in a teacher's gradebook in written or electronic form, unauthorized changes in attendance records, and unauthorized modifications to signed academic documentation.

Disciplinary consequences for altering records can include automatic loss of credit for the respective class and/or disciplinary action up to expulsion depending on the type and extensiveness of the offense. This applies to students directly involved in altering records as well as students who had knowledge of, and benefited from, the alterations.

Arson / Fireworks / Incendiary Devices

ARSON: Intentionally setting a fire or explosion using some method of ignition will result in suspension or expulsion and conferring with law enforcement.

FIREWORKS and INCENDIARY DEVICES: The possession or use of fireworks or incendiary devices (defined as any object that may cause a fire, including but not limited to lighters and matches) at school or school functions is a violation and will result in school discipline up to expulsion.

Bus Guidelines

While riding buses to or from school, students shall observe all school rules, in addition to the following specific rules affecting conduct and safety on buses. Denial of the privilege of riding the bus may result from violation of any of these rules.

1. Students must obey the driver promptly and willingly.
2. Outside of ordinary conversation, classroom conduct must be observed.
3. Students are to assist in keeping the bus clean by keeping their wastepaper off the floor. Students must also refrain from throwing refuse out of windows.
4. No student shall open a bus window on the school bus without first getting permission from the driver.
5. No student shall at any time extend his or her head, hands, or arms out of the windows whether the school bus is in motion or standing still.

6. Students must have nothing in their possession that may cause injury to another, such as sticks, any type of firearms, straps or pins extending from their clothing.
7. Students must see that their books and personal belongings are kept out of the aisles.
8. Students are to remain seated while the bus is in motion and are not to get on or off the bus until it has come to a full stop.
9. Students must cross the highway only in front of the school bus.
10. Students must not stand or play in the roadway while waiting for the bus.
11. Students who have to walk some distance along the highway to the bus loading zone must walk on the left side facing the oncoming traffic.
12. Each student may be assigned to a seat by the driver or school authorities.
13. No student may sit in the driver's seat, nor may any student sit to the left or to the right of the driver interfering with him or her in any manner.
14. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
15. Students are to refrain from eating on the school bus.
16. Prior to riding a bus that is different than the student's designated route, a written note from a parent must be submitted to the attendance office by lunch that day.

The driver should report all cases of disobedience to the proper school authorities. Students removed from a bus for disciplinary reasons cannot ride any bus until given permission by school authorities.

Controlled Substances

Sale, delivery, or distribution of a controlled substance/alcohol will be grounds for discipline including suspension and/or expulsion.

Possession or use of a controlled substance or drug-related paraphernalia, being under the influence of and/or using marijuana, alcohol, and/or other controlled substance not at the direction of a physician, will also be grounds for discipline including suspension.

Dangerous Weapons

Students who carry onto or who possess on school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools any firearms, knives, other dangerous weapons, nun-chuck sticks, throwing stars, air guns, air soft guns, or other projectiles shall be subject to discipline including expulsion.

Students who with malice display what appears to be a firearm shall be subject to suspension or expulsion of up to one (1) year. Students carrying or possessing an actual firearm shall be expelled for a period of not less than one (1) year. Possession and/or use of light or laser pens by students at school or on school buses could be considered a weapon and are prohibited.

Law enforcement agencies will be contacted in all cases involving dangerous weapons.

Dress Code

Students' clothing (including hats) must be respectful, free of intimidation, and considerate of health and safety issues. Clothing is considered inappropriate when it displays profanity, violence, alcohol, drugs, tobacco, or is of a sexual nature, etc. Undergarments are not to be exposed. Gang related clothing and accessories are prohibited. Cascade High School works with the Everett Police Department to determine what constitutes gang related clothing and accessories. Bandanas and long chains off the belt and/or waist are prohibited. Bare feet are not permissible in the building at any time.

Student dress will be regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Dress which presents a health or safety hazard, damages school property, or which creates a material and substantial disruption of the educational process is prohibited as per Everett Public Schools policy 3224.

Students will wear appropriate school attire, including shoes. Appropriate attire shall exclude any type of dress or manner of grooming which school officials reasonably believe would disrupt or interfere with the school environment, activities and/or educational process. School officials will work with students, parents, and teachers to communicate descriptions of dress considered disruptive to the educational process. The following are not permitted:

Attire that shows or displays undergarments; displays obscene, sexual, drug, alcohol, or tobacco related messages; or displays gang-related symbolism.

Any clothing that would create, in fact, an atmosphere in which a student, staff member, or other person's wellbeing is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.

These standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be subject to progressive discipline. Any student, parent or guardian who is aggrieved by corrective action or discipline for dress code violations may appeal according to procedures in the Student Rights and Responsibilities policy 3200.

Personal Electronic Device Policy

Personal Electronic Devices (PED's) include, but are not limited to, smartphones, tablets, notebooks, laptops, personal computers, cell phones, iPods and other similar electronic devices. While these items may be approved for educational use in very specific circumstances, please be aware that these are high theft items and can often create distractions to the learning environment.

High school students may use their cell phones and other PEDs for personal use during transition periods, at lunch and before/after school. Students are expected to silence their PEDs and store them in their bag, backpack, or classroom storage area when entering a classroom. Headset device usage within the classroom will not be allowed unless specifically authorized by the teacher.

Use of personal electronic devices at Everett Public Schools is considered a privilege and not a right and may be revoked by a principal, assistant principal, or principal's designee. All authorized use at school shall be in compliance with district policy and school rules per Everett Public Schools policy and procedure 3246.

- Students who are violating the policy will lose their cell phone/PEDs for the duration of that school day.
- In the event a student is not putting their cell phone away or have had to be held accountable more than once regarding violating the no cell phone policy, then admin and/or security will come and engage with the student, confiscate the phone, and secure it in a centralized location in the main office for them to pick up at the end of the school day.
- **Use of PEDs during state, district, or classroom testing is strictly prohibited!**
- **Use of cell phones with cameras in restrooms and locker rooms is prohibited** and will result in disciplinary consequences.

- **Refusal to cooperate:** Because of the distractions to the learning environment and/or issues related to safety, refusal to cooperate with the request of a teacher or staff member with respect to the Electronic Device policy could result in disciplinary action. Students will be sent to the appropriate administrator.
- **Calls from family members:** Emergency-related and other important calls should be made to the Main Office at (425) 385-6000. The student will be notified by the main office.
- **Accommodations:** Students having an IEP, 504 Plan or Individual Health Care Plan (IHP) that includes specific accommodations for assistive technology may use a cell phone and/or PED during the school day following the process outlined in the student's IEP, 504 Plan or IHP.

False Alarms

Pursuant to the Uniform Fire Code Section 13.203, false alarms shall not be given, signaled, or transmitted or caused or permitted to be given, signaled or transmitted in any manner. Under the law, false alarms are misdemeanors subject to a fine of up to \$250. Such action or involvement by a student will result in a suspension of up to 90 days from school. Return to school may be contingent on a satisfactory conference with the Fire Marshall. Bomb threats are considered felonies.

Fighting / Assault

A student shall not intentionally cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting, inciting or promoting fighting shall be subject to disciplinary action. Fighting will be defined as a verbal or physical altercation between students causing a disruption of the educational process. Assault/fighting may constitute a crime and legal authorities may be notified. Students will be suspended for fighting (length depending on level of participation and severity) and may be removed/suspended for a serious assault. If a student video records a fight at school, it must be immediately turned over to assist school security or administration to avoid disciplinary consequences for "promoting fighting."

Forgery

The illegal production of something, something counterfeit, forged, or fraudulent; i.e., signing someone else's name (teacher, parent, etc.) without authorization (RCW 9A.60.010; 9A.56.010(3); 9A.60.020); duplicating identification symbols (parking passes, ASB/ID cards). Consequences depend on the extent of violation.

Gang Symbolism

Student behavior, dress, signing or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school-sponsored events. Graffiti and artwork on notebooks, backpacks, etc. are included in this policy. Violation of this policy may result in discipline, suspension, or expulsion. The School District works with the Everett Police Department to determine what is gang related.

Harassment / Intimidation / Coercion / Bullying

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our schools' process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's [reporting form](#) to share concerns about HIB, but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report.

No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer who supports prevention and response to HIB: Dani Mundell, DMundell2@everettsd.org, 425-385-4260.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within five school days unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within two school days. This response should include:

- A summary of the results of the investigation;
- A determination of whether the HIB is substantiated;
- Any corrective measures or remedies needed; and
- Clear information about how you can appeal the decision.

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal against the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s HIB [Policy 3204](#) and [Procedure 3204P](#).

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

Click on the links to review the district’s Nondiscrimination [Policy 3210](#) and [Procedure 3210P](#).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

Click the link to review the district’s Sex Discrimination and Sex-Based Harassment of Students Prohibited [Policy 3205](#) and [Procedure 3205P.1](#).

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I’m concerned about discrimination or harassment?

Talk to a coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination or about sex discrimination, including sexual harassment:

Civil Rights/ Title IX Coordinator: Chad Golden, Assistant Superintendent Human Resources, 425-385-4100, CGolden@everettsd.org, PO Box 2098, Everett WA 98213

Concerns about disability discrimination:

Section 504 Coordinator: Dave Peters, Director of Student Services, 425-385-4063, DPeters@everettsd.org, PO Box 2098, Everett WA 98213

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4000, jgrant@everettsd.org, PO Box 2098, Everett WA 98213

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation;
- A determination of whether the school district failed to comply with civil rights laws;
- Any corrective measures or remedies needed; and
- Notice about how you can appeal the decision.

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination [Procedure 3210P](#) and Sex Discrimination and Sex-Based Harassment of Students Prohibited—Grievance Procedure [Procedure 3205P.1](#).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination [Procedure 3210P](#) and the HIB [Procedure 3204P](#) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center

- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: <https://www.oeo.wa.gov/en>
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: OCR@ed.gov
- Phone: 800-421-3481

Our Schools are Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school.

Our schools will:

- Address students by their requested name and pronouns, with or without a legal name change.
- Change a student's gender designation and have their gender accurately reflected in school records.
- Allow students to use restrooms and locker rooms that align with their gender identity.
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity.
- Keep health and education information confidential and private.
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender.
- Protect students from teasing, bullying, or harassment based on their gender or gender identity.

Click to review the district's Gender-Inclusive Schools [Policy 3213](#) and [Procedure 3213P](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4000, jgrant@everettsd.org, PO Box 2098, Everett WA 98213

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Identification

Students must carry their student ID/ASB card with them at all times when at school or school sponsored events. All students must, upon request, accurately identify themselves to proper school authorities (including teachers, substitute teachers, administrators, para-professional educators, librarians, custodians, food service workers, bus

drivers, and other Everett Public Schools personnel). When requesting a student's identity, a staff member will first identify him/herself and state their title. For reasons of overall school building safety, refusing to accurately identify oneself to a school authority may result in suspension.

Indecent Speech / Expression

The use of any gesture, innuendo, speech, or other expression that is deemed lewd, vulgar, indecent, or obscene while at school or at a school-sponsored event is not protected under the 1st Amendment and will be subjected to progressive discipline cumulative on a one-year basis.

Off-Campus Violations

Any person or persons who act in such a way as to initiate, advocate, or promote activities that threaten the safety or well-being of persons or property in close proximity of school grounds, or at any school sponsored event at another school or venue, or by the nature of the off-campus behavior causes subsequent disruption of the school environment, will be subject to disciplinary action consistent with CHS and Everett School District disciplinary policies and regulations. This includes CHS athletic events taking place at other schools, off-site school dances or field trips, at district bus stops, or while on district buses/vans or other transpiration.

Public Displays Of Affection

Because they are a source of distractions and can be embarrassing or offensive to others, prolonged or intimate embraces are not appropriate on campus. Our actions at school need to support our culture of promoting personal pride and respect for others.

Sale Of Items At School

The only sales allowed at school are for purposes specifically authorized by ASB and/or the CHS administration. Selling items at school without school or district sponsorship is prohibited and may be cause for disciplinary consequences.

Technology

1. Parental approval is required for students to have access to the Internet and e-mail. In the absence of specific consent, the school will assume that access is permitted. Parents may update this status at any time by contacting the Records Secretary for the necessary paperwork for parent and student signatures.
 2. Students using the Internet are held accountable to Everett Public Schools technology guidelines. The Internet is to be used for school appropriate research only (for more information, refer to Technology Policy 3245 and Procedure 3245P in the district Student Responsibilities and Rights handbook).
 3. Files saved on the server should not include games, applications, or music files unless specifically needed for a class. Students will have accounts locked and be referred to an administrator for abuse of the school network or server.
 4. Students may use email applications such as Yahoo or Hotmail provided it meets with the instructor's approval and is school appropriate.
- Any student **using the internet without authorization** or for **purposes not authorized by the classroom teacher** will be subject to discipline up to short-term suspension and/or loss of computer/network access privileges.
 - Any student **copying or downloading non-school authorized games, videos, music files, or applications** to an Everett Public Schools computer or account will be subject discipline up to short-term suspension and/or loss of computer/network access privileges.

Theft

The act or instance of stealing Everett Public Schools property or stealing personal property at school or at a school-related event.

Disciplinary consequences depend on extent and monetary value and may include discipline up to suspension.

Tobacco Use or Possession

The Everett School District promotes and maintains a smoke-free environment. Therefore, students are prohibited from using tobacco products or having tobacco in possession at any time during the school day or at any school-sponsored activities. Before and after school, students are not to use tobacco products in close proximity to school grounds. Violations of tobacco regulations are cumulative on a one-year basis. Violations will result in the following actions:

- **First Offense:** Parent/guardian will be notified. Student will be referred to Drug and Alcohol Intervention Specialist.
- **Subsequent Offenses:** Continued violations will result in progress disciplinary consequences.

Vandalism

Intentional damages to school district property or property of others. Consequences depend on extent of violation up to expulsion and referral to law enforcement agency and will typically include financial or service restitution. Restitution includes, but is not limited to, necessary parts and labor costs to repair or replace property, electronic equipment, computers, or networks.

Behavior Intervention



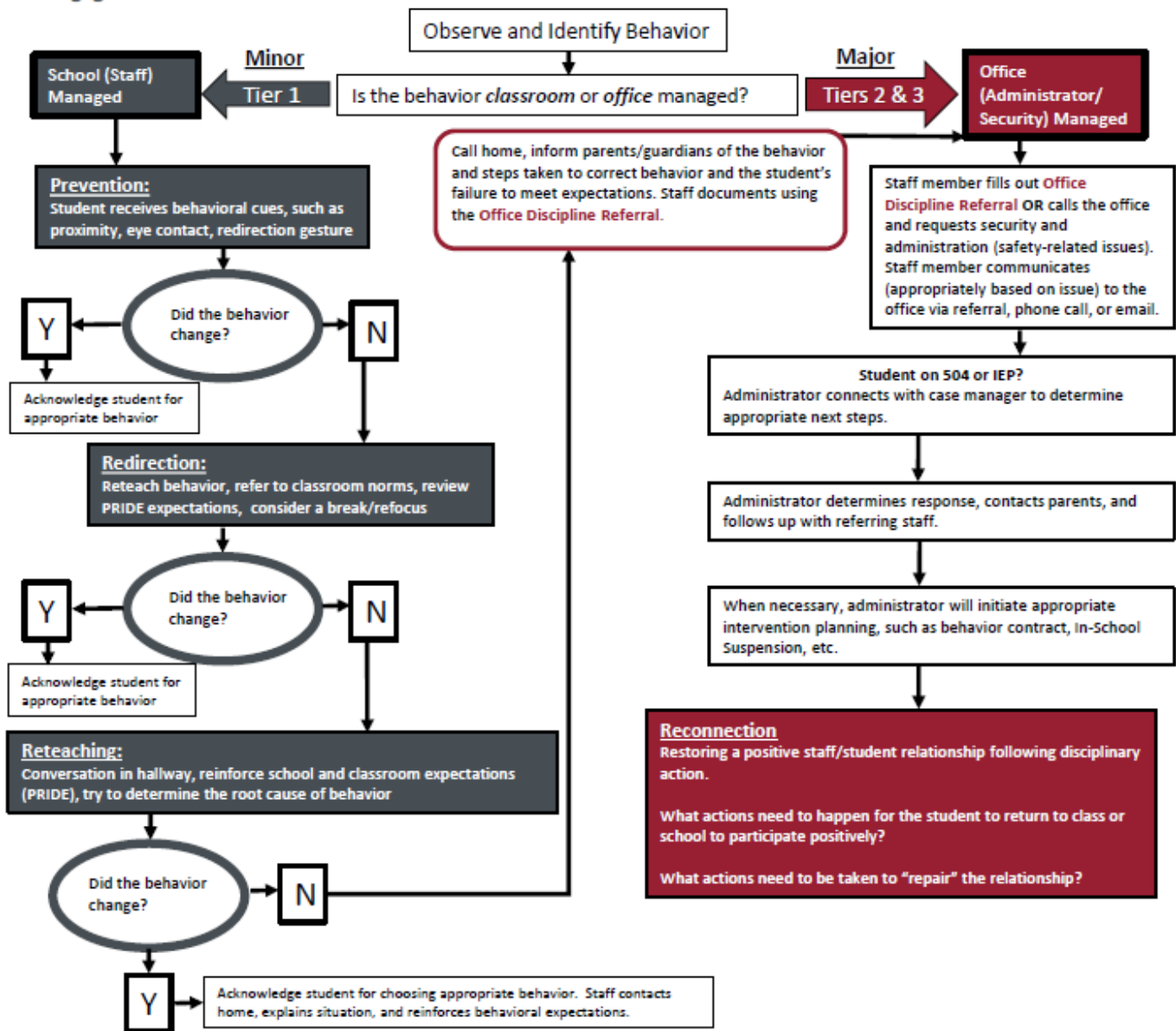
Cascade Behavior Intervention Flowchart

Goal: All students in class and engaged in learning every day

Success Criteria: Decrease in minor and major behaviors

Creating a Culture in the Classroom (Adult Strategies)

- Build Positive Relationships with Students (Positive Greeting at the Door)
- Teach Behavioral Expectations (PBIS Lessons, Classroom Norms)
- Acknowledge/Reinforce Positive Behaviors (5:1 ratio, Be Bruin Tickets)
- Problem Solve with Students (Restorative Process)
- Elicit Parent/Guardian/Family Support



Be Bruin!

Resources

Online Student Information -- Synergy

Student information is available online through a password-protected learning management system (Synergy). Features include access to student **grades**, class **progress reports**, **attendance**, unofficial **transcript information**, and **standardized test scores** (including HSPE and EOC scores).

Shortly after the start of the school year, **parents** will be mailed/emailed an information sheet with their own personal log-in information. **Students** will be provided their own log-in information at school. More information will be provided as the LMS system continues to expand over time.

Athletics

To view schedules and scores for all our athletic teams, please visit the CHS website at <https://www.everettsd.org/cascadehs>, then select "Athletics" from the main menu, and then select "Schedules and Scores."

You may view all Cascade or other Wesco schedules, scores, and standings by visiting www.wescoathletics.com.



CHS Graduation Requirements & [State Assessment Information](#)

(State Assessment Information is being updated at the State level. Please OSPI for the most current information.
<http://www.k12.wa.us/assessment/StateTesting/default.aspx>)



How do the 24 credit graduation requirements add up for the class of 2021 and beyond?



17

+

3

+

4

=

24 CREDITS

Core Credits – courses necessary for every graduate to be college and career ready

Personalized Pathway Requirements (PPR) – classes that further student's own interests and align with each student's High School and Beyond Plan

Elective Credits – exploratory classes of interest

Core Credits plus Personalized Pathway Requirements (PPR)

4 English

3 Social Studies

2 Health and Fitness

1 Career and Technical Education

3 Math

2 Arts

OR
1 Arts

1 PPR Course

3 Science

2 World Language

OR
2 PPR Course

Elective Credits

4 Electives, including district-required College & Career Readiness Seminar

Career and College Ready graduation requirements for the class of 2021 and beyond.





We Aren't Bruins Without **U**!

Bruins show PRIDE by:

- Attending every class, each day
- Making it to class on time
- Mindfully attending to each class's content
- Participating in classroom activities

CASCADE HIGH SCHOOL: A SCHOOL OF PRIDE

PROFESSIONALISM

RESPONSIBILITY

INCLUSIVITY

DIGNITY

ENGAGEMENT

