



# Cascadia 2017-2018 Parent and Student Handbook

Dear Parents, Guardians, and Students,

Welcome to Cascadia! We encourage you to carefully read this handbook as a family. You will find information that is important to the day-to-day operation of the school, its policies and procedures. Our goal is to provide a smooth-running school that emphasizes our commitment to academic excellence and growth of the students. This handbook is intended as a start, and is by no means meant to be exhaustive or complete. We ask that you feel free to give us feedback on how we can improve this work. Our school - like this booklet, and like any learner - is a work-in-progress, always growing, always changing, and always improving. Communication is vital to that growth, and we are hopeful that this booklet will add to our communication and collaboration.

Schools are unique in that students not only learn scholastic skills, but also grow as they learn to interact and develop self-responsibility. Our guidelines are intended to promote positive behavior traits, establish clear expectations, and describe possible consequences for inappropriate behavior. They are designed to help children identify a problem and develop positive and productive alternatives that are logical, promote self-responsibility, and have a high probability of helping a student meet with success in the future.

For parents, there are many opportunities for involvement. You are the most important person in your child's life. We encourage you to become active members of Cascadia PTA and follow your child's academic and social progress carefully and supportively. We hope that you will celebrate and reward their accomplishments, and help them to learn through the difficult experiences and challenges that are part of growing up.

We want your student to be happy and successful at school; we believe that as parents, you play a key role in this. The child's knowledge that parents are actively interested in and supportive of the school program almost always results in fewer problems and greater success. If problems arise, we will work together positively and consistently to help students find a solution.

We need your support and look forward to working with you and your child. If you have questions about any of our programs, we encourage you to call or visit. Since this is **our** school, we must work together to ensure all our programs are of the highest quality.

Here's to a great year together!

Cascadia Staff

## STAFF

### Office

Principal.....Anna Birinyi  
House Administrator.....Bill Keating  
Administrative Secretary.....Laura Remme  
Office Assistant .....Katie Shae  
Custodian.....Liba Meatchi  
Assistant Custodians.....Chanthida Kol, TARRIERER Norman  
Lunchroom Manager.....Christine Robel  
Nurse.....Kari Asadorian

### Certificated Staff

#### First Grade

Ellie Kim Room 155  
Jen Daffara Room 153

#### Second Grade

Gary Bass Room 175  
Sean Hamby Room 174  
Kaitlin Lawler Room 172

#### Third Grade

Kendra Rohrabough Room 165  
Zach Warren Room 163  
Alie Orme Room 162  
Emily Thilo Room 164  
Kimberly Erickson Room 161

#### Specialists

Art: Adrian Watts-Driscoll Room 220  
Instrumental Music: Elizabeth Knighton Room 231  
Instrumental Music: Victoria Smith Room 142 (stage)  
Librarian: Merrick Bodmer Library  
Reading/Writing: Eileen Gray Room 173  
P.E. Shirley Briones Gym  
P.E. Kate Sayles Gym  
Resource Room Yelena Amundsen Room 171  
Resource Room Camille Paul Room 271  
Resource Room IA Matt Perez Room 271  
Speech Stephanie Halpert Room 100L  
School Psychologist Liz Scott Room 270C

#### Fourth Grade

Charrie Gibson Room 251  
Jim Clithero Room 254  
Mary MacDonald Room 256  
Barbara Ford Room 255  
Conway Downing Room 253

#### Fifth Grade

Katie Holman Room 265  
Eric Eddy Room 261  
Josh Hill Room 275  
Elizabeth Savage Room 264  
Nathan Brown Room 274  
Ariana Taylor Room 263

## VISION and VALUES STATEMENT

### Our Vision

Cascadia inspires advanced learners to be independent thinkers who utilize their peers, teachers and surrounding resources in their pursuit of learning. Teachers facilitate creative problem solving through a project based learning model with a focus on environmental stewardship and our local and global communities. We provide a stimulating and culturally enriching experience through a rigorous curriculum that integrates technology, science, and the arts. Our goal is to instill a life-long passion for learning in an emotionally supportive environment that will enable students to contribute their wisdom, compassion, and leadership in a rapidly changing world.

### Professional Commitments

Our teachers continue to grow professionally and value professional development as an essential part of their professional lives. Working collaboratively, we design and implement engaging curriculum that is academically rigorous and meets the needs of complex thinkers.

We are committed to providing service-learning opportunities to empower students to become involved in the local community and become activists.

### Our beliefs:

- The development of social-emotional and life skills is as important as the development of academic skills.
- Children benefit from being a part of a school community in which cultural, academic and social diversity is valued and respected.
- Advanced learners excel when they are given the opportunity to pose meaningful questions and support their conclusions through evidence-based research.

### Student Beliefs about Cascadia:

- “Students respect one another’s differences”
- “I can learn and be prepared for my life ahead of me”
- “Nobody gets left out and each day brings a new and exciting adventure”
- “I am accepted for who I am”
- “Everyone is appreciated and no one is underestimated”
- “I feel like I can be free with my ideas because we have so many fun and creative activities”
- “Teachers help us with the things we struggle with and challenge us to step an inch out of our comfort zone”

## SCHEDULES

### Daily Schedule

**7:35** Breakfast is served in the lunchroom.

Only students eating breakfast are permitted in the building.

Playground supervision begins at **7:35**.

**7:50** Teachers report to pick up areas to gather students

**7:55** School begins

**1:10** Early Dismissal Wednesday

**2:25** Dismissal Monday, Tuesday, Thursday, and Friday

### Lunch Recess

1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Grade 10:35-10:55 play, 10:55-11:20 eat  
4<sup>th</sup> and 5<sup>th</sup> Grade 11:00-11:20 play, 11:20-11:45 eat

### Other Recesses

Students also have another 15-minute recess during the school day. The scheduling of that recess is up to the grade level to help maximize their instructional blocks.

### Office Hours

7 a.m. – 3:30 p.m. **Office Phone number 206-413-2000.** If we are not available, please leave a message for the office staff.



## SCHOOL POLICIES

### Attendance and Vacations

**If your child is absent from school, it is your responsibility to inform the school by emailing [cascadia.attendance@seattleschools.org](mailto:cascadia.attendance@seattleschools.org) or by calling the office at 413-2000 by 8:30 a.m.** If you are leaving a message, please let us know the name of your child, teacher’s name, your name, and reason for the absence. You will need to telephone or email each day that your child is absent. If a call or email is not received by 8:30 a.m., the office will confirm your child’s absence by calling you that morning. If you know ahead of time that your child will be absent 2 or more days due to a medical situation, if they will be absent for a funeral, religious holiday or other one-time special events or if they will be out of town, you must fill out the Pre-Planned Absence form 3 days prior to the absence and return it to the office.

**Please note that family vacations are not considered an excused absence. They will be marked as an unexcused vacation. The teaching schedule at is tightly packed with little room for alterations to accommodate extended student absences. Classroom teachers are rarely able to supply make-up work that adequately replaces missed learning experiences.** Please reference the school break calendar when making vacation plans.

Contact the office at 413-2000 to request a preplanned absence form or find the document on the school website. The preplanned absence form must be returned to the office at least 3 days prior to the child's absence.

### **Late Arrivals**

**Any student arriving after 8:00 a.m.** must stop by the office to check-in and get a late dot before going to class. **All late students** will be marked **UNEXCUSED LATE**, *unless* they have a note from their doctor, dentist or therapist. Oversleeping or missing the bus are not considered excused late. If a student arrives late to school via the bus they are marked 'late bus,' which is considered excused.

### **Early Dismissal**

If your child needs to leave school early for any reason, please inform your child's teacher by either a written note or email. Please come into the office to sign your child out and we will call them to the office. Only adults listed on your emergency form will be allowed to take your child out of school.

**All students leaving before 2:25 p.m. (1:10 p.m. on Wednesday's)** will be marked **UNEXCUSED LEFT EARLY**, *unless* they have a note from their doctor, dentist or therapist.

### **After School Plans**

Teachers work to keep very close track of where each child is going after school (on the bus, home with a parent, home with a nanny or friend, to after school clubs, etc.). You and your child will find it less stressful if everyone, including the teacher, knows the dismissal plan for the day. Please send a note or email to your child's teacher whenever there is a change in plans. Please notify the Transportation Department (252-0900), as soon as possible if there are concerns related to busing. **If you are picking your child up after school and you are running a little late, there is no need to call because all students who are still waiting at 2:35 are brought in to the office.**

### **Drop-off and Pick-up Procedures**

As we are in a new building and the procedures will be refined, please see the school website for the most up to date procedures.

### **Classroom Volunteers and Field Trip Chaperones**

Every volunteer and chaperone needs to sign the Volunteer Agreement form, complete the SPS Screening form and the Volunteer Application and that are included in the volunteer packet. You must also complete the online Adult Sexual Misconduct Prevention Training located at <http://tiny.cc/asmsps>.

### **Special Activities**

If there are medical, religious, or other reasons children should not take part in certain school activities, please discuss this with the classroom teacher or the principal. Every effort will be made to accommodate individual needs and personal beliefs.

### **Family Contact Information**

Families can update their contact information via the Source. More information to come out shortly.

### **Medication at School**

All medication, including over-the-counter medications, must be stored and dispensed by the school nurse or office staff. Students are not allowed to carry or keep medication in their classroom or locker. All medication, by prescription or over-the-counter, requires parent and doctor permission for it to be given at school. Please call the Nurse's Office at 206.413.2007 with any specific questions. If you need a Medical Authorization Form, please contact the main office at 206.413.2000.

### **Cell Phones and Electronic Devices**

Students are only permitted to use cell phones and electronic devices outside the building before and after school. All cell phones should be put away when students enter the building at 7:55 a.m. During the school day, cell phones and electronic devices should be kept in backpacks and not brought out for any reason. These items will be confiscated if these rules are not adhered to and parents will be asked to retrieve them from the school office. The only exception to this rule is electronic readers such as Kindles and Nooks that are used in the classroom if approved by the teacher. If students take the bus, electronic devices should stay in the student's backpacks until they are on the bus. **Lost or stolen items are not the responsibility of the school.**

### **Allergens at School**

We always work to ensure the health and safety of all our students. We have many students with food and other allergies. We are not a peanut-free school, but do have an allergen free lunch table and many classrooms are allergen free for snacks and class parties.

In the lunchroom: If your child has allergies or has a friend they want to sit with at the allergy free table during lunch please ensure their lunch is free of peanuts, dairy, seeds and seed butter, and Tree Nuts (including: almonds, Brazil nuts, cashews, chestnuts, filberts/hazelnuts, macadamia nuts, pecans, pistachios, pine nuts, shea nuts and walnuts.)

In the classroom: Teachers will communicate to you if your child's classroom is allergen free. Classrooms that are allergen free should follow the direction of the teacher on what type of snacks to send or any other food restrictions. In general avoid peanuts, seeds and tree nuts.

Please also never give a student food unless you have talked with their teacher or their parent.

## SCHOOL LUNCH PROGRAM

### Prices

Breakfast	\$2.00
Lunch	\$3.00
Milk	\$.50



The Breakfast/Lunch menu calendars can be found on the District's website under the Nutrition Services page.

### Paying for School Meals

We offer a variety of convenient ways to pay for school meals. Checks (made out to Child Nutrition Services) and cash are always accepted by the manager of the lunchroom either as a pre-paid deposit to a student's account or for purchasing individual meals or milk/juice.

Meals can also be paid for with a credit card online or by phone using PayPams. Go to: <https://paypams.com/HomePage.aspx>.

Note: PayPams require the student's Student ID number or meal account pin number (provided by the school). The Student ID number can be found on report cards or by accessing [The Source](#). PayPams charges users a payment transaction of \$ 1.95 per student for each transaction.

### Free and Reduced Lunch

Your child may qualify for free or reduced-price meals. All students who qualify receive meals free of charge. To learn more and apply for free or reduced priced meal benefits, go to: <http://sps.ss8.sharpschool.com/cms/One.aspx?portalId=627&pageId=18853>

If your student qualifies for free or reduced price meals, discounted or free school services may also be available. Ask your school for more information about benefits available at your school as benefits vary from school to school.

### Lunch Visitors

Parents are always welcome to join their child for lunch for \$4.75 or breakfast for \$3.25. The kids love it! Please be sure to sign in at the office first and wear a visitor badge.



### LOST AND FOUND

Names should be marked on all lunchboxes, notebooks, jackets, and other personal items brought to school. Lost and found items are located on racks in the main hall by the commons. Unclaimed items are given to a charity three times a year school year, once before winter break, once before spring break and at the end of the school year.

**Do not bring personal items such as toys, games, and money to school unless classroom-related. Lost/stolen items are not the responsibility of the school.**

### After School Enrichment Activities via KidsCo

KidCo coordinates the after-school enrichment classes at Cascadia. There are three sessions offered each year; fall, winter and spring. Sign up information comes out several weeks before a session begins. Please contact Vanessa Kirtcher at [VanessaK@kidscompany.org](mailto:VanessaK@kidscompany.org) for more information. During a session students will meet the instructors in the lunchroom. Parents will then pick up their student in the class location.

### Yellow Cards

If temporary changes in bus stop or routes are necessary so children can go home with friends, or for other reasons, fill out the green card request form by going to the Resources and Services section on the Cascadia website.

or send an email to [cascadia.greencard@seattleschools.org](mailto:cascadia.greencard@seattleschools.org). The office will issue them a temporary bus pass or "green card" which the child gives to the bus driver. Please include the following information:

- Your students first and last name and ID#, and their teacher's name and room #
- First and last name of the student your child is going home with or the stop location
- Bus number they will be riding
- Your name and phone number in case of questions

Students will be issued a "Yellow Bus Card" by the office which must be given to the bus driver. If a transportation change will last more than a few days, the request must be made to the Transportation Office at (206) 252-0900. **Requests for yellow cards must be received in the office by 9:00 in the morning. Please do not call the office with last minute requests for green cards.**

If you have questions about transportation you may also contact the Transportation Department by email [transdept@seattleschools.org](mailto:transdept@seattleschools.org). Transportation hours are from 7:30 a.m. to 4:30 p.m.



### HOMEWORK POLICY

We, as the staff of Cascadia, believe that organization, time management, perseverance and simply "being a kid" are important skills to learn.

Because of this philosophy, daily or weekly homework will not be regularly assigned. Instead, we will be working as grade levels to develop several projects throughout the year. Students will have the opportunity to create projects while thinking deeply about a topic and then share their work with the community. Teachers may, from time to time, send home shorter assignments that are related to the learning in the classroom. We also highly encourage reading, physically activity, and participating in family life each evening. Teachers will provide resources for families interested in extending practice at home; however, this work will not be graded.

Classwork that is not completed in class is not considered homework. Teachers will work with families to help students complete the work at home if not done at school.

## SCHOOL CLOSURES

Severe weather conditions sometimes prevent school buses and cars from traveling safely. When this occurs, the Superintendent's Office posts a notice on the web site at [seattleschools.org](http://seattleschools.org) and notifies local news stations. News of school closures is usually announced in the morning. Please check the website or listen to the news if you suspect that weather conditions may close the schools. Because of the possibility that severe weather or other emergencies may result in early dismissal of school, parents should make appropriate arrangements with their children. Although early dismissal is rare, it is comforting for children to know the procedures to follow. Usually, planning in advance with neighbors or making sure that children have access to the house key prevents worry for children and parents. Please be sure your children know what to do in case of unusual conditions requiring early dismissal.

## IMMUNIZATIONS

With the passage of the state law regarding the immunization of Children (RCW28A.31.118) in May, 1979, the schools and communities of Washington State have a mandate to protect the health and safety of children.

The law states, in part, "...The attendance of every child at every public and private school in the state and licensed day care shall be conditioned upon the presentation of proof of either (1) full immunization, (2) the immunizations required by the rules of the State Board of Health, or (3) a certificate of exemption..."

## SEATTLE PUBLIC SCHOOL POLICY

Seattle Public Schools has a no tolerance policy towards [weapons](#), drugs, or alcohol on its campuses and at District-sponsored activities

## Non Discrimination

### Seattle Public Schools provides Equal Educational and Employment Opportunities

Seattle Public Schools, SPS, provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental or physical disability; honorably discharged veteran or military status; or

the use of a trained dog guide or service animal. SPS also provides equal access to the Boy Scouts and other designated youth groups.

SPS complies with all applicable state and federal laws and regulations, including but not limited to: Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008; and the Washington Law Against Discrimination RCW 49.60. SPS's compliance includes, but is not limited to all district programs, courses, activities, including extra-curricular activities, services, and access to facilities.

### Students and Members of the Public with Concerns

For students and members of the public, the following employees have been designated to handle questions and complaints of alleged discrimination: Office of Student Civil Rights, 206-252-0306, or [oscr@seattleschools.org](mailto:oscr@seattleschools.org), or by mail at Seattle Public Schools, MS 32-149, P.O. Box 34165, Seattle, WA 98124-1166. In that department:

- **Sex Discrimination Concerns**  
For sex discrimination concerns, including sexual harassment, contact: Title IX Coordinator, 206-252-0367, or [Title.IX@seattleschools.org](mailto:Title.IX@seattleschools.org)
- **Disability Discrimination Concerns**  
For disability discrimination concerns contact: ADA/Section 504 Grievance Coordinator, 206-252-0178, or [accessibility@seattleschools.org](mailto:accessibility@seattleschools.org)