



Cascadia 2018-2019 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 Wallace
House Administrator.....Bill Keating
Administrative Secretary.....Laura Remme
Office AssistantKatie Shae
Custodian.....Liba Meatchi
Assistant Custodians.....Le Nhu
Lunchroom Manager.....Christine Robel
Nurse.....Kari Asadorian

Certificated Staff

First Grade

Rachel Lopez Room 155
Jen Daffara Room 153

Second Grade

Gary Bass Room 175
Sean Hamby Room 174
Kaitlin Lawler Room 172
Jessica Gibbons Room 173

Third Grade

Kendra Rohrbaugh Room 165
Zach Warren Room 163
Alie Orme Room 162
Rebecca Lee Room 164
Kimberly Erickson Room 161

Fourth Grade

Charrie Gibson Room 251
Amy Wathey 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
Rebecca Peacock Room 263

Specialists

Art: TBD	Room 220
Instrumental Music: Elizabeth Knighton	Room 231
Instrumental Music: TBD	Room 142 (stage)
Librarian: Merrick Bodmer	Library
Reading/Writing: Eileen Gray	Room 156
P.E. Sheila Hanford	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

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**.
7:55 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

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

We strongly encourage students to ride the bus, walk or bike to school. These methods help reduce the number of cars entering and exiting the campus, reducing congestion and increasing safety. Each student outside of the walk zone should receive busing information. If you have any questions about your child's bus, please contact the Transportation Department at 206.252.0900 or transdept@seattleschools.org. In years past, the buses have been late the first few weeks of school as drivers learn routes. We still encourage you to have your child ride the bus as it will familiarize them with the routines which are taught early in the school year.

When children arrive via the bus, they are dropped off on Wallingford Ave. They will then walk through an interior courtyard, through the building, and out to the playground to play and wait for their teacher. Staff will be on Wallingford Ave to meet and greet students arriving via bus.

If you do drive to school for drop-off or pick-up we encourage you to carpool with other families.

Cars enter the lot by turning from N 90th Street. Once in the line of cars we ask that you do not get out of your vehicle for any reason. **Do NOT Park along the curb in front of the school.** Your child should be ready to hop out of the car in the morning. Then you exit the lot by turning RIGHT ONLY. This helps keep cars moving.

Please do not drop your child off from the middle section of the parking lot. Either pull up to the curb or park and walk them in.

If you need to enter the building or assist your child you may park in the lot, find legal street parking or park at the the Eagle Staff/Licton Springs parking lot further west. Please be very careful when backing out in our lot.

Also, if you notice a backup on N 90th Street of cars waiting to turn into the lot, please consider finding street parking and walking in.

At Dismissal: Please find a parking spot either in the neighborhood, in the parking lot, or in the marked parking stalls along the curb. Please turn off your engine to avoid idling.

Use the crosswalk in the parking lot to meet your child at the front of school. Once you have your child, use the crosswalk to return to your car. Remember, kids learn by watching adults, please use the crosswalks!

Please continue to drive slowly and safely in the parking lot. Also, ensure that you are taking a RIGHT TURN ONLY out of the parking lot onto 90th St.

Cars exiting the lot can **only turn right/west** onto N 90th Street.

Please also ensure that you are refraining from using your cellphone while in line, giving your full attention to driving will help keep staff, students and community safe.

If you are walking or biking to pick up your child after school you will also meet them out front of the school. Please use the pedestrian walk ways on either side of the parking lot and do not cut through the lot.

If you would like to play after school you are welcome to pick your child up and walk through the gates to the playground. Please make sure that you are supervising their play and enforcing the playground rules posted.

Events at School:

We will have many fun events that will happen at school during the day and in the evening. We also encourage taking the bus,

walking, biking or carpooling to reach these events. We are lucky to have a Metro stop right on the corner of school!

You may utilize parking in the front lot. Especially for evening events, the lots at Robert Eagle Staff Middle School and Licton Springs K-8 may also be used. If all lots are full please find legal street parking which does not block driveways or alleys (5' clearance on either side), crosswalks (20' clearance on either side), or stop signs (30' clearance). The west side of Wallingford Ave north of N 90th St is bus only during the school day, but can be utilized for evening events. Wallingford Ave south of N 90th St often has ample parking. Other options are to park at Licton Springs Park, the Oak Tree Village parking lot, Greenlake Bathhouse, Sandel Park, Greenwood Park (Fremont and 91st), and walk the several blocks.

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 cubbie. 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](https://paypams.com/HomePage.aspx). 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://www.seattleschools.org/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.

Important: 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 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. Entry to the building after school is through the doors off the Commons. Please inform anyone picking students up about this procedure.

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. The office will issue them a temporary bus pass or “yellow 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 yellow cards.**

If you have questions about transportation you may also contact the Transportation Department by email 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 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, 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
- **Disability Discrimination Concerns**
For disability discrimination concerns contact: ADA/Section 504 Grievance Coordinator, 206-252-0178, or accessibility@seattleschools.org

Anti-Bully Policies and Procedures

From Superintendent Procedure 3207SP.A: Harassment, intimidation or bullying is an intentional electronic, written, verbal, or physical act that:

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

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images relating to an individual or group. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Reporting:

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

An Incident Reporting Form may be used by students, families, or staff to report alleged incidents of harassment, intimidation or bullying against a student. The form can be found on the SPS website.