

CASCADE MIDDLE SCHOOL

SPARTAN EXCELLENCE:
EVERYONE, EVERYDAY, EVERYWHERE

2012-2013



School begins at 7:45am

School ends at 2:15pm

Administrative Team

ISAIAH JOHNSON
PRINCIPAL

DARICE JOHNSON
ASSISTANT PRINCIPAL

Counseling Team

AMY CAMERON
6TH GRADE and 8TH M-Z

T.J. PETRIE
7TH GRADE and 8TH A-L

Contact Information

MAIN OFFICE
(253) 931-4995

ATTENDANCE OFFICE
(253) 931-4962

CMS Homepage: www.auburn.wednet.edu/cascade

Family Access: <http://family.auburn.wa-k12.net>

NEW THIS YEAR! Pay all fees online: <https://www.auburn.wednet.edu/touchbase/>

AUBURN SCHOOL DISTRICT ATTENDANCE CALENDAR 2012-2013

September 4: First Day of School
October 11: No School - Teacher Inservice
November 11: No School - Veterans Day
November 20-22: Conferences/Late arrival
November 27: Early Release Day
November 28-29: Thanksgiving Vacation
December 23-January 3: Winter Vacation
January 20: No School - Martin Luther King Jr. Day
January 27: No School for Secondary Students
February 17: No School - Presidents' Day
February 18-21: Mid-Winter Break
March 10: No School - Teacher Inservice
April 7-11: Spring Vacation
May 12: No School - Teacher Inservice
May 26: No School - Memorial Day
May 27: Alternate Emergency School Closure Day
May 28: Alternate Emergency School Closure Day
June 20: Last Day of School for Secondary Students

MIDDLE SCHOOL PLC LATE START DAYS 2012-2013

(School will begin 1 hour late on these Mondays)

September 30

October 7, 14, 21, 28

November 4

December 2, 9, 16

January 6, 13

February 3, 10, 24

March 3, 17, 24, 31

April 14, 21, 28

May 5, 19

June 2

End of Quarter/Semester Dates

| | |
|---------------------------------------|------------------------------------|
| <i>First quarter ends November 8</i> | <i>Third quarter ends April 4</i> |
| <i>Second quarter ends January 24</i> | <i>Fourth quarter ends June 20</i> |

CASCADE MIDDLE SCHOOL BELL SCHEDULES

Regular Daily Schedule

| | |
|-----------------------------|-----------------------|
| 1 st | 7:45 to 8:41 |
| 2 nd | 8:45 to 9:41 |
| 3 rd | 9:45 to 10:41 |
| 1st Lunch | 10:45 to 11:15 |
| 4 th | 11:19 to 12:15 |
| 4 th | 10:45 to 11:15 |
| 2nd Lunch | 11:15 to 11:45 |
| 4 th | 11:47 to 12:15 |
| 4 th | 10:45 to 11:41 |
| 3rd Lunch | 11:45 to 12:15 |
| 5 th | 12:19 to 1:15 |
| 6 th | 1:19 to 2:15 |

One Hour Late Start/AM Assembly Schedule

| | |
|-----------------------------|-----------------------|
| (Assembly: 7:45 to 8:45) | |
| 1 st | 8:45 to 9:29 |
| 2 nd | 9:33 to 10:17 |
| 3 rd | 10:21 to 11:05 |
| 1st Lunch | 11:09 to 11:39 |
| 4 th | 11:43 to 12:39 |
| 4 th | 11:09 to 11:39 |
| 2nd Lunch | 11:39 to 12:09 |
| 4 th | 12:11 to 12:39 |
| 4 th | 11:09 to 12:05 |
| 3rd Lunch | 12:09 to 12:39 |
| 5 th | 12:43 to 1:27 |
| 6 th | 1:31 to 2:15 |

Two Hour Late Start Schedule

| | |
|-----------------------------|-----------------------|
| 1 st | 9:45 to 10:17 |
| 2 nd | 10:21 to 10:53 |
| 3 rd | 10:57 to 11:29 |
| 1st Lunch | 11:33 to 12:03 |
| 4 th | 12:07 to 1:03 |
| 4 th | 11:33 to 12:03 |
| 2nd Lunch | 12:03 to 12:33 |
| 4 th | 12:35 to 1:03 |
| 4 th | 11:33 to 12:29 |
| 3rd Lunch | 12:33 to 1:03 |
| 5 th | 1:07 to 1:39 |
| 6 th | 1:43 to 2:15 |

PM Assembly Schedule

| | |
|-----------------------------|-----------------------|
| 1 st | 7:45 to 8:27 |
| 2 nd | 8:31 to 9:13 |
| 3 rd | 9:17 to 9:59 |
| 1st Lunch | 10:03 to 10:33 |
| 4 th | 10:37 to 11:33 |
| 4 th | 10:03 to 10:33 |
| 2nd Lunch | 10:33 to 11:03 |
| 4 th | 11:05 to 11:33 |
| 4 th | 10:03 to 10:59 |
| 3rd Lunch | 11:03 to 11:33 |
| 5 th | 11:37 to 12:19 |
| 6 th | 12:23 to 1:05 |
| Dismissal/Seating | 1:05 to 1:15 |
| Assembly | 1:15 to 2:15 |

GENERAL SUPPLY LIST

Below is the general supply list for students at Cascade Middle School. Individual teachers may have specific supply requirements that will be shared during the first week of the school year.

- 3-ring binder with 3" metal rings
- Pencil pouch
- Notebook dividers for 7 sections
- White, college-ruled, notebook paper
- **Book covers for textbooks (Mandatory)**
- Two single-subject spiral notebooks (not multiple subject)
- Sharpened #2 pencils, with erasers
- One package of pencil top erasers
- Individual sharpener with lid covering (manual, not electric)
- One package black or blue ink pens (not neon or gel)
- One package red ink pens (not neon or gel)
- One box of sharpened colored pencils
- Crayons
- Scissors
- Glue stick
- Ruler with both U.S. and Metric systems
- Highlighters: one yellow, one pink, one green, and one blue
- One box of tissue
- Backpack that will fit into a 9x11x30" locker
- Calculator (check with math teacher for specific requirements)
- Optional: USB thumb drive

Students are not to bring permanent markers (Sharpies, Marks-A-Lot, etc.) to school.

Permanent markers will be confiscated by staff members and will not be returned.

Cascade Staff and Email @auburn.wednet.edu

Administrators

Mr. Johnson
Ms. Johnson

Principal
Assistant Principal

ijohnson
drjohnson

Teachers

| | | |
|----------------|---|-----------------|
| Mrs. Agnew | 6 th grade Science | cagnew |
| Ms. Arend | Physical Education | carend |
| Mrs. Austin | 6 th grade Science | saustin |
| Mrs. Baxter | 6 th grade Math | dbaxter |
| Mr. Barker | 7 th grade Social Studies | kbarker |
| Ms. Bell | Structured Learning Center (SLC) | sbell |
| Mrs. Brown | 7 th grade Math | sbrown |
| Mrs. Bryant | Family Consumer Science | vbryant |
| Mr. Campbell | Choir | dcampbell |
| Mr. Chew | 8 th grade Math | cchew |
| Mr. Deaver | 8 th grade Science | mdeaver |
| Ms. Dozier | 8 th grade Language Arts | adozier |
| Mrs. Dragseth | LAP | pdragseth |
| Mrs. Fonda | Math | pfonda |
| Mrs. Gatlin | 7 th grade LA/Social Studies | kwatkins-gatlin |
| Mr. Godfrey | 8 th grade Social Studies | dgodfrey |
| Mrs. Homfeldt | 6 th grade Math | jhomfeldt |
| Mr. Homfeldt | 8 th grade Social Studies | shomfeldt |
| Mr. Howe | Art/Guitar | ehowe |
| Ms. Karpan | 6 th grade Language Arts | lkarpan |
| Mrs. Killett | 7 th grade Science | ckillett |
| Ms. King | Special Education | nking |
| Mrs. Kovash | 6 th grade Language Arts | jkovash |
| Mr. Lee | Structured Learning Center (SLC) | alee |
| Mr. Ludwigson | Physical Education/Health | mludwigson |
| Mrs. Luetzgen | 6 th grade LA/Social Studies | sluetzgen |
| Mr. MacDougall | 7 th grade Language Arts | jmacdougall |

| | | |
|----------------------|--------------------------------------|------------------|
| Mr. McNeese | Physical Education/Health | dmcneese |
| Mr. Mentink | 7 th Grade Science | jmentink |
| Mr. Olson | 6 th grade Social Studies | kolson |
| Mr. Pyle | Band | dpyle |
| Mrs. Ramirez-Dillard | Math Resource | rramirez-dillard |
| Mr. Ray | Physical Education | kdray |
| Mrs. Robayo-White | ELL | mrobayo-white |
| Mr. Robinson | 7 th Grade Social Studies | rrobinson |
| Ms. Sleeth | 8 th grade Language Arts | asleeth |
| Mr. Stafford | Orchestra | dstafford |
| Mrs. Taylor | 7 th grade Math | qtaylor |
| Mrs. Thomsen | Librarian | cthomsen |
| Ms. Todd | Speech Pathologist | btodd |
| Mr. Webb | Science | rwebb |

Counselors

| | | |
|--------------|---|----------|
| Mrs. Cameron | 6 TH grade and 8 TH M-Z | acameron |
| Mr. Petrie | 7 TH grade and 8 TH A-L | tpetrie |

Health Room

| | | |
|------------------|-------------|------------|
| Janice Donaldson | Nurse | jdonaldson |
| Ms. Segarra | Health Tech | bsegarra |

Office Staff

| | | |
|----------------|----------------|------------|
| Mrs. Rice | Office Manager | sarice |
| Ms. Glatt | ASB | sglatt |
| Mrs. Sebolboro | Registrar | psebolboro |
| Mr. Carrier | Attendance | kcarrier |

Para-Educators

| | | |
|-----------------|----------------------------|------------|
| Mrs. Mustain | Library | gmustain |
| Ms. Ebey | LAP | vebey |
| Ms. Goulet | Structured Learning Center | lgoulet |
| Ms. Jenkinson | Structured Learning Center | kjenkinson |
| Ms. Secrest | Structured Learning Center | asecrest |
| Ms. Susner | Structured Learning Center | msusner |
| Ms. K. Whitmore | Structured Learning Center | kwhitmore |
| Ms. E. Whitmore | Resource | ewhitmore |

Custodial Staff

| | |
|----------------|-------------------|
| Mr. Cuddy | Day Custodian |
| Ms. Powderface | Head Custodian |
| Mr. Willert | Evening Custodian |

Food Services Staff

Mrs. Nielsen-Homan, Kitchen Manager

Mrs. Floyd
Mrs. Goering
Mrs. McLaughlin
Mrs. Parke
Mrs. White

A-Z INFORMATION FOR STUDENTS AND PARENTS

Additional school policies, expectations, and guidelines will be shared with students.

Athletic Information

Season 1

Football & Girls' Fastpitch Softball 7th & 8th grades (*Aug. 28-Oct. 30, 2012*)

Girls' Basketball 6th grade (*Sept. 6- Oct. 2, 2012*)

Boys' Basketball 6th grade (*Oct. 4 - Nov. 1, 2012*)

Season 2

Boys' Basketball and Girls' Gymnastics, 7th and 8th grades (6th grade gymnastics-practice only) (*Nov. 13 - Jan. 25, 2013*)

Season 3 (*Feb. 4- Apr. 5, 2013*)

Boys' Wrestling 6th – 8th grades

Girls' Basketball 7th and 8th grades

Season 4 (*April 22-June 12, 2013*)

Boys' Baseball 7th & 8th grades

Girls' Volleyball 6th – 8th grades

Boys' & Girls' Track 6th – 8th grades

- A physical exam is required and must be on file before the student can attend practice. The exam should be completed after July 1 of the current or previous school year, as a physical is valid for two school years. Physical exam forms and school insurance forms are available in the ASB Office. Along with the exam, students must also complete the sports packet which includes: Auburn School district Athletic Participation form, Concussion form, Transportation form, and the Athletic Code of Conduct.
- Parents need to provide transportation home for students when practices or games end. Times are available from coaches.
- Some required equipment/gear may be purchased in the ASB office, i.e. socks, mouth guards, baseball hats.
- Behavior resulting in suspension, Thursday Night School, or other consequences as explained by coaches will require that the student miss athletic event(s) in accordance with the Auburn School District Athletic Code.

Attendance Policies and Procedures

Reporting an Absence

- Please call the school at **(253) 931-4962** the morning of each day a student is absent unless you know how long they will be out.
- Students will be considered truant after 2 days absence without a parent calling to clear the absence.
- If not able to call on day of absence, please send a signed note by parent/guardian stating full name, dates absent, and reason for absence.

Excused Absence Reasons

- Illness
- Family emergencies
- Religious holidays
- Doctor and dental appointments
- Other absences as deemed appropriate by the Assistant Principal
- **Students are not excused for oversleeping, traffic, missing the bus, etc.**

Returning from Absence

- Report immediately to the Attendance Office on the day that you return, allowing time to get an admit slip and get to class on time.
- Late passes will not be issued for students who wait until school starts to get an admit slip.

Late Arrival

- Check in at the Attendance Office if arriving on campus late for the start of the school day.
- Obtain a tardy slip.
- Present the tardy slip your to 1st period teacher.

Truancy

- Skipping all or part of a class period may result in a Thursday Night School.
- Truancy is recorded as an unexcused absence.

Leaving Campus

- Submit written permission from parent/guardian before the start of the school day.
- Sign out in the Attendance Office before leaving campus (parent signature required.)
- Parents may be required to show identification to pick up a student.

Washington State Becca Bill Regulations

The Washington State compulsory attendance law enacted in 1995, in conjunction with the Auburn School District policy, requires parents/guardians to ensure that students between the ages of 8 and 18 attend school every day school is in session. Success in school is dependent upon regular attendance.

After 10 unexcused absences in a year or 7 unexcused absences in one month:

- Juvenile court is petitioned to assume jurisdiction for alleging a violation of the compulsory attendance law.
- The court may order the student punished by detention, community service, or referral to a community juvenile conference board.
- Parents may be fined up to \$25 per day for each unexcused absence or be ordered to perform community service.

Please notify the Assistant Principal if your child is refusing to attend school. We will work with you to provide incentives, consequences and/or attendance contracts to encourage regular attendance.

Assembly Expectations

- Students are to walk with their teachers to assemblies, wait for their teacher's signal prior to entering the stands, and sit as a class with their teacher.
- Students are to use the restrooms prior to attending assemblies.
- As soon as the assembly begins all students are to become quiet and give the speaker their undivided attention.
- Appropriate respectful behavior is expected at all times.
- Students are to show their appreciation during assemblies by cheering and clapping. Booing, hooting and yelling are not acceptable assembly behaviors.
- At the conclusion of every assembly students will be dismissed by section.

Balloons, Flowers and other Deliveries

Please do not have balloons, flowers and other such items delivered to your student at school. These cause a disruption to our learning environment and will not be forwarded to your child from the office.

Bicycles, Skateboards, Scooters, Skates/Rollerblades and Heelys

Students are not allowed to use skateboards, scooters, roller blades or Heelys on campus at any time.

Bicycles at School:

- May be ridden to, but not on the campus.
- Park in one of the racks provided and secure with a chain/cable and lock.
- May not be used during the school day.
- Students must wear helmets.
- Bicycles and other items cannot be stored in the office.

Busses

BUS TRANSPORTATION IS A PRIVILEGE, NOT A RIGHT. Students wishing to retain their bus riding privileges must follow the rules below:

- No food, gum or open drink containers (like cans or cups) are allowed on the bus.
- Behavior that is appropriate in the classroom is expected while riding the bus.
- Students are expected to follow all directions given by the driver.

Failure to comply with the rules/guidelines may result in a bus referral

For a bus pass to ride a different bus for a day:

- Bring a note signed by parent/guardian to the Attendance Office before school including the bus number and the name of student with whom you will ride.
- Phone calls will not be accepted for bus passes except in emergencies.

Cafeteria Guidelines

- Sit at your assigned table
- Respond quickly to the supervisor's signal to get everyone's attention.
- Respect all kitchen staff and other adults, following their requests and using proper manners.
- Wait to be dismissed by the supervisor.
- Do not remove food from the cafeteria
- Leave tables and floors clean, following proper trash, tray and recycling procedures.

Closed Campus/Visitors

Cascade is a "Closed Campus." This means that students are not to leave once they have arrived. This applies even before classes begin at 7:45. If, for example, your bus arrives at 7:30, you are not to leave campus. If your parents drop you off at school, you must remain at school. If you leave without permission for any reason you will be considered truant. Students not enrolled at Cascade are not allowed on campus.

Dances/BASH

- Dances are for students in grades 7 and 8 only. Sixth graders may attend the end of the year BASH.
- Only full-time Cascade students may attend.
- Students who have been suspended (out-of-school or in-school) may not attend the next dance.
- Students must be present a minimum of three periods on the day of the event in order to attend.
- Students with fines (athletics, kitchen, library, school program) may not attend dances until fines are paid.
- Students must be picked up immediately following school dances. Students not picked up immediately after a dance are subject to loss of dance attendance privileges.

Dress Code

It is expected that students wear to school, or school-sponsored activities, clothing which is neat, clean, appropriate, and which contributes to a positive learning climate. Extremes in clothing, hair, cosmetics, jewelry, or appearance which may disrupt normal school operations, detract from a positive learning climate, or create a safety or health hazard are not acceptable. Coaches, advisers, and classroom teachers may, with the approval of the school administration, further restrict appearance and/or attire with special consideration to safety or cleanliness or apply reasonable and necessary rules unique to the particular activity for which they are responsible.

- Backpacks are not permitted in the classroom and must be stored in the student's assigned locker.
- Tops with narrow or spaghetti straps halter and tube tops are not permitted. (3-finger strap width)
- Exposed undergarments (including bra straps) or bare midriff clothing are not permitted.
- Skirts, shorts, etc. must be worn 1 inch above the knee or longer--This includes shorts/skirts worn with tights or other forms of layering.
- T-shirts, hats, badges, or other items of apparel which, by printed word, symbol, or display, promote alcohol, drugs, tobacco, sex, nudity, violence, gang behavior, or that otherwise disrupt the educational climate, are prohibited.
- Headwear is not permitted from arrival on campus in the morning until students are off campus for the day. Headwear includes hats, hoods, headbands bandanas, masks and sunglasses.
- Clothing must be free from holes which expose inappropriate areas or otherwise cause a distraction and must not be cut as to be excessively revealing.
- Dress and/or appearance which constitutes a clear and present danger to the student's health and/or safety or which cause interference with work or create a classroom or school disruption will not be permitted.
- Pants that are sagging or excessively big or long are not allowed.
- Pajamas and slippers are not permitted.

Students who violate the dress code will be given the opportunity to change their clothing at school or be sent home to do so.

Electronics, Personal Items

Electronic devices (see Cascade Rules and Regulations for definition) are not allowed at Cascade during school hours (from arrival until off campus after 2:15 PM.)

- Any electronic device seen by a staff member from arrival on campus in the morning until students are off campus for the day will be confiscated and placed in the office.
- Parent/guardian must pick up all confiscated electronic devices during office hours after second and third violation.
- The third violation (and any future violations) will result in the electronic device being held by Cascade for the balance of the school year.
- Inappropriate use of electronic devices will result in disciplinary actions, along with confiscation.
- Items may be stored in backpacks or lockers but this practice is not recommended as Cascade Middle School is not responsible for lost or stolen property and will not investigate missing items. If you choose to store these items in your backpack/locker, they must be powered off.

Personal items of value, including electronics and unnecessary cash, should not be brought to school. The school will not be responsible for, nor investigate their loss or theft.

Emergency Drills and Student Release

Evacuation drills for fire and other emergencies are held on a regular basis. In case of an emergency, students will only be released to persons listed on the emergency release card.

Please keep phone numbers for home, work, and emergency contacts updated with the school registrar: (253) 931-4962.

End of the School Day

- At 2:15 all students are to immediately proceed to the bus zone, a school sponsored activity, or walk home
- All students not involved in a school activity must leave campus by 2:25 p.m.
- Students waiting for rides must be picked up by 2:25 p.m. at the front of the school.
- School rules apply for all school sponsored after school activities, on and off campus.

Extra-Curricular Activities

Cascade offers a range of after school activities and clubs. Below is a list of the traditionally offered activities and clubs offered to Cascade. Due to student interest levels or staff availability, not all clubs are offered each year. New clubs may be added as students express interest. The intent of these activities and clubs is to provide our students opportunities for positive experiences after school. Participation in activities and clubs may be contingent on meeting certain requirements. See advisor(s) for specific information.

- | | | |
|------------------|-----------------|-----------------------------|
| • Art Club | • Game Club | • Study Hub (Homework Club) |
| • ASB | • Futsal | |
| • Builders Club | • Home Club | |
| • Cardio Club | • Honor Society | |
| • DIY Bookclub | • Jazz Band | |
| • Diversity Club | | |

Field Trips

Throughout the course of the school year, opportunities may present themselves for students to participate in field trips. School expectations and guidelines apply to these situations. Students may be prohibited from attending field trips for the following reasons:

- Not submitting required permission slip by deadline.
- Repeated disciplinary referrals.
- Suspensions (in and out of school.)
- Attendance concerns.
- Academic concerns.
- Participation will be examined on an individual basis.

Food Services (Breakfast and Lunch are available)

- Breakfast is served from 7:20 a.m. - 7:35 a.m.
- Prices:
 - Breakfast: \$1.25
 - Lunch: \$3.00

Application forms for free and reduced meals are available in the Main Office. A new form **must** be submitted each year. (One form may be completed for all children in the household who attend Auburn Public Schools.) Payment can be made by check (payable to Child Nutrition) or cash. There is also an Internet payment option on our district website. Students may pay ahead and access the money in their account.

Website: <http://www.auburn.wednet.edu/ChildNutrition/OnlinePayment.html>

Gun Free Zone

The possession of firearms on school property will result in one year mandatory expulsion, subject to appeal with notification to parents and law enforcement.

Health Services and Medication

- Parents are notified for serious concerns, but cannot be notified for every visit to the Health Room.
- Calls home must be made with permission from school staff.
- Students need a pass from their teacher to go to the Health Room and may not go during passing periods.
- Parents: please keep home, work, cell and emergency phone numbers updated.
- Students: please report all accidents to the Health Room.
- Parents cannot send Tylenol, Advil, aspirin, or other over-the-counter medications with students.
- A permission slip, signed both the parent and the physician, is required.
- Labeled medication is kept in the Health Room for distribution.

Homework Requests

- Available for students absent 3 or more days.
- Request by calling (253) 931-4962. Calling before 8:45am will allow teachers to assemble homework.
- Pick up in the Attendance Office between 2:20 - 3:30 p.m.

Lockers

We are pleased to issue a locker for your use as a student at Cascade. Lockers are the property of the school. You will be allowed to use the locker assigned to you as long as you follow the responsibilities associated with this privilege:

1. Combinations and sharing lockers

- All locker combinations are new this year. Do not give out your combination to your friends. It is your responsibility to protect this information and not to share it with anyone. Do not write the number of your locker and the combination on the same paper. If found, anyone can open your lock.
- You are given one locker for the year. **You are not to change lockers or let someone move into your locker. THIS COULD RESULT IN THURSDAY NIGHT SCHOOL AND LOSS OF ALL LOCKER PRIVILEGES.**
- If you choose to give someone your combination, and then later decide you don't want them in your locker, you will not be given a new combination. You are expected to use only the locker and combination given to you on the first day.

2. Locker condition

- Please keep your locker clean. You may be assessed fees for damaging a locker. Items such as stickers and double-sided tape are not allowed, as they leave a residue on the locker. You will be responsible for the condition of your locker.
- Nothing is to be written on or in lockers. Since lockers are the property of the school, all displays must follow established guidelines and may not include unacceptable language, or advertisements for alcohol, tobacco, etc.

3. Items stored in your locker

- Please do not bring expensive items to school. Do not leave items of value in your locker. The school assumes no responsibility for items taken from lockers.
- Lockers may be searched in compliance with state and district guidelines.

4. To open your locker

- Turn the dial to the right two times to clear it
- Turning to the right, stop at the first number of your combination
- Turning to the left, go past the second number then stop the 2nd time you come to the second number
- Turning to the right, stop at the third number of your combination

Summary: Clear it, right to the 1st number, left 2 times to the 2nd number, right to the 3rd number

Lost and Found

The Lost and Found is located in the Cafeteria hallway and in each locker room. Please note that the school is NOT responsible for your lost or stolen articles. We advise you not to bring items of value to school. Also, write your name with a permanent marking pen inside your clothing, coats, etc. This enables us to return lost items to you. Lost and found items are donated to charity approximately once per quarter.

Lunch Detention Expectations and Procedures

- Students are required to report directly to the designated room.
- Students will have an opportunity to purchase lunch.
- Students may eat a lunch they have brought from home.
- Parents will not be notified prior to assignment of lunch detention, since it is often served the same day as the offense.

PE Uniform/Locker Guidelines

PE Uniforms:

Uniforms are required for PE classes at Cascade. The full uniform costs \$15; shirt-only \$5; shorts-only \$10. When students do not have their uniform they may be provided a "loaner" uniform. Please see the PE course syllabus for loaner expectations.

PE Lockers:

Same guidelines as listed under "lockers." In addition: click and spin the dial before leaving the locker room. The school is not responsible for lost or stolen items. Personal items should never be left on the bench or floor in the locker room during classes. PE locks cost \$5.

Public Displays of Affection

Public displays of affection are not appropriate at the middle school level. This includes hugging, kissing, and other physical contact. Consequences may be given and parents contacted.

Searches and Student Privacy

We are required to search students and their belongings if it is reported that a student may be in possession of an illegal substance or weapon. Students and staff members have been asked to report anything suspicious, even if they are not sure of what they saw. Searching a student in no way implies that we have any particular opinion of that student, but we must follow through on anything reported to ensure student safety. Parents will be contacted immediately if an illegal, dangerous, or unacceptable item is located. If nothing is found, students generally return to class in three to five minutes.

Telephone Usage and Messages

The office telephones are business phones and should be used by students for emergencies only. Students may not use classroom phones. To avoid interruption to the learning of all students, please do not call or text your student's cell phone during the school day; you run the risk of having the phone taken away by a CMS staff member. Please request delivery of messages to students only for emergencies.

Think Time

All students deserve a positive environment for academic and social growth. To help create such an atmosphere, we teach, encourage, coach and reinforce appropriate behavior to assist students in following classroom and school rules.

Think Time gives students a quiet time to calm down, refocus their actions and prepare to return to their classroom ready to work in an appropriate manner, taking responsibility for their own actions and learning. It is a very positive, proactive system. The process for Think Time is described below:

1. Think Time is held in another classroom where the student is directed to a special desk to complete a debriefing form. On the form, the student will describe the misbehavior, explain what will be done to resolve or correct the problem and indicate the level of willingness to cooperate in the future. The teacher sending the student will fill out the top of the form, including the time sent. The form will not be provided by the receiving teacher.
2. Upon returning to the regular classroom, the debriefing form will be reviewed by the teacher. If it is completed properly, the student will be welcomed back into the room. If not, the process will be repeated.
3. If the student acts inappropriately when arriving in the other classroom, then an automatic referral to the office will be written and that student will be sent to the office and given a serious consequence.

Think Time helps Cascade Middle School provide a safe and positive learning environment for everyone.

What is Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's academic progress, or completion of a school-related activity; or
- b. Submission to or rejection of such conduct is used as the basis in evaluating the student's performance within a course of study or other school-related activity; or
- c. Such conduct is repeated and/or severe to the point that it unreasonably interferes with a student's educational performance, or creates an intimidating, hostile or offensive environment.

In order for the above conduct to be considered sexual harassment, it must be unwelcome. However, behavior may be unwelcome even if the victim does not outwardly object.

Complaint Procedures

Individuals who believe they or others have been subjected to sexual harassment should bring this to the immediate attention of a Principal, Director, Associate Superintendent, or the Human Resources office, without fear of reprisal. Anyone receiving such a complaint, or who otherwise learns that harassment has occurred, should immediately contact either their Principal, or Debbie Leighton in Human Resources at (253) 939-4317.

Informal Procedures

Informal complaint procedures involve:

- Confronting the harasser with a description of the offensive behavior either face-to-face or in writing
- Requesting that the harasser stop the behavior
- Discussing further informal options with the principal

Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

If students are uncomfortable with the idea of confronting the offending party, they should inform a principal.

Formal Procedures

Students may file a written complaint with a principal. Remember to note the facts, including who, what, when, and where and, if possible, other witnesses as part of the formal complaint. Retaliation against any person who makes, or is a witness in, a sexual harassment complaint is prohibited and will result in appropriate discipline.

Upon filing a formal complaint, the school administration will investigate the allegations, make findings, and take disciplinary and/or remedial measures, if appropriate. If individuals are unsatisfied with the school action, they have up to ten days after receiving notice of the findings, to request a review by the district administration, which will make a final determination within 30 days of receiving the written request for review. If aggrieved by the district's response, the complaint may be pursued as one of the sexual discrimination under policy 3210.

Harassment by board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees or students whose behavior is found to be in violation of this policy will be subject to discipline up to and including discharge, suspension, expulsion or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent, designee, or board.

LEVELS OF DISCIPLINE

Failure to obey the following rules during school hours will result in the following consequences. These may include, but are not limited to a parent phone call, lunch detention, after school detention, Thursday night school.

LEVEL I: THINK TIME CAN RESULT FROM FAILURE TO...

- Arrive to class on time (teacher discretion)
- Bring materials needed for class (teacher discretion)
- Keep hands, feet, and objects to oneself
- Use appropriate language
- Comply with all teachers requests
- Show respect to all
- Follow dress code guidelines
- Follow classroom procedures
- No gum or electronic devices allowed (confiscate the electronic device)

LEVEL II:

IMMEDIATE CLASSROOM CONSEQUENCE (Afterschool Detention/Thursday Night School) AND/OR OFFICE REFERRAL WILL RESULT FROM...

- Using inappropriate language
- Showing disrespect to an adult or student
- Failure to follow teacher's reasonable request
- Dress code violation (If student refuses to comply.)
- Theft
- Possession of sexually explicit material or content
- PDA Public Displays of Affection
- Cheating
- Behavior with substitute
- Gambling, selling of merchandise on school grounds
- Lying/False Accusations
- Inappropriate Computer Use
- Bullying/Harassment/Threats

LEVEL III: IMMEDIATE SUSPENSION WILL RESULT FROM... (Law Enforcement may be notified in most cases listed below)

- Possessing, selling, consuming, distributing drugs, alcohol, or tobacco
- Any action that poses a threat to the safety of students, faculty, staff and property
- Repeated Bullying/Harassment/Threats (physical, verbal, sexual.)
- Fighting- All parties
- Gang related activity
- Vandalism/Arson/Destruction of School Property
- Repeated Disruptive Conduct/Multiple Infractions
- Pulling Fire Alarm/False Alarm

LEVEL IV: IMMEDIATE EXPULSION

- Possession of weapons
- Assault on any staff/student

SANCTION RANGE CHART

NOTE: The shaded areas indicate progressive discipline for certain misbehaviors. Repeated misbehavior would warrant more severe sanctions. Misconduct infractions are accumulated over a student's educational career at Cascade Middle School. **School Administrators/Teachers have the discretion to depart from the sanction chart in cases involving extenuating circumstances.** Special Education students are subject to recommendations of the Multi-Disciplinary Team.

| LEVEL II | Lunch Detention | After School Detention | Thursday School | Short Term Suspension (1-10 days) | Long Term Suspension (11-90 days) | Emergency Expulsion | Expulsion |
|--|--|---|--|--|--|----------------------------|------------------|
| Bullying/Harassment/Threats | | | | | | | |
| Cheating/Plagiarism | | No credit on assignment | No credit on assignment | No credit on assignment | | | |
| Defiance/Disrespect towards adults or students | | | | | | | |
| Disruptive Conduct (Including Excessive Think Times) | | | | | | | |
| Dress Code Violation | | | | | | | |
| Electronic Devices | 1st Offense Confiscate and return to student | 2nd Offense Confiscate and give to office for parent to pick up | 3rd Offense Confiscate and keep in office for remainder of the school year | | | | |
| Failure to Follow Requests of Staff | | | | | | | |
| Gambling/Selling of merchandise on school campus | | | | | | | |
| Gum | 2nd Offense | 3rd Offense | 4th and continued (renewed at quarter) | | | | |
| Leaving Campus During School Hours | | | 1st Offense | 2nd Offense | | | |
| Loitering | | | | | | | |
| Loitering in the Presence of Misconduct | | | | | | | |
| Lying/False Accusations | | | | | | | |
| Non-Compliance | | | | | | | |
| Poor behavior with substitute | | | | | | | |
| Possession of Sexually Explicit Material | | | | | | | |
| Public Display of Affection | | | | | | | |
| Refusal to identify self | | | | | | | |
| Theft | | | | | | | |
| Tardies (Reset at Quarter) | | 4-7 | 8-9 | 10+ | | | |
| Trespassing | | | | | | | |
| Truancies | | | 1st | 2nd and future | | | |
| Unauthorized computer use | | | | Removal | Of | Network | Account |
| Using Inappropriate Language/ Profanity/obscene gestures | | | | | | | |

SANCTION RANGE CHART

Cascade Middle School recognizes and accepts the serious nature and potential harm to individual students and the significant disruption of the education process for the following actions. Misconduct infractions are accumulated over a student's educational career at Cascade Middle School.

| LEVEL III (Law enforcement may be notified in most cases listed below) | Thursday School | Short-Term Suspension (1-10 days) | Long-Term Suspension (11-99 days) | Emergency Expulsion | Expulsion |
|--|------------------------|--|--|----------------------------|------------------|
| Alcohol/Chemical Substances, First | | | | | |
| Alcohol/Chemical Substances, Second and Beyond | | | | | |
| Alcohol/Chemical Substances (Distribution/Selling) | | | | | |
| Tobacco, First | 2 Thursdays | | | | |
| Tobacco, Second | | 3 days | | | |
| Tobacco, Third | | 5 days | | | |
| Drug Paraphernalia | | | | | |
| Any Action that Poses a threat to the safety of students, faculty, staff, and property | | | | | |
| Assault/Battery | | | | | |
| Repeated Bullying/Harassment/Threats | | | | | |
| Repeated Disruptive Conduct | | | | | |
| False Alarm (pulling fire alarm) | | | | | |
| Fighting/Fight Promotion (all parties) | | | | | |
| Vandalism (arson, graffiti, destruction of school property) | | | | | |
| Gang Behavior (as per Board Policy 5132.1) | | | | | |
| Multiple Infractions | | | | | |
| Profanity/Obscene Gestures Directed at a Staff Member | | | | | |
| Repeated Theft | | | | | |
| Weapons (Including Explosives) | | | | | |

Misconduct Continued

1. Students who fail to attend/successfully complete the Thursday Night School Discipline are subject to a 1 day school suspension. Students who repeatedly fail to attend/complete Thursday Night School Discipline and have completed the 1 day school suspension may be subject to a greater suspension.
2. Subject to decision pursuant WAC 180-40-295.

Subject to decision pursuant WAC 180-40-275(2).

RULES AND REGULATIONS

All segments of our society require standards which all members of the society are expected to follow and maintain. So as not to infringe upon the rights of classmates and other students, the following rules are formed for all to follow. With rights go responsibilities. Your responsibility lies in following these guidelines and encouraging your peers to do likewise.

In addition to the rules that follow, teachers will have specific policies and regulations in their classrooms. Students will be informed about these during the first days of school. Students are expected to follow all school and classroom rules and regulations.

School rules apply not only at school during the school day, but at all school events, including home and away sporting events, extra-curricular activities, field trips, and other off-campus learning activities, regardless of day, time or location.

DEFINITIONS OF STUDENT MISCONDUCT/RULES

Academic Expectations - Students who are low achieving academically are in violation of WAC 180-40-210, which states that "it is the responsibility and duty of each student to pursue his/her course of studies...and he or she may be subject to corrective action or punishment imposed by a school district and its agents for violation(s) of such rules."

Alcohol and Chemical Substances - A student shall not possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage or other intoxicant, any illegal chemical substance, narcotic or hallucinogenic drug, noxious inhalant, substance paraphernalia, or prescription drug prescribed to another or any item purported to be such. This includes counterfeit drugs or over the counter drugs. Nor shall a student knowingly remain in any area where such activity is taking place.

Alteration of Records - A student who falsifies, alters, or destroys school records or any communication between home and school shall be subject to corrective action.

Arson - Setting fire to a building or property is prohibited.

Assault/Battery - A student shall not use, threaten to use, or attempt to use force or violence upon another person, including the use of an object or instrument for the purpose of inflicting injury.

Attendance/Truancy - A student absent or tardy from classes without an approved excuse shall be subject to corrective action or punishment. Leaving class without permission of the teacher is also considered truancy. Actions outline by state truancy laws (BECCA Bill) will be followed relating to student truancy.

Behavior Contract - Students who commit "multiple infractions" are subject to the stipulations of a behavior contract and/or a parent conference before returning to class(es) and/or school.

Bus Conduct - All school rules apply while riding the school bus. School bus drivers have the authority to discipline students for misconduct related to school district policy. Misconduct may result in suspension of bus riding privileges. Direct any questions related to bus misconduct to the director of the transportation department at (253) 931-4938. The school may also apply discipline for bus misconduct.

Bullying - A student who persistently disturbs torments or pesters other persons shall be subject to corrective action or punishment. Bullying may also occur with a single act if severe enough in nature.

Cheating - Any student who knowingly submits the work of others represented as his/her own shall be considered to have cheated.

Criminal Acts - Any act that constitutes a crime will be subject to suspension and/or emergency expulsion. Cascade will notify law enforcement authorities.

Damage or Destruction of Property - A student shall not intentionally or negligently damage or deface school or private property in any way. Students and parents shall be liable to the school district for all damage to school district property as permitted by RCW 28A.635.060.

Defiance - Open, bold resistance to authority or opposition to authority.

Disruptive Conduct - A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption of any lawful mission, process or function of the school. Such conduct includes occupying school property in order to deprive others of its use, blocking normal pedestrian or vehicular traffic, and intimidating or preventing students from attending a class or school activity or a staff member from exercising his or her lawfully assigned duties.

Disruptive Dress or Appearance - See Dress Code.

Drugs - See Alcohol and Chemical Substances.

Electronic Devices - Portable music devices (IPODs, MP3 players, PSP, radios, CD players, etc.), cell phones, cameras, pagers, laser pointers etc. are not permitted on campus. Use of such devices which may cause a disruption to the educational process (including a safe and orderly environment) will result in confiscation of the device and possible discipline.

Explosives - A student shall not possess, use or threaten to use anything tending or serving to explode with force and violence, such as firecrackers, bullets or pipe bombs.

Extortion - A student shall not take another person's money or property by the use of threats or physical violence.

False Accusations - A student shall not knowingly allege untrue wrongdoing or make defamatory statements regarding other persons.

False Alarm - A student shall not intentionally trip a fire alarm or other alarm system when there is not an actual emergency.

Fight Promotion - A student shall not encourage, arrange, or promote a fight (see fighting) situation between students. Any individual involved in the contributing to a fight, including taking pictures and/or recording the event, is subject to suspension.

Fighting - A student shall not engage in mutual combat in which both parties have contributed to the situation by verbal or physical action. Both combatants involved in a fight may be subject to suspension.

Falsification/Forgery - The act of fraudulently using in writing or orally the name of another person or falsifying times, dates, grades, addresses or other data is prohibited.

Gambling - Gambling or encouraging other students to gamble is prohibited.

Gang Behavior - A student shall not exhibit behavior or gestures of gang membership as set forth in Board Policy 3224.

Harassment - A student who persistently disturbs torments or pesters other persons shall be subject to corrective action or punishment. Harassment may also occur with a single act if severe enough in nature.

Leaving Campus During School Hours - A student shall not leave the campus area during the school day unless the attendance secretary has granted prior approval. Student must check out through the attendance office BEFORE leaving. Students who check out after leaving will be considered truant and subject to standard school discipline.

Loitering - A student shall be expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted. Students shall immediately follow requests to disperse.

Loitering in the Presence of Misconduct - A student shall be expected to immediately leave any activity at which misconduct is occurring.

Lying to Authorities - Students shall not deliberately misrepresent or omit any relevant fact when answering the questions of or conversing with school personnel.

Multiple Infractions - More than one occurrence violating school rules of student misconduct.

Non-Compliance - Failure to comply with a reasonable request.

Offensive Social Behavior - Students shall refrain from activities that violate standards of acceptable social conduct including public demonstrations of physical affection on the school campus or at school-sponsored events.

Plagiarism - Students shall not copy, download, or plagiarize written work(s) and turn in the assignment as his/her own nor knowingly provide such material to others. This may include sections from multiple sources that have been copied where the content is not the original work of the student. Plagiarism is considered a flagrant and more severe form of cheating. Students who turn in an entire work (or nearly an entire work) as such will receive an "F" or "ZERO" on the plagiarized assignment with the probability that the plagiarized assignment could affect their final grade.

Requests of Staff - A student shall comply and obey with all lawful instructions of any District employee.

Tardiness - Students are tardy if they are not in their assigned classroom when the tardy bell completes ringing. The tardy policy is based on a quarter-long accrual system. After 10 minutes of tardiness, a student is considered truant.

Theft - The unauthorized carrying away of the personal goods or property of another person or the school district or in possession of stolen property whether known or not known to be stolen is prohibited. Students and parents shall be liable to the school district for the failure to return school property loaned to a student upon demand of an employee of the District authorized to make such demand.

Threats - Students shall not threaten to use force or violence upon any school staff, student or property. All threats will be taken seriously.

Tobacco - A student shall not possess, use, transmit, or show evidence of having used a tobacco product of any kind, or any item purported to be such. Nor shall a student knowingly remain in any area where such activity is taking place.

Trespassing - Being present in an unauthorized place or refusing to leave when ordered to do so.

Truancy - See Attendance/Truancy

Unauthorized Computer Use - School board policy states that that computers are for educational purposes only and must be in support of education, research or school-approved extracurricular activities. The use of computers and systems must be in conformity with all laws and school policy and commercial solicitation is not allowed. Users are responsible for the privacy of their password, logging off the computer when they are finished, and the appropriateness of the material and actions that take place under their account. No use of the system shall disrupt the operation. Software and hardware shall not be destroyed, modified or abused. Unauthorized access or attempts to access any computer hard drive or computer system is prohibited. The cost parts and labor associated with repairing the system may be included as a consequence for tampering with any device or system.

Level One Offenses may include:

- Accessing programs that are not in the start menu or local programs.
- Downloading programs from the Internet.
- Accessing programs from the public directory.
- Non-educational use of e-mail (chat rooms, Instant Messaging friends.)
- Playing games.
- Using someone else's account or allowing someone else to access a student's personal account.
- No programs (executable files) shall be downloaded on to the hard drive of the computer.

Level Two Offenses may include:

- Attempting to gain access to accounts or other restricted areas such as the computer's hard drive.
- Attempting any activity that may potentially damage the computer or the network.
- Use of the system to store, distribute or access obscene, dangerous, or pornographic material.

Vulgar or Lewd Conduct - Any lewd, indecent or obscene act or expression is prohibited, including those remarks with racist or sexist overtones.

Weapons and Dangerous Instruments - A student shall not possess or transmit any object that can reasonably be considered a firearm, knife, air gun, dangerous weapon/ammunition or facsimile thereof. State law provides that possession of a dangerous weapon is grounds for expulsion. State and federal law requires that students in possession of a firearm on school grounds be expelled without the opportunity to apply for re-admission for at least one calendar year.

| All Settings | Classroom | Common Areas Halls/ Schools Grounds | Cafeteria | Restrooms/ Locker Rooms | Transportation Bus/Walking Areas | Library and Computer Lab | Assemblies/ Athletics |
|--|---|--|--|--|--|--|--|
| PERSEVERANCE Staying with a course of action, despite obstacles. <i>"Stay with it!"</i> | *I will always strive for excellence. *I will ask questions and seek help when I am not feeling confident. *I will never settle for less than my best. | *I will remain on school grounds and stay in designated areas. | *I will follow all cafeteria rules, even when the lunch supervisors are not watching. *When other students are engaged in inappropriate behavior, I will continue to follow all cafeteria rules. | *I will use the restroom during break time or with teacher's permission. *I will demonstrate appropriate and responsible behavior in the restroom. | *I will keep body/objects to myself while riding the bus. *I will follow all school rules while riding the bus. *I will wait in front of the school to be picked up at the end of the day. | *I will use time wisely and productively. *I will ask for help when necessary. | *I will remain engaged at all times and in all activities. *I will learn from the experience. |
| RESPECT Showing consideration, appreciation, and acceptance. <i>"We all deserve respect!"</i> | *I will listen actively. *I will demonstrate appropriate dress, language, and behavior. *I will be an active participant in class. *I will honor the idea that all students have the right to learn. *I will follow the directions of adults. | *I will use positive language. *I will throw away all garbage and pick up trash. *I will not be in possession of food or drink. | *I will clean up my mess. *I will respond quickly to the lunch supervisor's signal to get everyone's attention. *I will respect all kitchen staff and adults in cafeteria. *I will follow the procedures for proper recycling of items. | *I will be mindful of other people's property. *I will flush the toilet after using the restroom. *I will wash my hands after using the restroom. *I will leave other's belongings alone. *I will turn in lost items to the attendance office. | *I will follow the driver's rules and requests. *I will demonstrate appropriate behavior on the bus. *I will walk home on the sidewalks and stay off of the community members' lawns. | *I will enter/exit quietly. *I will be considerate of other's learning. *I will respect the environment and school property. | *I will listen and be polite to speaker/performers. *I will participate appropriately by cheering and clapping. *I will use positive language and have a positive attitude. *I will encourage all participants, regardless of school, appropriately. |
| INTEGRITY Following an agreed-upon code of conduct. <i>"Live by the code!"</i> | *I will do my own work. *I will be trustworthy and trust others. *I will stay engaged in classroom activities even when the teacher is assisting other students. | *I will keep my hands and feet to myself during transition/passing time. | *I will remain seated at all times and use a restaurant voice. *I will wait to be dismissed by the lunch supervisor at the end of lunch. *I will ask permission from the lunch supervisor for a pass and go directly to my destination. *I will use the vending machines prior to entering the cafeteria for lunch. | *I will use nearest facility. *I will go directly to/from restroom. *I will lock up all belongings. (LR) *I will have necessary items. (LR) | *I will demonstrate behavior that keeps everyone safe. *I will use positive language and be polite to the driver and others. *I will immediately leave campus at the end of the school day. | *I will maintain classroom standards. *I will do my own work. *I will timely return all books and materials. | *I will walk with my teacher to the assembly/special event and sit with my class. *I will wait to be dismissed by the principal/assistant principal, or teacher. *I will use the restroom prior to attending assemblies. |
| DISCIPLINE Managing yourself to achieve goals and meet expectations. <i>"Manage that!"</i> | *I will come to class on time and prepared to learn, everyday. *I will complete and turn in all assignments in every class. *I will productively use class time daily. | *I will follow all staff/school directions. *I will use a hall pass and keep my voice at a low volume. *I will walk in the hallway and stay to the right when walking. | *I will eat all food in the cafeteria. *I will be dismissed by an adult to go out to intramurals. | *I will use supplies appropriately. *I will place all trash in garbage cans. *I will keep area clean. | *I will remain seated at all times. *I will use my "restaurant" voice. *I will put garbage in the trash cans. *I will wait for after school transportation without yelling or disrupting the campus. *I will arrange for after school transportation each morning before leaving home. | *I will respect the rules of the library and computer lab. *I will use computers for educational purposes only. | *I will follow all directions given by my teacher and the speaker/performer. *I will give my attention to the speaker/performers once the assembly begins. *I will keep my hands and body to myself. *I will remain in the gymnasium for athletic events. |
| EXCELLENCE Being of the finest or highest quality. <i>"Be the best you!"</i> | *I will set goals, reach goals, and set new goals to reach academic excellence. *I will inspire and encourage others to reach academic excellence. *I will produce work that reflects high quality and effort. | *I will take pride in my school by behaving appropriately. | *I will behave in an orderly, responsible manner | *I will notify staff of any problems. *I will use the facilities as intended. | *I will assist the bus driver at all times to ensure the safety of others. | *I will behave in a manner that reflects high quality and effort. | *I will maintain positive engagement during the whole assembly or athletic contest. |