

Cascade High School

2022-2023 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>

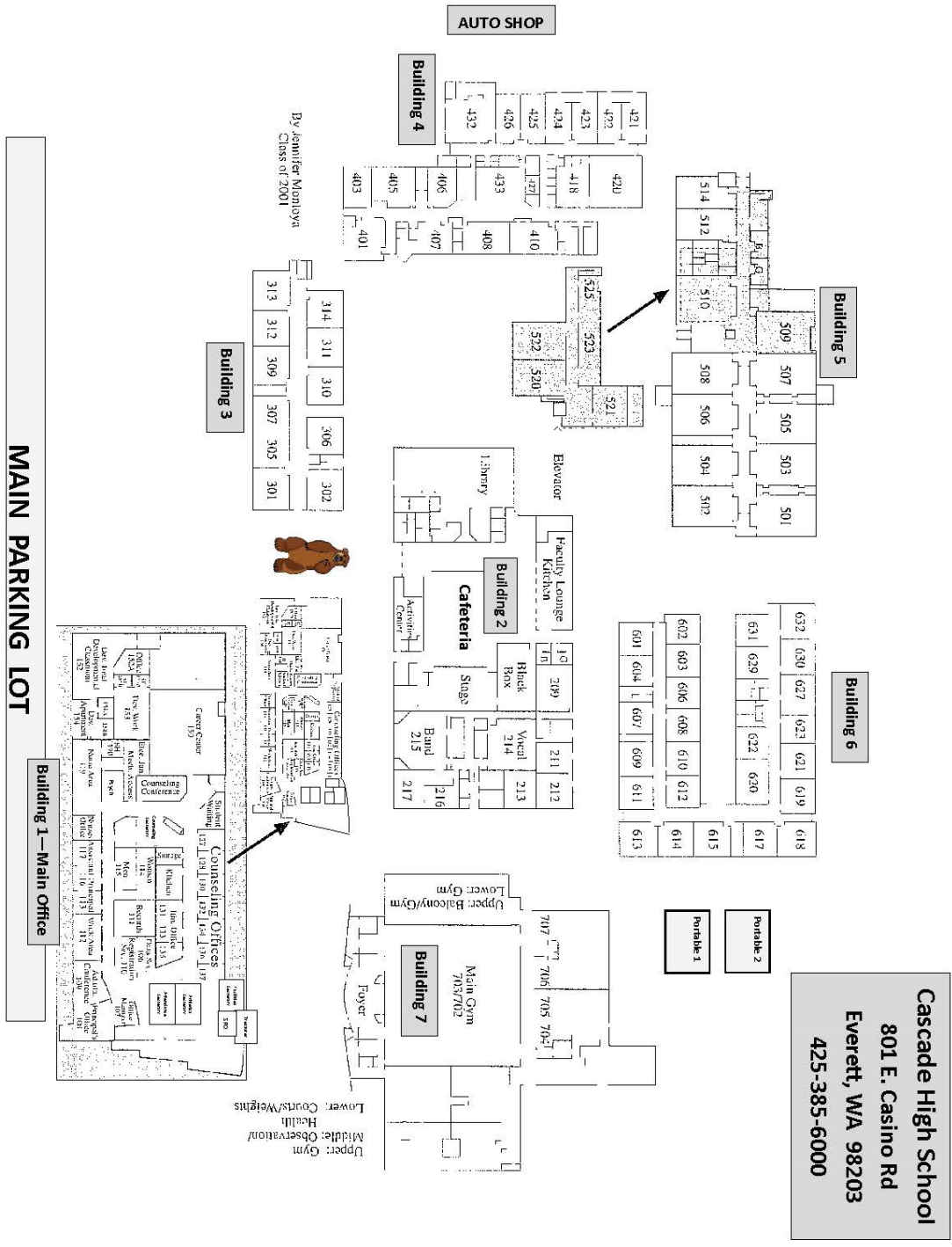
- Report:**
- bullying
 - intimidation
 - harassment
 - weapons, drugs
 - other



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.

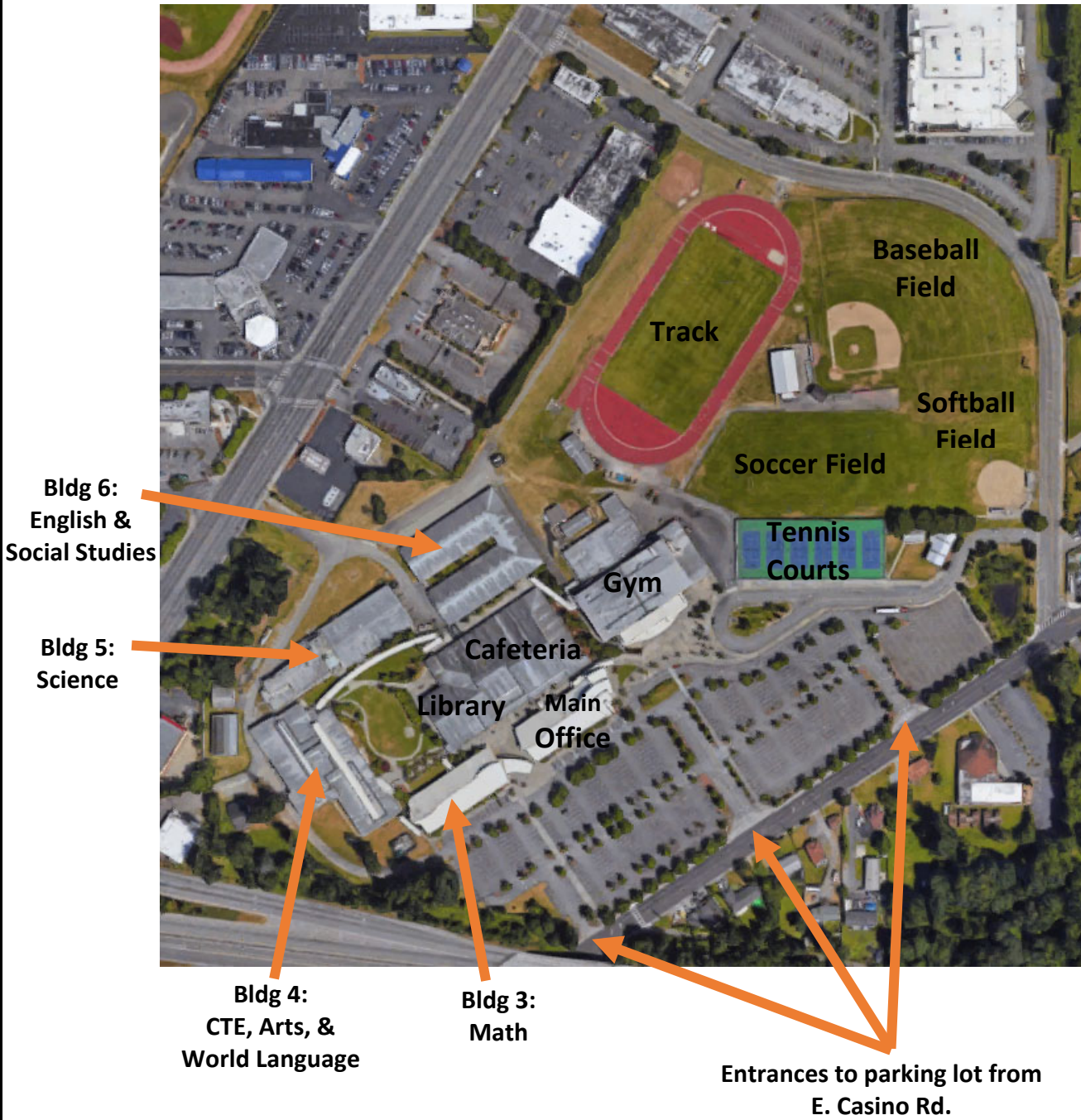
Designated to handle inquiries about nondiscrimination policies are:
Affirmative Action Officer: Carol Stoltz, (425) 385-4106, 3715 Oakes, Everett WA 98201
Title IX Officer/Section.: Randi Seaberg, (425) 385-4104, 3715 Oakes, Everett WA 98201
504 and ADA Coordinator: Becky Clifford (425) 385-5250, 4730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

Map of Cascade High School



[Click here to enter text.](#)

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
Mike Washington.....Assist. Principal
Athletic Director
Students: P - Z
Katherine Mayan.....Assist. Principal
Students: H - O
Jeannette Siemers.....Assist. Principal
Activities Director
Students: A - G

Counseling Department

Jason Himstedt.....425-385-6024
Debbie Wade.....425-385-6021
Anne Jensen.....425-385-6023
San Le.....425-385-6022
Elisabeth O'Brien.....425-385-6009
Pam Richards.....425-385-6025

Student Support Advocate

Stacy Robinson.....425-385-6017

Drug/Alcohol Intervention

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

Activities Coordinator

Kelly Rogers.....425-385-6014

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
Tanys Aris.....425-385-6027
Holly Twedt.....425-385-6041

Secretaries

Catherine Shaw.....425-385-6001
Principal's Secretary
Debbie Mehaffey.....425-385-6010
Counseling Secretary/ Discipline Secretary
Heather Coon.....425-385-6015
Registrar

KayLee Songstad..... 425-385-6003
Computer Records

Lisa Haines..... 425-385-6004
Attendance

Rhonda Covert..... 425-385-6018
Athletics Secretary

Darcie Cooper..... 425-385-6014
Activities Secretary

Kathie Nesci..... 425-385-6020
Treasurer

Cheryl Mercer.....425-385-6008
Library Secretary

Career Center

Trish Roberts..... 425-385-6030

School Psychologist

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

Health Room Assistant

Amber Nelson.....425-385-6006
Senta Barret..... 425-385-6006

Speech & Language Pathologist

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

ASB Officers

President: Alex Lopez
Vice President: Tim Shim
Secretary: Meileigh Welch
Treasurer: Trivin Pham
Public Relations: Isabella Hsu
ASB Involvement Coordinator: Adam Dungan

Seniors - Class of 2023 Officers

Abby North
Jessica Finicle
Jocelyn Marquez
Skye Steinert

Junior – Class of 2024 Officers

Malia Murphy
Evnit Kaur
Katrina Nguyen
Jahmarion Morey

Sophomore – Class of 2025 Officers

Lily West
Allison Dao
Sally Sylla
Haddy Baldeh

Freshman – Class of 2026 Officers will be elected at the beginning of the school year.

2022-2023 Bell Schedules

<p style="text-align: center;"><u>REGULAR</u> <i>Monday</i></p> <p><i>1st Bell 7:25</i> 1st 7:30 - 8:25 2nd 8:30 - 9:30 3rd 9:35 - 10:30</p> <p>1st Lunch 10:35 - 11:05 4th 11:10 - 12:05</p> <p>4th 10:35 - 11:30 2nd Lunch 11:35 - 12:05</p> <p>5th 12:10 - 1:05 6th 1:10 - 2:05 <i>Buses Depart 2:12</i></p>	<p style="text-align: center;"><u>PAWS</u> <i>Tuesday-Thursday</i></p> <p><i>1st Bell 7:25</i> 1st 7:30 - 8:20 2nd 8:25 - 9:20 <i>PAWS 9:20 - 9:50</i> 3rd 9:55 - 10:45</p> <p>1st Lunch 10:50 - 11:20 4th 11:25 - 12:15</p> <p>4th 10:50 - 11:40 2nd Lunch 11:45 - 12:15</p> <p>5th 12:20 - 1:10 6th 1:15 - 2:05 <i>Buses Depart 2:12</i></p>	<p style="text-align: center;"><u>LIF EARLY RELEASE</u> <i>Friday</i></p> <p><i>1st Bell 7:25</i> 1st 7:30 - 8:13 2nd 8:18 - 9:01 3rd 9:06 - 9:49</p> <p>1st Lunch 9:54 - 10:24 4th 10:29 - 11:14</p> <p>4th 9:54 - 10:39 2nd Lunch 10:44 - 11:14</p> <p>5th 11:19 - 12:02 6th 12:07 - 12:50 <i>Buses Depart 12:57</i></p>	<p style="text-align: center;"><u>AM ASSEMBLY</u></p> <p><i>1st Bell 7:25</i> 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</p> <p>1st Lunch 11:02 - 11:32 4th 11:37 - 12:23</p> <p>4th 11:02 - 11:48 2nd Lunch 11:53 - 12:23</p> <p>5th 12:28 - 1:14 6th 1:19 - 2:05 <i>Buses Depart 2:12</i></p>	<p style="text-align: center;"><u>FOOD DRIVE</u> <i>Nov. 21 - Dec. 15</i></p> <p><i>1st Bell 7:25</i> <i>PAWS 7:30 - 7:59</i> 1st 7:59 - 8:50 2nd 8:55 - 9:46 3rd 9:51 - 10:42</p> <p>1st Lunch 10:47 - 11:17 4th 11:22 - 12:13</p> <p>4th 10:47 - 11:38 2nd Lunch 11:43 - 12:13</p> <p>5th 12:18 - 1:09 6th 1:14 - 2:05 <i>Buses Depart 2:12</i></p>
<p style="text-align: center;"><u>AM ASSEMBLY FRIDAY</u> <u>EARLY RELEASE</u></p> <p><i>1st Bell 7:25</i> 1st 7:30-8:05 2nd 8:10-8:45 Assembly 8:55-9:25 2nd 9:25 - 9:30 3rd 9:35 - 10:10 1st Lunch 10:15 - 10:45 4th 10:50 - 11:25 4th 10:15 - 10:50 2nd Lunch 10:55 - 11:25 5th 11:30 - 12:05 6th 12:10 - 12:50 <i>Buses Depart 12:57</i></p>	<p style="text-align: center;"><u>EXTENDED PAWS</u></p> <p><i>1st Bell 7:25</i> 1st 7:30 - 8:15 2nd 8:20 - 9:05 <i>EXT PAWS 9:05 - 10:10</i> 3rd 10:15 - 11:00</p> <p>1st Lunch 11:05 - 11:35 4th 11:40 - 12:25</p> <p>4th 11:05 - 11:50 2nd Lunch 11:55 - 12:25</p> <p>5th 12:30 - 1:15 6th 1:20 - 2:05 <i>Buses Depart 2:12</i></p>	<p style="text-align: center;"><u>2 HOUR LATE START</u></p> <p><i>1st Bell 9:25</i> 1st 9:30 - 10:06 2nd 10:11 - 10:47 3rd 10:52 - 11:28</p> <p>1st Lunch 11:33 - 12:03 4th 12:08 - 12:43</p> <p>4th 11:33 - 12:08 2nd Lunch 12:13 - 12:43</p> <p>5th 12:48 - 1:24 6th 1:29 - 2:05 <i>Buses Depart 2:12</i></p>	<p style="text-align: center;"><u>EARLY RELEASE</u> <u>WITH LUNCH</u></p> <p><i>1st Bell 7:25</i> 1st 7:30 - 8:01 2nd 8:06 - 8:37 3rd 8:42 - 9:13 5th 9:18 - 9:49</p> <p>1st Lunch 9:54 - 10:24 4th 10:29 - 11:00</p> <p>4th 9:54 - 10:24 2nd Lunch 10:30 - 11:00</p> <p>6th 11:05 - 11:35 <i>Buses Depart 11:42</i></p>	<p style="text-align: center;"><u>First & Second</u> <u>Semester Lunches</u> <u>Based on 4th</u></p> <p style="text-align: center;"><u>1st Lunch</u> <i>1, 3, 6, Portables</i></p> <p style="text-align: center;"><u>2nd Lunch</u> <i>2, 4, 5, 7, Auto</i></p>
<p><i>Revised August 2022</i></p>				

Clubs & Activities

*The following clubs are projected to be active at CHS
for the 2022-2023 school year:*

Activities Coordinator / ASB / Interhigh
Kelly Rogers

Athletic Training Auto Skills Club AVID Band Black Student Union Book Club Choir Cooking Club DECA Drama Club Education Rising FBLA FFA French Club Freshman Class German Club GSA HOSA Interact	Junior Class Key Club Latino Club Leadership Link Crew Math Team Mock Trial Club NAHS NHS Pacific Islander Club Robotics Senior Class Sophomore Class Table Top Club TSA Tyro Vista / Yearbook
<p>Class Advisor – Freshmen <i>Rebecca Richardson</i></p> <p>Class Advisor – Sophomores <i>Rachel Patrick</i></p> <p>Class Advisor – Juniors <i>Bethany Rickard</i></p> <p>Class Advisor – Seniors <i>Trisha Percival</i></p>	

Athletic Programs

Athletic Director Mike Washington **Athletic Secretary** Rhonda Covert

Athletic Coordinator Scott Stencil

Fall Athletics & Coaches

Football

Jordan Sieh

Cross-Country

Steve Bertrand

Boys' Tennis

Brian Cherniak

Girls' Soccer

Michelle Crews

Volleyball

Melissa Hopkins

Girls' Swim/Dive

Eric Smith

Winter Athletics & Coaches

Girls' Basketball

Dave Roberts

Girls' Bowling

Brian Cherniak

Girls' Wrestling

Taylor Malmberg

Boys' Basketball

Shane Stenesen

Boys' Swim/Dive

Eric Smith

Boys' Wrestling

Phil Brandstetter

Spring Athletics & Coaches

Track

Eric Smith

Golf

San Le (Boys)
John Erickson (Girls)

Baseball

David Benson

Boys' Soccer

Michelle Crews

Girls' Tennis

TBA

Fastpitch Softball

Michael Perrine

Cheer

Trish Roberts

Trainer

Kirsten Harvey

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

General Information

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** -- After-School detentions are issued for low-level behavior issues. Friday School detentions are assigned for more significant behaviors that do not warrant a suspension.
 - After-School Detentions are held on Tuesday and Thursdays after school from 2:05pm until 3:00pm.
 - Friday School Detentions are held on Learning Improvement Fridays from 12:50 pm until 2:30 pm. Students meet in the counseling office after school to serve a detention. Please contact Debbie Mehaffey (Discipline Secretary) at 425-385-6010 if you need to reschedule an After-School Detention or a Friday School Detention. This will help to ensure accurate discipline records and to help you prevent being a “no-show” which typically results in increased consequences.

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 3122 and in state law. Life-long attendance behaviors begin with entry into pre-school and continue through middle school and into high school until the student graduates. When student arrive in the classroom, it is expected that they will immediately begin to prepare for the start of the day or the period, and be ready to engage in the learning process when the school day or period officially begins.

➤ **General Attendance Information**

1. Parents and guardians must verify absences. Approved reasons include the following: illness/health related, religious observances, family emergencies, school-related, court appearances and funerals
2. For effective record keeping, accuracy and verification, excused absence notes must contain all of the following information: 1.) student name, 2.) student ID number, 3.) date(s) of absence(s), 4.) phone number where note can be verified, 5.) signature of parent/guardian, and 6.) reason.
3. Make-up procedures: If you have an excused or unexcused absence, you must see your teachers immediately upon your return to school to determine make-up work and their deadlines. Teachers will provide make-up or alternate assignments as necessary for students to demonstrate achievement of the class objectives. Although student academic success is our school's priority, failure to complete and turn in missed assignments in a timely manner could result in reduction of credit for those assignments. 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.

4. When teachers include participation/attendance as part of a grade for a course, they will state in their course syllabus how student attendance relates to the instructional goals of the course and include attendance and/or participation as a part of the grading for that course.
5. Absences, both excused and unexcused, that affect academic progress will result in interventions as determined by the school including but not limited to parent contact, parent-student-teacher conferences, and assignment of required make-up work and/or time.
6. Pre-Arranged Absences: Pre-arranging an absence is recommended whenever the parent knows in advance that a student will be absent for more than a day. Steps to pre-arranging an absence are as follows:
 - 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 parent/guardian signature
 - Return the form to the Attendance Office prior to the absence
7. 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.
8. Students are required to sign out with the attendance office when leaving school early.

It is the collective responsibility of parents, 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 parent or legal guardian within two school days of the student's return. Handwritten notes may be turned in to the attendance office or faxed to (425) 385-6002 or via email to CHSattendance@everettsd.org. Absences will be recorded as unexcused if appropriate documentation is not received.

The following are absences that may be excused with a parent/guardian-signed verification note

- **Illness/health related issue**
- **Family emergency/crisis/funeral**
- **Religious holiday**
- **Court date**
- **Absence due to the student's homeless status (admin approval if unaccompanied youth)**

*The following must be **Pre-Arranged** for a student to be authorized to leave campus:*

- **College visits**
- **Family trips/vacations**
- **Routine health care appointments**
- **School-initiated activities**
- **State-recognized search and rescue activities**

For effective record keeping, accuracy, and verification, excused absence notes must contain ALL of 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 parent/guardian.

➤ **Attendance Record Access**

Student attendance and grade information is available to students and their parents/guardians online through LMS -- a secure, password-protected website (see pg. 31). Students and parents may also request a printout of the student's current attendance record from the Attendance Office secretary.

➤ **Definitions**

- **Absences:** Failure to attend class. Everett Public Schools views any absence as a time when a student is not in class after the first 5 minutes.
- **Excused Absence:** Absences for which there is parent/guardian documentation excusing the absence(s). Everett Public Schools expects that when a student is not in class either a staff member has excused the student or parents/guardians are aware and have given permission for one of the district-approved reasons.
- **Unexcused Absences:** No parent/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. Forged notes/messages will result in discipline for truancy and/or altering of records.
- **Tardies:** Tardies are a discipline and safety issue and will be dealt with as such. 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, parents, and school staff must work together to ensure student success and progress toward graduation.

• **Teachers / Schools:**

1. Ensure that attendance policies are tied to course objectives.
2. Communicate course objectives including participation requirements.
3. Communicate about any learning experiences which can only occur in the classroom (such as participation in discussion, in a performance or practice, etc.)
4. Personally take and record attendance.
5. Communicate absences to parents/guardians, schedule conferences and take steps to reduce absences in accordance with state law.
6. Notify students and their parent/guardian when students are falling behind academically and indicate whether attendance is a factor.
7. Provide make-up work which will be significant to the student's academic growth and achievement.
8. Develop incentive programs for good attendance.
9. Communicate academic progress regularly.

• **District:**

1. Track attendance data by grade and age and report as needed.
2. Develop on-line resources to help facilitate make-up work in relation to absences.
3. Support teachers and schools in the development and implementation of grading practices that reflect our principles and goals.
4. Develop systems for consistent communication with parents/guardians when achievement is affected by attendance.

• **Student:**

1. Attend class regularly and on time.
2. Verify absences with the appropriate notes/messages.
3. Complete any and all class work needed to make progress.

• **Parents/Guardians:**

1. Communicate absences through the form(s) expected by the school.
2. Excuse absences when appropriate.
3. Pre-arrange absences when appropriate to assist students with getting work prior to the absences.

➤ **Truancy (BECCA) Petitions**

In order to keep students in school, the Washington State Compulsory Attendance Law requires schools to file a petition with the courts when students have reached seven unexcused absences in one month, ten within the current school year, or when excessive excused absences are having profound effects on the student's academic achievement (RCW 28A.225.010).

➤ **Incentives/ Interventions**

Teachers and schools will develop systems for ensuring that parents and guardians are informed on a regular basis of each student's progress and attendance. Students will be required to participate in opportunities for additional instruction if necessary.

Incentive programs promoting attendance might include setting public goals for attendance, competitions, or discounts in the school and in the community.

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.

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.

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.

Athletic event (**away**) – students with ASB card \$4.00
Athletic event (**home**) – students with ASB card.... FREE
Athletic event – students without ASB card / adults..... \$7.00
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

Diplomas will be withheld until all unpaid fines are settled. 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. 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. Pimenta at apimenta@everettsd.org or Ms. Mercer at CMercer@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 2022-2023 school year. The meal program is 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	\$2.00

Lunch	\$.00	\$.00	\$4.25
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.			

➤ Lunch – 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 the 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 lunch time!

➤ 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 Friday Schools ✓ 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. Haines for approval when completed.
3. Ms. Haines will notify students of Off Campus Lunch approval.
4. Off Campus Lunch sticker will placed on ASB Card by Ms. Haines.
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 in the first semester can apply for second semester off campus lunch.
8. Students may request off-campus privileges from their assigned administrator.



Click here to enter text.

- Ways To Have Off Campus Lunch Privilege Revoked Include:
 1. Late to class following lunch more than 3 times
 2. Drug/Alcohol/Tobacco 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. Haines or Ms. Mayan.

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 **\$25.00 with an ASB card** or **\$40.00 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.

➤ 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 Friday School and phone call home
 - c. Third Offense – Discipline referral with loss of parking privileges without refund for the remainder of the school year

Safety

Despite rare high-profile tragedies, children in the United States are safer in schools than outside of them. Contributing to this is the emphasis on awareness and preparation for possible disasters and threats to safety by all staff and students.

- **Lockdown Procedures** - The purpose of a lockdown is to protect students and staff from an unwelcome intruder or out-of-control member of our own student body.

Signal -- you'll hear the following from an administrator over the intercom:

"This is a lock down. This is not a drill. Please lock your doors and follow the lock down guidelines."

Action -- when you hear the above announcement you will immediately need to:

- Get inside the nearest classroom.
- Lock windows and door(s).
- Cover the window of the door. (Note: that is the only time the window should be covered.)
- Shut blinds and turn lights off.
- Students should sit against a wall or as much out of view as possible...and remain quiet. (**The idea is to become invisible.** It should look and sound as though no one is in the room.)
- Students must silence cell phones, but they are allowed to text a brief message to parents informing them of the lockdown and that they are safe.
- Once locked down, let no one in. Anyone that *should* enter will have a key.
- Do **not** allow anyone to leave your classroom – even if an alarm is sounded – until you have received official approval to do so.

All Clear – you must remain in lockdown until the "all clear" is given as follows:

"This is administrator name. This is an all-clear. You are now released from lockdown..."

➤ **Evacuation Procedures**

- **Preparation**

1. Review the evacuation maps posted near the door of your classrooms.
2. Make sure you know the PLANNED route from each of your rooms to the field.

- **When the Evacuation Alarm sounds:**

1. Teacher will instruct students to evacuate the room and will take emergency backpack and red clipboard.
2. Teacher will clear the room and turn off the lights.
3. Teacher will lead students to designated evacuation location quickly according to the evacuation route map detailed on the clipboard.
4. Teacher will take written attendance of all students in classroom.
5. If there is an urgent need, the teacher will signal for support by holding up their red card.
6. Students are to remain quiet during the entire event. A P.A. announcement will signal the end of the evacuation or further instructions.
7. At the end of the evacuation, the staff will lead the students back to class.

➤ **Earthquakes**

- **During a drill or actual earthquake** students and staff should:

1. Drop...to their knees under a table or desk with back towards any windows.
2. Cover ... their heads with an arm and/or clasp hands behind their neck.
3. Hold... onto one leg of a piece of furniture ... or brace themselves in a doorjamb.

- **After the tremor of an actual quake has stopped:**

1. An announcement will be made with known information about the earthquake.
2. When instructed to do so, students and staff will carefully evacuate the building according to the evacuation procedures described above.

Wait for "All Clear" Signal: An evacuation will only end when you receive an "all clear" bell signal. This will be followed up by an "all clear" P.A. announcement on the loudspeaker from an administrator.

Reminders:

- Always assemble with your 2nd period teacher.
- If an evacuation alarm sounds during lunch, students are to leave through the nearest exit and proceed to their 2nd period assembly location.

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 or have someone write a paper for you.
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.
<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 (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, Friday School, 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, Friday School, 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, nunchucks, throwing stars, air 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. 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; inadequately covers chest, midriff, buttocks or thighs; display 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.

Inappropriate

Appropriate



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, slates, 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 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 3246p.

- If a student chooses to use a personal electronic device without teacher approval or if its use creates a distraction to the learning environment, the steps in the behavior intervention flowchart will be followed.
- **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. Fights are cumulative throughout a student's high school years. 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 expelled 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 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

It is the policy of Everett School District to maintain a safe, respectful and secure learning environment for all students that is free from harassment, intimidation and bullying. Harassment, intimidation and bullying of students by other students, staff members, volunteers, parents or guardians are prohibited.

Harassment, intimidation or bullying means any intentional written, verbal or physical act, including but not limited to one shown to be motivated by "**race, color, religion, ancestry, national origin, gender, sexual orientation or mental, sensory, or physical disability, or "other distinguishing characteristics,"**" when the intentional electronic, written, verbal, nonverbal, or physical act:

- Is unwelcome; or

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms, including but not limited to: **slurs, rumors, name calling, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, hazing, physical attacks, threats, or other electronic, written, verbal and nonverbal, or physical actions.**

Cascade High School and the Everett School District will take all complaints or harassment, intimidation and bullying seriously and will in a timely manner address all such complaints. Staff members are expected to intervene in school-related harassment, intimidation and bullying and report situations which may require additional intervention.

Students and volunteers are encouraged to report school-related harassment, intimidation and bullying of which they have knowledge. Any student who believes that he or she has been subjected to harassment, intimidation or bullying in the educational environment is encouraged to bring his or her complaint to the immediate attention of a teacher, counselor, or administrator for assistance in resolving the matter.

An incident report form may be filed anonymously, confidentially, or the individual may choose to disclose his or her identity (non-confidential). No disciplinary action will be taken against an alleged perpetrator based solely on an anonymous or confidential report. Confidential reports will be used in investigations that may result in disciplinary consequences for the perpetrator; information from these reports will be restricted to only those with a need to know, both during and after the investigation.

Retaliation against those who report or participate in an investigation of harassment, intimidation, and bullying is prohibited and will result in appropriate discipline. **Knowingly reporting false allegations** of harassment, intimidation, and bullying is also prohibited. Students and employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

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 transportation.

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.



P.R.I.D.E.

Professionalism
Responsibility
Inclusivity
Dignity
Engagement

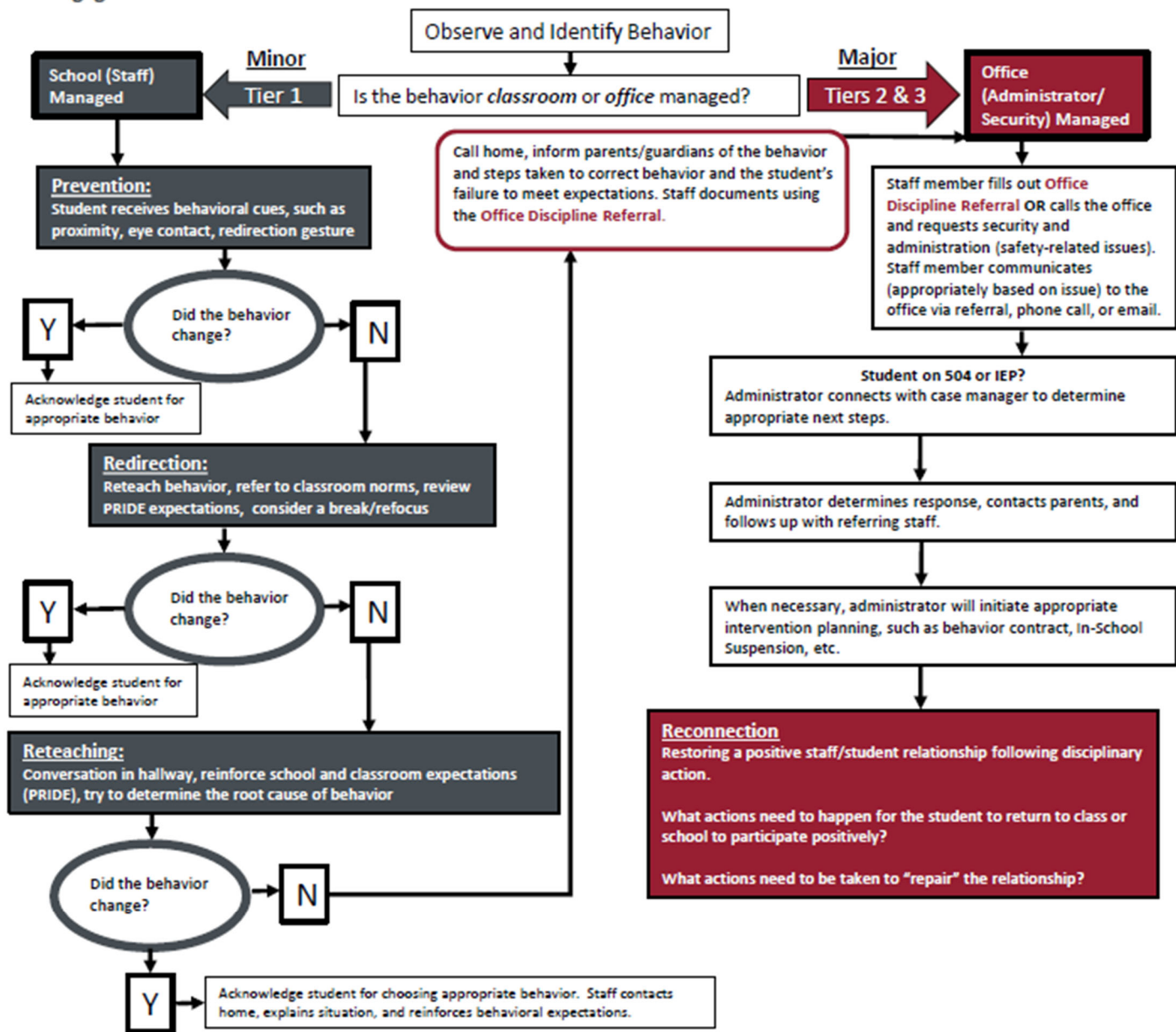
Cascade Behavior Intervention Flowchart

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 -- LMS

Student information is available online through a password-protected learning management system (LMS). 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 <http://www.everett.k12.wa.us/cascade>, 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.





Everett Public Schools

ATHLETIC CODE OF CONDUCT

Athletics Code of Conduct outlines the rules, regulations, and expectations for students participating in Everett Public Schools athletics and athletics. This document is published by the Department of Athletics and Athletics, Robert Polk, Director. For information regarding this document, please call 425-385-4260.

The Everett School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, marital status, age, veteran status, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school athletics. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Affirmative Action Officer, Title IX Officer, ADA, Section 504 Coordinator.

Approved February 4, 2015

PHILOSOPHY- Participation in school sponsored athletics is a privilege. Lessons learned through participation in athletics will assist students in their preparation for life after high school. By participating in athletics, students will learn cooperation, respect, sportsmanship, hard work, and commitment to others.

PURPOSE- The Everett Public Schools' athletic code outlines the rules and guidelines that must be followed by students participating in the District athletics, dance and cheerleading programs. Following this code makes the students responsible for their eligibility, accountable for their actions, and prescribes fairness to all participants.

DEFINITIONS

- **Appeal-** The ability for the student to challenge a probation, suspension, or expulsion ruling.
- **Building Eligibility Committee-** A group of coaches and/or administrators chosen by the building principal to make recommendations on student eligibility. The principal makes all final decisions.
- **Expulsion-** The student is removed from the team and cannot practice or participate in contests.
- **Probation-** A student may practice/compete/participate with the program but must correct a grade deficiency.
- **Suspension-** With principal's permission, a student may practice/participate but MAY NOT compete/performance with the program until the terms of the suspension are met and the student is reinstated.
- **Violation-** Not meeting the standards set by the Athletic Code or WIAA regulations.
- **WIAA-** Washington Interscholastic Athletics Association

SPORTSMANSHIP- I, the participant, understand the importance of being a good sport. Sportsmanship is a demonstration of generosity and genuine caring for others. It is a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity. It is respect for one's self and others. Although sportsmanship is the responsibility of everyone, athletes and coaches have the biggest responsibility.

EXPECTATIONS- I understand that participation in the athletics program of Everett Public Schools is a privilege. Because students involved in athletics perform and represent their schools in public, they are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of their sport, team, school, and community. I will be held accountable academically and behaviorally throughout the entire year. **I understand that this athletic code covers standards of conduct both in and out-of-season and shall remain in effect 365 days after my signature.**

Participation- I will attend all organized functions including practices, competitions, meetings, and celebrations unless the coach/advisor designates such activities as optional. Coaches/Advisors may excuse me from events for reasonable situations per his/her discretion.

- **School Attendance-** Unless approved by a building administrator, I must attend and fully participate in all class periods of the school day to be eligible for contests or practices that day. If I am absent from one or more classes due to illness, I am ineligible to participate or compete that day. If I am suspended from school, including in-school suspension, I may not participate in practices or contests.
- **Conduct-** I will conduct myself in a way that promotes a positive image of the school, the community, and me. If I act in a way that reflects negatively upon the school, the community, or me, I will be subject to discipline under the Athletic Code. This may include suspension or permanent removal from the sport. Acts that reflect negatively include, but are not limited to, academic fraud or cheating, plagiarism, criminal activity, harassment, intimidation, and bullying. Such acts may occur during school or non-school activities performed either on- or off-campus.
- **Athletic Fees-** I must pay an Athletic Fee before the first contest of each season to offset various costs to the district. If I cannot afford the fee, I will request a reduced fee or payment plan. Refunds will not be given after the first contest.
- **ASB Card-** In order to participate in ASB-sponsored athletics, I must purchase an ASB card. Accommodations may be made if I am a student who qualifies for free or reduced lunch and cannot afford an ASB card. This shall

apply to home-school and Running Start students as well.

- **Athletic Rules-** Each team will have rules and regulations unique to the team. Violation of these rules may result in discipline.
- **Participation in Community Athletics-** During any sports season, after joining a school team, I may not miss events, practices or games for the purpose of participating in non-school athletics unless I have my coach's permission to miss the events, practice, or games. If I miss the school events without permission, I will be subject to the attendance rules and consequences as determined by my coach.
- **Out-of-Season Participation-** Except during the specific sports season, schools cannot offer nor can students participate in any school activity that resembles a practice in a given sport. The exception is for that period of time from the last WIAA spring activity until August 1.

ATHLETIC ELIGIBILITY REQUIREMENTS (See the WIAA handbook for more detailed explanations.) To be eligible for athletic competition, the following requirements must be met:

Accurate information- If it is determined that my parents/guardians or I provide the school with false information which caused the school to declare me eligible, I will be declared ineligible for interscholastic competition for a period of one calendar year.

Current Physical- I must have a current physical within the last 24 months and it must be on file with my school. Physicals must be performed by a licensed medical professional including MD, Doctor of Osteopathy (DO), Certified Registered Nurse (ARNP), Physician's Assistant (PR), or Naturopathic Physicians. Physicals performed by Doctors of Chiropractic are not acceptable. If my current physical will expire during a sports season, I will not be permitted to turn out for that sport until my physical is updated.

Insurance- I shall provide proof that I have a minimum of \$25,000 in insurance coverage. If I do not have this coverage, I will obtain insurance through the plan offered to all students in the school district. If I can not afford the insurance premium, the district may approve a full or partial waiver of the premiums so that I may participate.

Paperwork- I must submit the following: a) completed and signed emergency card; b) eligibility questionnaire which includes permission to play, proof of insurance, and acknowledgement of the Athletic Code of Conduct and parent/coach/athlete communication; and c) acknowledgment of the risk of injury specific to the sport I wish to play. I also understand that I must purchase an ASB card from the school where I am participating.

Member of School- I must be a member of the school in which I participate (enrolled a minimum of a half-day). If I attend a private school, alternative school, or home school where a sport is not offered, I may participate in the sport at the public school in my resident attendance area as long as all other eligibility requirements are met. Private middle school students may play at their resident public school or the public school closest to their private school as long as they live within the Everett School District boundaries. The student must play all sports at the same school in 7th AND 8th grade.

Residence- I must reside with my natural parents or legal guardian within the boundaries of the school for which I participate. I cannot transfer between schools for athletic purposes without a change of residence.

Previous Semester- I must pass five (5) of six (6) classes or six (6) of seven (7) classes in the previous semester or trimester. Summer school is counted as part of the spring semester. In high school, if I do not meet these conditions, I will be suspended from competition through the last Saturday of September and until the District academic and attendance requirements are met. In middle school, if I do not meet these conditions, I will be suspended from competition until the Monday of the third week of the current trimester/semester and until the District academic and attendance requirements are met. Academic marks in the spring trimester of 6th grade shall

be used to determine 7th grade eligibility. Marks from the spring trimester of 8th grade shall be used to determine 9th grade eligibility. **Seniors on track to graduate may be eligible spring semester of senior year if enrolled and passed 4 classes in fall semester of senior year.*

Current semester- I must be enrolled in a minimum of five (5) full time classes in a six (6) period day or six (6) classes in a seven (7) period day. **Seniors on track to graduate may enroll in one less class (4) in fall and spring semesters.*

Age- High school students- I must be under age 20 on September 1 for fall sports, on December 1 for winter sports, and on March 1 for spring sports. **Middle school students-** I must not have reached my 15th birthday prior to June 1 of the previous school year. If I am ineligible to compete at the middle school due to the age rule, I may participate in all sports at the high school level with agreement between the middle and high school principals at the schools involved.

Season Limitations- After entering or being eligible to enter the seventh grade, I shall have six (6) years of interscholastic eligibility. If I repeat the seventh or eighth grade for documented academic reasons, the repeated year shall not count against my six (6) competitive years. After entering the ninth grade, I shall have four (4) consecutive years of interscholastic eligibility. If I choose not to participate or do not attend school, I forfeit my eligibility for that period of time.

Fines and Equipment- I must not have unpaid athletic fines. I am responsible for all athletic gear issued to me and must return the equipment in good condition with reasonable wear and tear.

Transfer of Resident/Non-Resident Students- If I transfer from one high school within or outside the Everett School District to another high school within or outside the Everett School District, I am NOT automatically eligible to participate in varsity athletic programs. If my parents/guardians move their primary residence to another school service area and I meet all other eligibility requirements, I may be eligible at the varsity level at the new school. I may need to petition the Northwest District (NW I) Eligibility Board for eligibility. If I am a transfer student, I will contact the building athletic administrator.

Exchange Students- If I am a student from a foreign country, I will contact my building athletic director and I must complete a form and be cleared by the WIAA to be eligible to compete on an interscholastic team for one year. If I graduated from my home country, I am not eligible to compete at any level. If I am an Everett School District student and plan to participate in a foreign exchange program, I will notify my building athletic administrator before leaving.

Amateur Standing- I must be in amateur standing to compete in interscholastic athletics. This means I may not have accepted cash awards or merchandise of more than \$300 in value for athletic activities, played with any professional team in any sport, or entered a competition under an assumed name.

MAINTENANCE OF ELIGIBILITY FOR ATHLETICS- Once a student is deemed eligible the following standards must be maintained to participate in athletic events.

- **Academic Standards-** After satisfying the initial eligibility requirements, I must be passing (no grade of F) all scheduled classes to remain fully eligible during the season. My academic progress will be checked every two (2) weeks. The first grade check will occur the week that includes October 1.
 - If I have earned an F grade in any class, I will be placed on academic probation beginning the following Monday for the remainder of the season. I may continue to practice and compete. My grade

improvement will be verified by a progress tracking sheet initiated by me and submitted to the athletic coordinator.

- If I am still failing any class at a subsequent grade check, I will move to academic suspension status beginning the following Monday. I can continue to practice with my team but I cannot compete until I am passing all classes. If I am failing two (2) classes at any grade check, I will automatically move to academic suspension status per the WIAA scholarship rule.

If I am placed on probation or suspension status and I feel that I am working to my full capacity, I may appeal my status to the building eligibility committee.

- **At the beginning of a new semester**, the WIAA scholarship rule will take precedent as improving grades from the previous semester will not be possible.
- **Inappropriate Use of Technology**- If I text message or use social media in an inappropriate manner towards any adult or student, I may be subject to removal from the team or other discipline after review by my school's administrators.
- **Ejected from Contest**- If I am ejected from a contest by a contest official, I must sit out the next two (2) contests at the same level of competition. Varsity players may not play sub-varsity and sub-varsity players may not play varsity to avoid this two (2) game suspension. I may appeal to the building athletic coordinator to have the suspension reduced to one (1) contest. If I am ejected from a second contest in the same sport during the same season, I will be ineligible for the remainder of the season of that sport.
- **Suspended from School**- If I am suspended from school, I cannot practice, compete or perform in an event during the period of suspension. If I am a transfer from another school while on suspension from my previous school, I will not be eligible to participate in athletic programs for the duration of the suspension.
- **Conviction of a Crime**- If I am convicted of a crime by the criminal justice system, I may be subject to removal from the team or other discipline after review by my school's administrators.

RUNNING START/HOME INSTRUCTION STUDENTS- Students involved in Running Start or home instruction programs must meet the same eligibility standards as all other students. Such students may participate only at the school in their residence area. A contract outlining guidelines and expectations must be signed by the student and his/her parents/guardians.

ILLEGAL SUBSTANCES: I shall not be under the influence, possess, sell, deliver, and/or use alcohol, any form of tobacco, or illegal drugs or a controlled substance not prescribed by a physician for me. I also shall not be in the presence of, or remain in the vicinity of, others illegally using alcohol or using illegal drugs or controlled substances not prescribed by a physician for the user. If I arrive at a party, function, or other location where illegal drugs or controlled substances are being used, sold, or delivered or substances (such as alcohol) are being illegally used, sold, or delivered, I shall immediately leave the premises. Failure to immediately leave the premises will result in the same discipline as actual use. In all cases, if I am in violation, I must follow the reinstatement process outlined below.

Drug Violations (from WIAA rule 18.24.0)

- **First Violation.** An athlete shall be immediately ineligible for interscholastic competition in the current sports program for the remainder of the season. Ineligibility shall continue until the next sports season in which the participant wishes to participate unless the student accesses an assistance program. All athletes violating this rule shall have two options:

1. The athlete will be ineligible for participation in contests for the remainder of that sports season and must meet the school eligibility committee to be eligible for the next sports season. The school eligibility committee will make a recommendation to the school principal. The school principal will have the final authority regarding the student's participation in further sports programs.
 2. The athlete may choose to seek and receive help for a problem with use of drugs. Successful utilization of school and/or community assistance programs may allow him/her to have eligibility reinstated in that athletic season, pending recommendation by the school eligibility committee and principal. Minimum suspension periods are outlined in the Alcohol Violations section of this code.
- **Second violation.** The penalty shall be removal from all athletic participation for a period of one calendar year.
 - **Third violation.** The penalty shall be permanent ineligibility at all WIAA institutions for the remainder of the athlete's high school career (WIAA Rule 18.22.0). Code of Conduct Page 4

Alcohol Violations

- **First violation.** A first violation discovered through an investigation shall result in immediate suspension for forty-two (42) calendar days or the remainder of the season, whichever is longer. This ineligibility also carries into the next season (as previously defined) in which the student participates. A student who admits wrong doing and cooperates honestly in the investigation may have their suspension reduced to twenty-eight (28) calendar days. A student who self-reports a violation prior to any investigation or inquiry may have their suspension reduced to fourteen (14) calendar days. All violations carry a minimum one-game suspension.
- **Second violation.** The penalty shall be removal from all athletic participation for a period of one calendar year.
- **Third violation.** The penalty shall be permanent removal from all athletic participation for the remainder of the athlete's high school career.

Tobacco Violations (including smoking, smokeless tobacco, and electronic cigarettes/vape pens)

- **First violation.** The penalty shall be immediate suspension for fourteen (14) calendar days. This may be reduced to seven (7) calendar days if the student self-reports prior to an investigation or inquiry. All violations carry a minimum one-game suspension.
- **Second violation.** The penalty shall be immediate suspension for twenty-eight (28) calendar days.
- **Third and subsequent violations.** The penalty shall be immediate suspension for forty-two (42) calendar days.

Suspensions for middle school violations shall be one-half the length of high school suspensions.

REINSTATEMENT PROCESS: Application for reinstatement following any form of athletic discipline will be accepted by the principal upon completion of the following:

1. Letter of intent and purpose of reinstatement
- Drug, alcohol and/or tobacco assessment by an individual agency that is acceptable to the school district.

2. Results will be shared with family and school administration.
3. Proof that a drug, alcohol and/or tobacco counseling or preventative education program has been completed.
4. Treatment recommendations must be followed as a condition for reinstatement.
5. The principal may waive any or all of the requirements above if deemed appropriate. Final decision for reinstatement resides with the school principal.

DUE PROCESS- If I feel that I am being unjustly punished, I may appeal in the following manner.

1. I may submit a written appeal to the building athletic administrator expressing my concern within three (3) school days of being notified of my suspension. This appeal will be reviewed by the building eligibility committee.
2. If the building eligibility committee finds against me, I may submit a written appeal to the District Director of Athletics and Activities within two (2) school days of the eligibility committee's finding
3. If the District Director of Athletics and Activities finds against me, I may appeal to the Discipline Appeal Council in writing within two (2) school days. The findings of this committee shall be final.

TRANSPORTATION- When I participate in athletic events, I will ride district provided transportation to and from the event when it is provided. My parents may transport me after events if they provide a written request to my coach releasing the district of responsibility for me. I may transport myself under the following exceptions:

1. Transportation is not provided, the practice/event takes place within the Everett School District and/or select neighboring schools, occurs after 4:00 PM, AND I leave campus in the interim.
2. The practice facility is off-campus, I provide proof of a valid driver's license, proof of insurance, AND written permission from my parent/guardian to drive my own car to and from the practice. I will not drive other students.

INJURIES- If I am injured, I will report it to the coach/advisor/trainer immediately. The coach/advisor/trainer may provide some treatment if it is deemed appropriate. The coach/advisor/trainer may recommend I see a medical professional for further evaluation. If I consult a physician, I must obtain written permission from that physician prior to returning to practice or competition. If I am seriously injured (concussion, broken bone, surgery, etc.) outside of school activities in season or out of season, I will notify my coach, athletic coordinator, and/or athletic trainer so that they can monitor me in the event of re-injury or subsequent concussions. Even with a note from a doctor, the athletic trainer and/or coach may keep an athlete from full participation if there is concern that the athlete is not fully healed.

CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES

Co-curricular activities are those that directly relate to a body of courses offered by the school. These include student groups that directly relate to the school's curriculum, that address the subject matter that is actually taught or soon will be taught in a regularly-offered course: if the subject matter of the activity concerns the body of courses as a whole; if participation in the activity is required for a particular course; or if participation in the activity results in academic credit. Such clubs would include but not be limited to music groups, Leadership, language clubs, yearbook, literary magazine, debate, etc.

Extra-curricular activities are those that are sponsored by the school district as supportive of the educational goals of the district and enriching to the students, but not meeting the definition of co-curricular activities. Such clubs and activities would include but not be limited to Honor Society, Chess club, Book club, etc.

All students participating in co-curricular or extra-curricular activities are required to conduct themselves as role models, to demonstrate good citizenship, and to comply with all rules and regulations of Everett Public Schools or be subject to suspension or expulsion from school and/or the activity involved. Coaches or advisors may apply

further reasonable and necessary rules unique to the particular activity for which they have responsibility and which have been approved by the school administration in advance.

All students participating in co-curricular and extra-curricular activities will need to have a current year ASB card.

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?



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 Math | 3 Science |
| 3 Social Studies | 2 Arts | 2 World Language |
| 2 Health and Fitness | OR | OR |
| 1 Career and Technical Education | 1 Arts | 2 PPR Course |
| | 1 PPR Course | |

Elective Credits

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

24 CREDITS

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

