

Sequoia High School

Student Handbook 2018 - 2019



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Office Hours: 7:30 am – 4:00 pm
Monday through Friday

Mission

Sequoia High School will provide students with an educational environment that is positive, recognizes individual differences, and has high expectations for achievement and behavior. Sequoia works to meet the needs of its community through a program that emphasizes:

Goal Setting
Individual Responsibility
Choice

Everett Public Schools

The Sequoia Student Handbook is expectations and information specific to our school. Please refer to the Everett Public Schools Rights and Responsibilities for additional information on policies and procedures related to students. This handbook is current at the time of printing, but may change as needed throughout the year. Please refer to the school website for the most current version of the handbook.

Nondiscrimination statement:

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, veteran or military status, the presence of any physical, sensory or mental disability or the use of a trained dog guide or service animal by a student with a disability.

Designated to handle inquiries about nondiscrimination policies are:

Affirmative Action Officer – Randi Seaberg, rseaberg@everettsd.org, 425-385-4104

Title IX Officer – Mary O’Brien, MO’Brien@everettsd.org, 425-385-4106 504

Coordinator – Becky Ballbach, rballbach@everettsd.org, 425-385-4063

ADA Coordinator – Becky Clifford, rclifford@everettsd.org, 425-385-5250

Address: 3900 Broadway, Everett, WA 98201

Sequoia High School Expectations

	Be Respectful	Be Responsible	Be Safe
Classroom	<ul style="list-style-type: none"> Follow classroom cell phone guidelines Use appropriate language, tone and volume Support a positive learning culture 	<ul style="list-style-type: none"> Be a problem solver Be ready with organized materials Be your own advocate Be an engaged contributor to learning Be present Be true to your word 	<ul style="list-style-type: none"> Be where you are supposed to be Be thoughtful and mindful in what you say Follow reasonable requests
Common Areas	<ul style="list-style-type: none"> Use appropriate language, tone and volume Address others appropriately (tone, pronoun, name, etc) Honor physical spaces and displays Be polite (please/thank you) Wear school appropriate clothing 	<ul style="list-style-type: none"> Clean up after your self Be mindful of space that you are in and expectations of the space Use vending machines during passing times 	<ul style="list-style-type: none"> Be where you are supposed to be Aware of others personal space Keep throughways clear Follow reasonable requests
Cafeteria	<ul style="list-style-type: none"> Be inclusive and welcoming to all Be polite (please/thank you) Use appropriate language, tone and volume Please/thank you/grateful 	<ul style="list-style-type: none"> Clean up after your self Use share bin for unwanted food Follow lunch line protocol Be on time to your class Clean up high chairs after use 	<ul style="list-style-type: none"> Be in designated areas (lunch room, library, classroom w/ a teacher, 2nd floor hallway) Wipe up spills Follow Off campus lunch protocol
Campus Arrival-Departure	<ul style="list-style-type: none"> Clean up after yourself Use school appropriate language and volume Be a good neighbor Follow office expectations 	<ul style="list-style-type: none"> Arrive on time Use designated entrance/exit in office Sign in & out check with office staff if highlighted Visitors sign in office 	<ul style="list-style-type: none"> Aware of surroundings (cars, people, children, crosswalks) drive in & out at safe speeds See something, say something
Technology	<ul style="list-style-type: none"> Digital Citizenship Use device for intended purpose Follow teacher direction/ lesson/task 	<ul style="list-style-type: none"> Bring your charged device Hotspots for school work at home; limited data Protect device from damage Maintain updates Return borrowed charger in same class period 	<ul style="list-style-type: none"> Use appropriately (social media) Take care of your digital footprint Consider where you're at
Office	<ul style="list-style-type: none"> Use appropriate language, tone and volume Address others appropriately (tone, pronoun, name, etc) Honor physical spaces 	<ul style="list-style-type: none"> Clean up after your self Be mindful of space that you are in and expectations of the space Sign in/out daily 	<ul style="list-style-type: none"> Follow reasonable request



Academics

Advisory

All students are enrolled in Advisory for the entire time they are enrolled at Sequoia High School. Advisory meets Monday - Thursday and is taught by the student's academic advisor. Advisory emphasizes goal setting, study skills, developing school success strategies and tracking academic progress. Students are expected to make up incompletes, complete homework, and/or participate in daily activities or lessons. On Mondays and Thursdays students may work with content area teachers on incompletes or current classes. On Tuesdays and Wednesdays students will engage in new lessons on post high school planning/success, emotional literacy, financial literacy, technology literacy. *Attendance is required for all students.* Students who do not attend Advisory may be placed on intervention plan and could be withdrawn from school for not making progress, if they fail to comply with the terms of the intervention plan.

Appointment Day/Check & Connect

After successful completion of Intake, all students will be assigned a teacher to be their academic advisor. Students and teachers will also meet to discuss progress eight times a year on Check & Connect/Appointment Day. Check & Connect is 10 -1:30. Students report to their advisory classroom at 10. Students need to arrive on time and remain in the class the required time. Students who pass all their enrolled classes will earn an early release from Check and Connect at 11:30. All other students must remain in Check and Connect until 1:30. Students are required to attend Check & Connect and their individual Appointment to schedule classes and stay enrolled for the next term.

Commencement Exercises

Students who have completed all graduation requirements will be invited to participate in the commencement ceremony. Graduates are expected to attend Graduation practice to participate in ceremony. All school and district rules apply at the practice and ceremony.

Grades

Sequoia High School does not use conventional letter grades to assess student progress. All work must be completed at a mastery level of at least 80% in order to receive credit at the end of the class. An incomplete class will appear on a student's transcript as an "I". At the end of the following term, incompletes that are not finished will be converted to a no credit or "NC" mark. All credits that are earned will receive a "P" for passing grade. Courses where credit has not been earned will be given an "NC". A .25 credit is awarded at the end of each term for passing grades.

Homework

The academic program at Sequoia High School is designed to include both in-school and independent work. The system was developed to allow students to meet individual needs while progressing toward graduation. Homework is required to achieve normal academic progress and stay in good standing as a student. Students should expect 3 hours of homework per week for each class in which they are enrolled. This means that a student enrolled in 5 classes can expect 15 hours of homework per week. Homework support is provided. Students should talk with their Advisory teacher about days and times for each class.

Intake Application and Procedures

Any student living in the Everett School District who is a high school student (grades 9–12), and will be able to complete all high school credits and requirements by the time she/he turns 21 is welcome to attend intake at Sequoia High School. Students who are currently under suspension or expulsion from another school may attend intake at Sequoia only *after the conditions for re-enter her/his home school have been met*. Every student entering Sequoia High School is required to complete a 12-day (24-hour) class, Intake, prior to the term she/he enters school. It is requested that new students to the district bring a copy of their immunization record and transcript with them on the first day of Intake if they most recently were not enrolled in an Everett Public Schools high school. Also, a copy of any student accommodation forms (504 Plans or Individualized Education Plans) should be brought if it applies. Students with an Individualized Education Plan (IEP) are permitted to enroll at Sequoia if the placement is able to meet the individual learning needs of the student. An IEP should be reviewed prior to attending Intake.

Intervention Plan

Students enrolled at Sequoia High School progress toward graduation by working at their own pace. Students must earn .75 credits per term to remain on track to graduate at a four year pace. This is considered normal academic progress at Sequoia High School. Students must make minimum progress each term or they will be placed on an intervention plan. Minimum progress can be defined as no less than .25 credits per term. While on an intervention plan, students must meet the requirements of the plan to make progress. Students who do not make sufficient academic progress while on an intervention for two consecutive months will be offered an alternative course of study. (WAC 392-121-182 Alternative Learning Experience Plan).

Physical Education Logs

Students may create a fitness goal develop plan, and track actually to earn PE credit. Students must document 90 hours/5400 minutes with their advisory to earn .5 credit. Students must be enrolled during the times activity hours are logged. Hours must be completed in the same academic year.

Retake/Re-Retake

Students who have successfully passed Intake this year but are not currently enrolled will need to participate in an intervention called Retake. Retake occurs on the first appointment day during Advisory from 10:25 – 12:25. **It is required for students to reenroll.** Retake helps to transition students back into school by attempting to identify new strategies for success. After completing Retake, the student will meet with their advisory to design an intervention plan for success.

A student who has previously, this academic year, completed Intake and Retake and wants to reenroll in school must complete Re-Retake. An application packet may be picked up from the office and must be returned 5 school days prior to the next appointment day. A team of staff will work together to individualize a plan of success for students and help determine best educational opportunities.

Significant Adult Night

One requirement for the successful completion of Intake is that each student has a significant adult in their life attend the Significant Adult Night. This gives the adults in that student's life an opportunity to become familiar with our schedule, calendar, and other program components. We encourage adults to attend and ask any questions that they may have about our program. If your student chooses to enroll in our program, future adult involvement is welcomed through our Port Gardner/Sequoia Parent Teacher Student Association (PTSA).



Activities

Associated Student Body

The Associated Student Body (ASB) is a formal organization of students that is formed with the approval of the school district Board of Directors. Vending machine revenues fund the ASB program at Sequoia High School. The organization offers students leadership opportunities. ASB meetings occur monthly. According to the ASB charter, each Advisory class will elect two representatives to attend each meeting who will serve for one school year. From this group of representatives who served the previous school year, a President, Vice-President, Secretary, Treasurer and Communications Representative will be voted into office each spring to comprise the executive board. Each advisory in the fall will identify a Student Representative to attend ASB meetings and provide communication between the advisory class and the ASB.

Freedom of Expression

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is encouraged so long as it does not substantially disrupt the operation of the school or otherwise violate district policy or procedure. Students are expressly prohibited from the use of vulgar and/or offensive terms in classroom or assembly settings.

The location designated for our school is on the east side of the main building in front of our flag pole. The designated times for this are

Monday –Thursday 8:00-8:15, 12:45-1:00, & 2:55-3:15

Fridays 8:00-8:15 & 11:45-12:00



Attendance

Attendance

Sequoia High School holds high expectations for its students. In order to achieve these high standards, regular attendance is necessary. Washington State Law and Everett Public Schools Board Policy require that all students attend school and make minimum academic progress to maintain their academic standing within the school. The choice not to attend regularly may impact the student's ability to make monthly academic progress. Students must make academic progress to stay enrolled or a change in program may occur.

Leaving Campus during School Hours

Students are expected to stay on campus once they arrive on campus until the end of their individualized schedule day. Students may not leave campus during their school day without permission from parent/guardian and checking out with the office staff. During lunch students with 11 credits, making academic progress the prior term and have an **approved off** campus lunch form on file in the office may leave for lunch. Students will be expected to return to campus for the beginning of class.

Prearranged Absences

Families should not schedule vacations or travel while school is in session. If a family vacation or travel must occur while school is in session, it must be prearranged prior to the absence and approved by the principal (or designee). Pursuant to item policy, the principal (or designee) may excuse up to five (5) school days for a prearranged absence per student each school year. Assignments requested for a prearranged absence will be provided to the student or parent if requested five (5) school days prior to the absence.



Emergency Procedures

Each month we are required to practice emergency procedures including lockdown, earthquake and evacuation/fire drills for the continued safety of our students. While more often than not any situation has been a drill or false alarm it is important we practice each situation as though it is a real emergency. If you are present, follow the directions of school staff.

Cell Phone/Social Media

During an emergency situation students and staff are asked to not use cell phones or other social media unless directed with a factual message. We request this in an effort to ensure accurate information is released and that any response by first responders is not compromised.

Earthquake

In the event of an earthquake, *Stop, Drop and Cover*. Go to the safest place- desk, doorway, and cabinet etc. and wait for the all clear from Principal or First Responders. Do not exit the building until the earth has stopped moving and it has been determined it is clear to exit to the safest place which might include the Sequoia Field, Doyle Park, field behind school on Norton or other safe location.

Fire Alarm

When the fire alarm goes off, exit immediately exit the buildings. Walk away from the building to either the North or South side of the Sequoia building as indicated on the evacuation maps in each classroom. If your designated route is barricade or unsafe; follow the closest alternative route. Enter soccer field in front of Sequoia and line up by teacher in designated area. If the alarm occurs during passing time or lunch; proceed to the previous class period teacher. If you are not assigned to a teacher during that period; report to the office area at the south end of the lines. Please stay in your assigned line as each person will need to be accounted for. In the event that we need to evacuate to a secondary location, please follow the directions of staff or first responders.

Intruder

In the event of an active intruder or shooter inside the campus; Run, Hide, Fight. If you are inside the building and you can *RUN* away. If you are outside the building; stay outside and move away from the building and call 911. If you cannot safely leave the area, *HIDE*, secure classrooms, block the door with furniture, move away from windows and doors and call 911. Do not open door unless a confirmed rescuer. If there are no other options *FIGHT*, take actions against the intruder.

Lockdown

In the event of a lockdown, the doors will be locked and students will be secured in the building away from windows and doors. If a fire alarm goes off during a lock down, unless you see or smell fire, you would not exit the building unless directed by school staff or law enforcement. No one will be allowed to enter the buildings. If you are just arriving on campus, for your safety, please return to your vehicle. Please do not try and enter a building. Whether a drill or real incident you will find that the door is locked and you will not be allowed access. In a drill situation, it typically last from 3-7 minutes. Doors will be opened immediately at the end of the drill.

Student Release

In any emergency situation, students must wait to be released and signed out to a family member or significant adult. Please do not leave campus without following the sign out process as we will need to ensure the safety of all students. In an emergency we will only release students to those people listed as your emergency contacts. It is recommended that you check to ensure that information is accurate.



Fragrances

Fragrance Free Environment

All members of our school community are asked to refrain from spraying or wearing fragrant perfumes, lotions or other items with a scent due to chemical sensitivity. Fragrances are not permitted, to meet health needs of our learning community members.



Services

Breakfast and Lunch

Applications for free or reduced lunch will be handed out during Intake and are available in the office or with registration packet. Free and reduced lunch forms must be filled out each year. Breakfast will be available from 9:00am – 9:10 am in the cafeteria. Students who arrive late, may request a Second Chance Breakfast in the Main office. Lunch will be served between 12:35-1:05pm Monday - Thursday and at 11:30 on Fridays.

	<u>Full Price</u>	<u>Reduced</u>	<u>Free</u>
Breakfast	\$1.50	\$0.00	\$0.00
Lunch	\$3.00	\$0.40	\$0.00

Career Center

The Career Center is located in the library. It is open Monday through Friday 8:30- 2 and at additional times by appointment. Students can access career computer programs and other information about jobs, colleges, scholarships, financial aid, Sno-Isle, and more.

Child Care Center

Only the son or daughter of a currently enrolled student in good standing may attend the day care. The day care center accepts children from one month to 24 months old. Application packets are available from the Daycare either in person or by calling 425-385-5120.

Health room/Vision screening

Snellen screening (E chart) is also done to check for any difficulty with distance vision.

Library

Students and classes are encouraged to use the library. The library is open from 8:30 am to 2:00 pm every day. The library is open during lunch for students to check out books. Students using the library during their scheduled class need permission from the teacher of the enrolled class

Picture Day

School pictures will be scheduled annually. Each student will have their picture taken. No hats or head coverings, except for medical or religious reasons, will be allowed in school pictures. Students will have an option to purchase pictures on Picture Day. Students will receive a Student ID card.

Transportation

ORCA cards are available for students who live within the Everett School District service area and live more than one mile from the school. ORCA cards are distributed in the office during passing time, at lunch, and at the end of the day. Students will be assigned an ORCA card for the time they attend Sequoia High School. Students must return ORCA passes and cards when they leave Sequoia. If the ORCA pass or card is not returned with- in 48 hours of withdraw from Sequoia or lost, students will be assessed a \$5.00 fine and card deactivated. The ORCA pass may be used to provide transportation to and from school, work or other outside activities the student is involved in while enrolled at Sequoia High School. Students attending Sequoia on a variance are not eligible for ORCA passes or cards.



Technology

Personal Electronic Devices

Personal electronic devices (PED), such as cell phones, tablets, and other mobile devices are integral tools in our society. They serve as a means of communication (telephone, email, text, etc.), a calendar, camera, organizational tool, a clock, information gathering/research tool, electronic book, note taker, dictation device, music provider, a student engagement tool and many other purposes. It is recognized that many of these purposes are useful in an educational setting. The use of PEDs to benefit student learning is authorized and encouraged, with teacher permission.

Technology/Tablets

Each enrolled student will be provided a district issued tablet. The student is responsible for the security and care of the device. The student must return the device if they withdraw from school or they will be assigned a fine for the cost of the device. Please refer to the Technology Handbook for Students and Parents for detailed information about technology.

What if I forgot to bring the laptop to school?

If a student forgets to bring their laptop to school, the student may miss out on laptop-related instructional activities that day. Please help us help your student bring their laptop to/from school daily! Each school has a very smaller number of "loaner" devices. Priority for these loaners goes to students who experience equipment issues outside of their control. *Students not bringing their laptop to school will be considered unprepared for class, and may have to make adjustments during the lesson in order to participate. For example, they may need to hand write a response that will need to be submitted electronically at a later time. Makeup work may result from these necessary adjustments.*

