

# Cedarcrest High School

29000 NE 150<sup>th</sup> St.

Duvall, WA 98019

425-844-4800 Fax # 425-844-4802

Athletic Hotline: 425-844-4868

Website Address:

[www.chs.riverview.wednet.edu](http://www.chs.riverview.wednet.edu)

## MISSION/BELIEF

To provide all students the opportunity to learn, grow and prepare for the challenges of the future.

## WHO WE ARE

Cedarcrest, which opened in 1993, is an accredited 4-year high school and serves over 850 students. Cedarcrest was named as a National Blue Ribbon School of Excellence due to the many innovative ideas incorporated in time schedules, specialized program availability, high expectations for students, and state-of-the-art facility. As a comprehensive school, Cedarcrest offers a variety of programs, which include college preparation, special education, vocational/technical, and career education. Specific opportunities include Running Start, Tech Prep, and WaNIC (Washington Network for Innovative Careers). Students attend six classes on Monday and Friday, and four blocked classes with a 20 minute advisory on Tuesday, Wednesday and Thursday. As a result of this schedule, instructors maintain year-long contact, are able to develop lessons in greater depth, work one-on-one, and build stronger relationships with students by working in larger blocks of time.



### CHS Logo

Mascot: Red Wolves

School Colors: Crimson, Gray, Black

## DIRECTORY

### Cedarcrest High School Administration

Clarence Lavarias, Principal

Linda Bjornsen, Secretary

Ray LaBate, Assistant Principal

Geffen Myers, Secretary

Jason Frederick, Ath. Director/Dean of Students

Perry Garrison, Librarian

Attendance: 425-844-4806

Counseling office: 425-844-4807

Counselors:

Aaron Clifford (A-K) 425-844-4864

Deb Walters (L-Z) 425-844-4865

## Riverview School District

Educational Service Center

15510 First Avenue NE

P.O. Box 519

Duvall, WA 98019

425-844-4500

District Transportation 425-844-4540

Nurse 425-844-4582

## Riverview Nondiscrimination Statement

### Anti-Discrimination

The Riverview School District complies with all federal and state statutes and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer (Ms Janet Gavigan, 425-844-4500) and Section 504/ADA Coordinator (Dr. Ken Heikkila, 425-844-4500).

In the case of inclement weather or power outages, current school information is available at

[www.SchoolReport.org](http://www.SchoolReport.org)

### Information also available from the following sources:

	KING	KIRO	KIXI	KJR	KLSY	KMPS	KOMO	KVI
AM	1090	710	880	950	1540	1300	1000	570
FM				95.7	92.5	94		
TV	5	7						

## CLUBS AND ACTIVITIES

Most club meetings are held during advisory.

ASB	Art Club
Cheer	Culinary Arts
DECA (Marketing)	Drill/Dance team
FBLA (Business)	FFA(Agriculture)
FIRST Robotics	GSA
Link Crew	Literary Club
Mountain Biking Club	National Honor Society
RAK	TSA (Media Arts)
Thespian Society	Weightlifting
WCTSMA (Sports Medicine)	

Clubs are formed and meetings held based on annual student participation and interest. Students are encouraged to get involved in one of the many clubs offered at Cedarcrest.

## POLICIES AND PROCEDURES

### Schoolwide Expectations

1. Be respectful
2. Follow reasonable staff requests
3. Use appropriate language
4. No overt public displays of affection
5. No food or drink in gym, hallways and LRC.

### Harassment Policy

The Riverview School District does not condone any form of harassment directed at students or staff. School Board Policy #3200 specifically defines harassment as:

*Threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other malicious act intended to substantially harm the physical or mental health of the person threatened. This includes racial, sexual, oral, written, and physical harassment.*

Consequences for harassment include expulsion from the Riverview School District.

It is true that harassment often occurs off school grounds and outside of the school day and this is an area over which the school district does not have authority. However, if there are threats that may be acted out at school or a school related event, the district can intervene. If a student feels they are a victim of harassment, they should speak with their counselor or other adult and fill out a harassment report. The staff member can then follow through with appropriate action.

### Attendance Policy

During each 18-week period, students are allowed only 10 excused or unexcused absences. School related absences (field trips, in-school suspension, out-of-school suspension, etc.) are not counted toward the 10-day absence rule. Students who accumulate more than 10 absences within an 18-week semester will not receive credit. If the student is passing the class at the time, the transcript grade will be NC; if failing the class, the transcript grade will be an F. Absences cannot be made up; however, work may be made up for excused absences. It is the student's responsibility to arrange for make-up work with their teachers. Students who are more than 10 minutes tardy to class are considered absent. Parents are encouraged to schedule family vacations to coincide with school vacation. There is an appeal process for students who lose credit due to excessive absences. Appeals are heard on a regular basis by the attendance committee during the school year (approximately twice a month). All appeals are expected to be submitted by the student/parent for hearing by the committee prior to the end of the current semester. No appeals will be heard retroactively any later than one semester following the semester in which the student lost credit. Students/parents should contact the attendance office for additional information on the attendance appeal process.

### Verification of Absences

State school law requires a verification of all absences. Such verification will be in written form or by telephone and presented to the Attendance Office upon the student's return to school. All absences must be verified by the parent and/or guardian. Parents are requested to contact the attendance office on the day their student is absent from school. All absences not reported to the attendance office will be considered unexcused and will result in a phone contact. **After 48 hours, absences are considered unexcused. No make-up work will be allowed for unexcused absences.** Attendance concern letters will be mailed home following the eighth and eleventh absence. Our attendance office can provide parents with an individual student attendance profile upon request.

### Absence Notification to Parents

**1 Absence** - Parent notification by phone.

**2 Absences** - Parent notification by phone or mail, 2 unexcused absences may result in school discipline.

**5 Absences** - Parent notification by phone or mail

**7-10 Absences** - 7 unexcused absences in one month or 10 unexcused absences in a school year requires a truancy petition to be filed through King County Juvenile Court. Possible loss of credit after 10 absences.

**11 or More Absences** – Student receives no credit for classes in which they exceed 10 absences. If the student is failing the class, they will receive an F, not an NC.

### **Early dismissals and Pre-Arranged Absences**

Early dismissals and pre-arranged absences must be arranged prior to the absence. The attendance office will not issue admit slips after the fact.

**LEAVING CAMPUS WITHOUT PRIOR PERMISSION WILL NOT BE EXCUSED.** In-School-Suspension and Out-of-School Suspension are consequences given to students who leave campus without permission.

### **Make-Up for Excused Absences**

Make-up work will be allowed. The student will be responsible for all make-up arrangements. Assignments for long-term, excused absences can be arranged for students through the attendance office.

### **Tardy Policy**

Students are expected to be in the classroom ready for class to begin when the tardy bell sounds.

Teachers will follow one of the three options for dealing with students who are tardy:

Policy 1 A student who has three (3) tardies will have their grade dropped one grade level, i.e. A to A-, B+ to B, etc. This will affect the grade in multiples of 3 tardies, therefore, if a student has an A in the class and 6 tardies, their grade would be a B+, if a student has an A and 9 tardies their grade would be a B. If necessary, grades will be adjusted for tardies at mid-term and/or at the end of the term.

OR

Policy 2 After three (3) tardies, the student will have to make up one hour of time with the teacher. If the time is not made up, the teacher may drop the student's grade according to Policy #1.

OR

Policy 3 Tardies result in a loss of participation points. These points cannot be made up. All tardies are considered unexcused unless weather-related or due to verified family emergency.

### **Use of Tobacco**

State law does not allow the use and/or possession of tobacco-related products on school property, at school-sponsored activities, school athletic events, areas adjacent to Cedarcrest High School, or on school district property. Tobacco related products (including lighters, matches and vapor-type cigarettes or apparatus) will be confiscated and discarded and students will receive discipline according to the District's Rights and Responsibility code, which includes a district-required smoking cessation class.

### **Prescription Drug Policy**

Students needing to take prescription or over-the-counter medication at school will be allowed to carry and reasonably and responsibly self-administer such medications. The student shall carry only one day's supply of the prescription or over-the-counter medication (in the originally labeled container) and must have written permission from the parent/guardian on file in the Health Room. If a student is noted to have questionable behavior or cause staff concerns over the taking of oral medication, parent/guardian will be contacted immediately by school authorities to resolve such concerns. If parents/guardians request that the district staff administer medication at school to their child, they must supply the medication according to school policy and complete the required district Medication Authorization Form. It is strongly recommended that this be done for medications that may need monitoring for side effects or may affect the child's ability to learn; e.g., medications for hyperactivity, seizure disorders.

### **Possession and/or use of illegal drugs/paraphernalia/alcohol and inappropriate use of over-the-counter and prescription medication**

#### **1<sup>st</sup> offense**

Emergency expulsion, maximum out of school suspension of 30 days. Minimum 10 day short-

term suspension if a substance abuse assessment (evaluation) is completed as well as any treatment recommended by an approved outside agency. Assessment must be completed during the 10-day short-term suspension. Mandatory suspension from all school directed extracurricular activities during out-of-school suspension time.

### **2<sup>nd</sup> offense**

Emergency expulsion. At the conclusion of any appeal rights, it will be recommended that the emergency expulsion be converted to a long-term suspension for no greater than 90 school days.

### **3<sup>rd</sup> offense**

Emergency expulsion and recommendation of expulsion to the Superintendent from the Riverview School District.

## **Weapons**

It is a violation of Washington State Law for any student or individual to carry on to school premises, school-provided transportation, school or district facilities any firearm, dangerous weapon, or look alike weapon. Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

## **Student Threats**

Cedarcrest High School takes verbal, written and perceived threats (actions) seriously. Threats toward students, staff or volunteers have a negative impact on student health, safety and learning and will not be tolerated. Students need to understand the seriousness of making a threat, regardless of intent and the implications. If a student threatens others, it will almost always result in serious discipline consequences and a police investigation that could result in criminal charges. Students should make sure they are always using appropriate language and are not saying or writing anything that could be perceived as a threat to another student, staff member or volunteer.

## **Conditions of Suspension from School**

Students who are suspended or expelled from school are not allowed on school grounds or at extra-curricular activities during their suspension/expulsion. Students who are suspended will not be allowed back in school or to participate in or attend any extra-curricular events

until they have had a reinstatement meeting with school administration.

## **Dress Code**

Students will wear appropriate school attire, including footwear. Specific examples of inappropriate school attire are, **but are not limited to**, the following:

1. Displays of obscene, sexual, gang, drug, alcohol-related, harassing, and/or discriminatory messages on clothing, body, or belongings.

2. Clothing that exposes any of the following body areas: midriff, chest, cleavage, or upper thigh (both shorts and skirts shall be longer than a student's fingertip when arms are placed casually at the student's side).

3. Any article of clothing that is transparent – or has rips, tears, or holes – that allows bare skin to be shown in the body areas listed above.

4. Exposed undergarments, such as underpants and bra straps.

5. Any item of clothing that is strapless (including tube tops) or “off-shoulder” (including single-shoulder-strap tops) unless covered with an appropriate outer garment (such as a cardigan).

If a student is wearing apparel that does not follow the dress code, the classroom teacher or school employee will ask the student to change clothes, or send the student to the office to call home for a change of clothes. The classroom teacher or school employee is the final word on dress code, and any defiance of a teacher's reasonable request to change clothes will be referred to the administration for discipline.

## **Balloon Policy**

Although we acknowledge parents' desire to celebrate their student's special occasions with a balloon delivery, Cedarcrest is a balloon-free campus. We have Cedarcrest students with severe allergies to certain types of materials which are found in most balloons. Being exposed to this material will cause a serious allergic reaction. Also, not only do balloons cause a distraction to the teaching/learning process, if they are left or released in the building, they set off the security motion detectors after hours. Because of these reasons, we appreciate your cooperation in keeping Cedarcrest safe for all our students and

staff by not sending or having balloons delivered to school.

### **Public Displays of Affection**

Excessive public displays of affection are not allowed on school grounds.

### **Food and Drink in the Classrooms**

Students are not to bring open containers of juice, soda pop, or food into the gym, hallways or the LRC. Eating and drinking in the classrooms is at the teacher's discretion.

### **Electronic Equipment and Communication Devices**

Cellular phones, hand-held games, MP3 players, personal stereos and all other types of communication devices are to remain turned off in the classrooms. If disruptive in the classroom, or in any commons area, the device will be confiscated for the remainder of the day. A second violation will require that the student's parent or guardian pick up the item at school. Use of items is at teacher discretion. Students who bring these items to school do so at their own risk.

### **Use of Phones/Paying Fines and Fees**

Students are not allowed to make phone calls, ask for bus passes, or pay any fines or bills in the office during class time. These items may be taken care of before 7:20 a.m. and after 2:00 p.m., during break and during the student's lunch time. **These payment times pertain to all students, even those with early release/late arrival.**

### **Refund Policy for Student Fees**

Refunds for class fees must be requested by mid-term of the semester in which the class was originally scheduled. After mid-term, no refunds will be issued. Sports participation fee refunds must be requested within the sport season that was paid for. Payments may be refunded or you can have your fee applied to a later season within the same school year if applicable. **No refunds will be made from a prior year's payment.** Sports participation refunds will only be issued prior to the first regular season competition. No refunds will be issued for students who become ineligible due to grades or Code of Conduct infractions.

### **Laser Pointers, Skateboards, Water Projectile Systems, Pets**

Skates, rollerblades, and skateboards must be checked in at the office. Laser pointers, go-carts, squirt guns, and water balloons are not permitted on school grounds. The items will be returned to the student's parents. Pets must be taken away immediately.

### **Visitors**

Since Cedarcrest High School is a closed campus, only students enrolled at Cedarcrest are permitted on the campus during school hours. Prospective students may arrange a tour of the campus through the counseling center and must be accompanied by a parent or guardian. All outside visitors must check in at the main office and, with an administrator's permission, be issued a visitor's pass. **Students are not allowed to bring guests to CHS during a regular school day.**

### **Gambling**

Any form of gambling is prohibited.

### **Cafeteria**

Students are responsible for clearing their refuse after eating/drinking in the commons and courtyard area. Failure to do so will result in detention and/or loss of cafeteria privileges. Food is to be eaten only in the commons and courtyard (outside) areas.

### **Campus Procedures and School Boundaries**

The following areas are off limits to Cedarcrest students during the school day: 150<sup>th</sup> NE and adjacent property, the student parking lot area, multi-age campus, the athletic fields and forested areas. Cedarcrest High School is a closed campus during the scheduled school day with these exceptions:

1. If it becomes necessary for a student to leave campus during the school day, the student must check out through the attendance office.
2. Students are not allowed to be in any of the parking lots during the school day except when arriving and departing.
3. All school rules will apply while students are on any Riverview School District property, adjacent properties\* to Cedarcrest, or at a Riverview School District activity (\*Line of sight).

**Students caught in restricted areas will be subject to a search of their possessions.**

### **Advisory Period**

Advisory period is a required activity for all students, depending on schedule. It is a time for disseminating information, meeting with clubs, teams, special interest groups, attending assemblies, and completing advisory activities.

### **LRC Policy**

The LRC serves the student body and staff of CHS. ASB or Student ID cards **will be required** to check out LRC materials or textbooks. All fines and overdue books must be cleared before additional LRC materials will be checked out to any student. Each student will be allowed to print up to 50 pages a year at no cost. After the 50 free pages have been used up, they will need to pay \$1.00 to purchase additional blocks of 50 pages for their printing needs. A pass from the student's teacher or advisor is required to come to the LRC on a drop-in basis. **Students must sign in upon arrival and out upon leaving the LRC.** Teachers who reserve the LRC will have first priority on all resources for their students. Non-instructional use of computers (e-mails) will be allowed only before and after school, or at lunch if no class has reserved the resources. Instructional use will always have priority. Teachers may send only two students per class to the LRC during Advisory. Only four students are allowed per table and no food or drink is allowed in the LRC. Students utilizing the LRC will be required to conduct themselves so as not to disturb the ability of others to concentrate.

### **Cheating/Forgery/Plagiarism/Internet Abuse**

Cedarcrest High School adheres to a philosophy of promoting honest and ethical behavior among its students. Cheating, forging or plagiarizing work is unacceptable. Students who allow their work to be copied will also be disciplined. Students caught cheating, forging or plagiarizing will receive a zero on that assignment. A second offense in the same class will result in a failing grade for that class.

### **Parking**

Student parking and driving is a privilege. No school day parking is allowed on 150<sup>th</sup> Street in accordance with the City of Duvall ordinance. Carelessness and/or violating basic driving rules on campus or in adjacent neighborhood areas will result in disciplinary action and loss of campus parking privileges. Cedarcrest High School will not be responsible for vandalism to vehicles on campus or to vehicles that are hit because of student negligence. Students parking on school grounds will do so at their own risk. Students requesting to park on school grounds will:

1. Provide proof of vehicle insurance
2. Provide copy of valid driver's license
3. Register their car(s)
4. Identify vehicle registration by displaying a school parking permit.
5. No vehicles are allowed to park on campus without a parking permit.

### **Reckless Driving: (police will be notified)**

1<sup>st</sup> violation will result in one-week suspension from driving on campus  
2<sup>nd</sup> violation will result in a three-week suspension from driving on campus  
3<sup>rd</sup> violation will result in a nine-week suspension from driving on campus

### **Parking Citation**

Parking citations will be issued to students who are parked illegally. All parking tickets and fines must be paid in full at the end of each semester. Students with outstanding fees or fines may not apply for a parking permit, participate in school athletics, activities, or compete in school-sponsored events. At the end of the semester report cards will be withheld and checkout procedures denied. **Cars parked anywhere on the CHS campus without a current parking permit will be towed at owner's expense.**

### **Medication**

Any student who needs to take over the counter or prescription medication at school must call the CHS health room (attendance) or the District nurse for prior approval.

### **Computer/Internet Usage**

All students and staff are required to have a Computer Use Agreement form on file with the Building Technology Coordinator before they are

allowed to access the network. Students under the age of eighteen (18) must have the forms signed by their parent/guardian. Students eighteen (18) or over may sign their own form. These forms are completed upon entering CHS and remain valid, unless serious violation of the agreement occurs, until the student graduates. Students and staff must remember that the computers and internet access have been provided to advance the educational mission of the District. Students or staff violating the terms specified in the agreement form may face disciplinary action as well as restriction of access. [P2030-4] RSD Policy/Procedures

**Transcript Evaluation for Transfer Students**

Students transferring to Cedarcrest High School who previously attended a school that utilized a different credit system will have the number of credits required for graduation adjusted to ensure equity in credit requirements between the two schools.

**Transfer Credit**

Only credit earned from a nationally accredited institution will be accepted and posted on Cedarcrest High School transcripts. All *OFFICIAL* transcripts must be submitted to the CHS counseling center by June 1 for those credits to be posted for that school year. This is *extremely important* for seniors wishing to participate in the graduation ceremony.

**Add/Drop Procedure for Class Changes**

Schedule changes are made only for the following reasons:

- Improper placement
- Access to courses needed to graduate on time
- Counselors reserve the right to change schedules in order to balance class sizes.

Students at CHS are given the freedom and responsibility to choose specific class periods and teachers during the spring registration process. Students may need to prioritize course requests should a registration conflict arise. If students wish to change a class for a reason listed above, students must make an appointment with their counselor *within the first five days of the course*. At any time during the year, changing a class for reasons other than the above stated will result in an “F” on the student’s transcript.

**Late Arrival/Early Dismissal**

Late Arrival and Early Dismissal are privileges reserved for students with senior standing who are on schedule to graduate with their class. Students are encouraged to take a full schedule at Cedarcrest High School each term. Students of senior standing are permitted to take **either** Late Arrival or Early Dismissal. Students are responsible for consulting with their counselor to make sure that enough credits are being earned for graduation. **Students are not allowed to arrive early or stay late if not in class without prior permission from a teacher or administrator. Students are responsible for obtaining all information given during announcements and advisory period. Students can obtain this information on the CHS Website.**

**Grading**

Cedarcrest High School Utilizes a standardized grading scale for all classes. The grading scale is as follows:

Letter Grade	Scale	Transcript
A	100-93.00	4.0
A-	92.99-90	3.7
B+	89.99-87	3.3
B	86.99-83	3.0
B-	82.99-80	2.7
C+	79.99-77	2.3
C	76.99-73	2.0
C-	72.99-70	1.7
D+	69.99-67	1.3
D	66.99-63	1.0
F	62.99-0	

**Honors Program**

CHS offers an honors recognition program for students who complete a minimum of 5 of the offered year-long honors or AP courses during their high school career with a grade of “B” or better in each course. Semester grades from a year-long class will be averaged. Students who meet the standard for Honors at Graduation and complete an application in the counseling center will be awarded a special recognition on their diploma.

**Honor Roll**

The Honor Roll is published each semester to recognize students earning a 3.5 GPA or above. In order to be eligible for the honor roll, a student must be enrolled in at least 5 classes.

## Academic Letter

The academic letter is intended to honor and recognize students who have achieved academic skills of the highest standards, to provide a uniform method to recognize academically motivated students, and to provide an additional procedure, over and above honor roll recognition, for recognizing excellent student academic achievement.

### Eligibility Requirements:

- A. Student must be of sophomore status.
- B. Students must have maintained a 3.7 cumulative GPA for all subjects taken during high school according to their transcript at the end of each academic year. Students will be notified of the GPA eligibility for the academic letter by the principal or designee.
- C. All eligible students must take a full schedule (six classes per term) and earn a minimum of five credits during the academic year.
- D. Students must be enrolled as a full-time Cedarcrest student to qualify for an academic letter. Exceptions to this policy are limited to WaNIC students who split time between a WaNIC program and Cedarcrest.

### Letter Style:

The letter shall be the same as the athletic letter and the symbol shall distinctly reflect excellent academic achievement.

### Awarding the Letter:

Students shall be awarded the academic letter after meeting the eligibility requirements at the end of the first semester each year following the posting of grades.

## Valedictorian and Salutatorian Honors

Valedictorian honors are awarded to the graduating Cedarcrest senior with the highest cumulative grade point average. Salutatorian honors are awarded to the graduating Cedarcrest senior with the second highest cumulative grade point average. In the case of a tie, students with equivalent grade point averages will all be recognized. The GPA used to determine the valedictorian and salutatorian will be the cumulative GPA that appears on the transcript at the end of the 1st term during the senior year. The GPAs will be carried out to the thousandth place for comparison. Modified grade classes are not counted toward the GPA to qualify for honors.

## Commencement Ceremony

All fines must be paid before a graduating student will be allowed to participate in the graduation commencement ceremony. Students must be in good standing in regard to meeting all graduation requirements and discipline in order to participate in the graduation commencement.

## School Dance Policy

Dances will be chaperoned by parents of CHS students and Riverview School District staff members only. Students who wish to bring a guest from another school must obtain a "Dance Guest Request Form" from the office. This form must be completed and turned in to the office by 3:00 p.m. the Wednesday before the event.

Homecoming/Tolo/Spirit Dance: Students and their guests must be of high school age (grade 9 through 12) and under 21 years of age to attend.

Prom: Students and their guests must be of junior or senior standing in high school and/or under 21 years of age. No exceptions to this policy will be made.

Once the students enter the dance facility they are not allowed to leave and enter again. Dress for formal dances should be classic (Tuxedos or coat and tie for boys, gowns for girls) and not overly revealing. Dress for informal or theme dances must meet school dress code.

School rules regarding student behavior, use of tobacco, alcohol and illegal drugs will be upheld at dances. Sexually suggestive dances, gestures and physical contact are prohibited.

The following guidelines will be enforced:

- *All Dancers need to face their partner*
- *Keep both feet near the floor. No sitting or lying down on the dance floor.*
- *No bumping or grinding with your partner*
- *Hand placement on your partner must be appropriate for a school setting.*
- *There must be space between partners.*
- *No freak dancing or "moshing" on the dance floor.*
- *Any other behaviors deemed to be inappropriate by the chaperones will be stopped.*

Students who engage in such behavior will be asked to leave the dance. Any student who is asked to leave the dance will not be entitled to a



refund. The administration has the right and responsibility to deny entrance at the door and any students choosing to ignore any rules shall be asked to leave the dance. Students who are truant from school on the Friday before a dance are not allowed to attend an event the following Saturday.

### **Extracurricular Activities and Games**

Students must have their ASB card with them in order to get into events with the ASB discount. Students are not allowed to leave the event and return.

### **Transcripts**

Official transcripts are available through the counseling office. Processing of a transcript takes 2 school days. Seniors requesting transcripts will receive the first six (6) at no charge. Additional transcripts will be available at a cost of \$4.00 for each transcript.

### **Parent Concern Guidelines**

#### **Step I**

Contact the teacher if it is a situation regarding the instruction of a student.

#### **Step II**

Contact the building principal with concerns/questions that have not been resolved at the teacher level. If questions and concerns are general in nature, it is appropriate to contact the principal directly.

#### **Step III**

If concerns/questions are not addressed adequately at the building level, the Superintendent or designee is the next contact source

#### **Step IV**

Concerns of a general nature that have not been adequately addressed by the Superintendent's office, may be directed to the Board of Directors in writing, through the Superintendent's office. Questions and/or concerns about these guidelines, can be directed to the Superintendent's office at 425-844-4504.

# 2014-2015 Regular Schedule

Period	Monday	Tuesday (block)	Wednesday (block)	Thursday (block)	Friday
Period 1	1	1	1	(1) omit	1
Period 2	2	2	(2) omit	2	2
Period 3	3	(3) omit	3	3	3
Period 4	4-lunch	4-lunch	4-lunch	(4) omit	4-lunch
Period 5	5	5	(5) omit	5 - lunch	5
Period 6	6	(6) omit	6	6	6

## Monday and Friday

1<sup>st</sup> Period 7:20-8:20  
 Break 8:20-8:30  
 2<sup>nd</sup> Period 8:30-9:25  
 3<sup>rd</sup> Period 9:30-10:25  
 4<sup>th</sup> Period 10:30-11:55  
     1<sup>st</sup> Lunch 10:30-11:00 Class 11:00-11:55  
     Class 10:30-11:25 2<sup>nd</sup> lunch 11:30-12:00  
 5<sup>th</sup> Period 12:00-12:55  
 6<sup>th</sup> Period 1:00-2:00

## Pep Assembly Schedule

1<sup>st</sup> Period 7:20-8:10  
 Break 8:10-8:20  
 2<sup>nd</sup> Period 8:20-9:10  
 3<sup>rd</sup> Period 9:15-10:05  
 4<sup>th</sup> Period 10:10-11:30  
     1<sup>st</sup> Lunch 10:10-10:40 Class 10:40-11:30  
     Class 10:10-11:00 2<sup>nd</sup> Lunch 11:00-11:30  
 5<sup>th</sup> Period 11:35-12:25  
 6<sup>th</sup> Period 12:30-1:25  
 Assembly 1:30-2:00

## 1 Hour Late Arrival – 6 Periods

1<sup>st</sup> Period 8:20-9:10  
 2<sup>nd</sup> Period 9:15-10:02  
 3<sup>rd</sup> Period 10:07-10:54  
 4<sup>th</sup> Period 10:59-12:16  
     1<sup>st</sup> Lunch 10:59-11:29 Class 11:29-12:16  
     Class 10:59-11:46 2<sup>nd</sup> Lunch 11:51-12:21  
 5<sup>th</sup> Period 12:21-1:08  
 6<sup>th</sup> Period 1:13-2:00

## 2 Hour Late Arrival – 6 Periods

1<sup>st</sup> Period 9:20-10:00  
 2<sup>nd</sup> Period 10:05-10:42  
 3<sup>rd</sup> Period 10:47-11:54  
     1<sup>st</sup> Lunch 10:42-11:12 Class 11:17-11:54  
     Class 10:47-11:24 2<sup>nd</sup> Lunch 11:29-11:59  
 4<sup>th</sup> Period 11:59-12:36  
 5<sup>th</sup> Period 12:41-1:18  
 6<sup>th</sup> Period 1:23 to 2:00

## Tuesday (Blocks 1,2,4,5) Wednesday (Blocks 1,3,4,6) Thursday (Blocks 2,3,5,6)

1<sup>st</sup> Period 7:20-8:40  
 Advisory 8:45-9:05  
 Break 9:05-9:15  
 2<sup>nd</sup> Block 9:15-10:35  
 3<sup>rd</sup> Block 10:40-12:30  
     1<sup>st</sup> Lunch 10:40-11:10 Class 11:10-12:30  
     Class 10:40-12:00 2<sup>nd</sup> Lunch 12:05-12:35  
 4<sup>th</sup> Block 12:35-2:00

## Early Release Schedule – without lunch

1<sup>st</sup> Period 7:20-7:55  
 2<sup>nd</sup> Period 8:00-8:31  
 3<sup>rd</sup> Period 8:36-9:07  
 4<sup>th</sup> Period 9:12-9:43  
 5<sup>th</sup> Period 9:48-10:19  
 6<sup>th</sup> Period 10:24-10:55

## Early Release Schedule – with lunch

1<sup>st</sup> Period 7:20-8:05  
 2<sup>nd</sup> Period 8:10-8:52  
 3<sup>rd</sup> Period 8:57-9:39  
 4<sup>th</sup> Period 9:44-10:26  
 5<sup>th</sup> Period 10:26-11:43  
     1<sup>st</sup> Lunch 10:26-10:56 Class 11:01-11:43  
     Class 10:31-11:13 2<sup>nd</sup> lunch 11:13-12:43  
 6<sup>th</sup> Period 11:48-12:30

## 1 Hour Late Arrival – 4 Blocks

1<sup>st</sup> Block 8:20-9:34  
 2<sup>nd</sup> Block 9:39-10:53  
 3<sup>rd</sup> Block 10:58-12:41  
     1<sup>st</sup> Lunch 10:58-11:28 Class 11:28-12:41  
     Class 10:58-12:11 2<sup>nd</sup> Lunch 12:16-12:41  
 4<sup>th</sup> Block 12:46-2:00

## 2 Hour Late Arrival – 4 Blocks

1<sup>st</sup> Block 9:20-10:20  
 2<sup>nd</sup> Block 10:25-11:23  
 3<sup>rd</sup> Block 11:28-1:01  
     1<sup>st</sup> Lunch 11:25-11:58 Class 11:58-12:56  
     Class 11:28-12:26 2<sup>nd</sup> Lunch 12:31-1:01  
 4<sup>th</sup> Block 1:01-2:00

**RIVERVIEW SCHOOL DISTRICT  
ACTIVITY CODE OF CONDUCT  
CEDARCREST HIGH SCHOOL**

Activities are planned and organized to ensure equal learning opportunities for all participants. Emphasis is placed on sportsmanship, teamwork, skill development, respect, responsibility, and effort. Our goal is to have participants leave our programs as responsible citizens who are able to work with others, give their best effort and to be resilient in a changing world.

**I. ACTIVITIES**

The Riverview School District (RSD) Activity Code of Conduct programs are completely voluntary. Students/athletes elect to participate and must accept the responsibilities that accompany that privilege. In addition to the rules governing the activities outlined in this contract, every student/athlete must abide by the RSD Board Student Conduct/Discipline Policy #3100. An activity season shall be determined by the Washington Interscholastic Activities Association (WIAA) season calendar for each specific activity. The following RSD activities are covered by this code:

FALL	WINTER	SPRING	OTHER
Cross Country	Boys Basketball	Baseball	*Band(s)
Football	Girls Basketball	Fastpitch	Cheer
Girls Soccer	Wrestling	Girls Golf	*Choir(s)
Volleyball		Boys Golf	Drill/Dance
		Track and Field	Color Guard
		Boys Soccer	*ASB
			*Clubs

\*The RSD Activity Code of Conduct will be in effect for these activities only if in competition with other Washington Interscholastic Activities Association (WIAA) members in WIAA sanctioned activities and will not be required to have a medical evaluation report. In addition to this policy, prior to the first day of practice each participant of the above named activities will have the "Activities/Athletic Clearance Information Folder" on file with the Athletic Director. Club/Team rules will support this document.

**II. STUDENT/ATHLETE ATTENDANCE AND BEHAVIOR**

1. A student/athlete must be in school for the entire school day that she/he is enrolled in order to participate in an activity, competition or practice that day. Exceptions may be granted for excuses such as medical, dental, court appearances, family emergencies, pre-excused school related activities, or any other circumstance the Athletic Director or Administrator deems appropriate. **The Athletic Director or Administrator must approve any exception and should be notified prior to the absence.** Students/athletes on suspensions may not practice or engage in an activity.
2. At the high school level truancy is defined as any amount of time away from class without proper authorization.

3. If a student/athlete is absent the last school day of the week, and the next competition is on a non-school day, the parent/guardian must call the school and notify the Athletic Director or Administrator to explain the absence or the student/athlete will not be allowed to participate.
4. Behavior violations requiring administrative actions are established in the RSD Board Student Conduct/Disciplinary Policy #3100. Violations will be addressed using standard school discipline. Advisors and Coaches will also be notified.
5. Advisors and Coaches set individual and team expectations. Failure to adhere to these expectations or a lack of respect toward self or others could result in suspension or dismissal from the activity. Further, no individual or team expectations can supersede the RSD Activity Code of Conduct.

**III. GENERAL REGULATIONS**

1. Washington Interscholastic Activities Association rules apply in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, and in use of school equipment.
2. Letters and Awards will be based on individual team criteria.
3. An athlete who has been injured and has received medical treatment cannot participate until a signed release from a health care provider is presented to the Athletic Trainer or Athletic Director. The release form will be kept on file by the Athletic Department.
4. Participants are responsible for any school-owned property checked out to the individual. The replacement for loss or repair of this property due to misuse or negligence will be the responsibility of the participant and her/his parent/guardian.
5. Participants are expected to attend all scheduled practices, meetings, contests and performances whether or not school is in session.
6. Participants must travel on school transportation to and from contests or performances away from the RSD when transportation is provided by the school, unless prior approval is granted by the Advisor or Coach.

**IV. ACADEMIC STANDARDS (as applied to a Cedarcrest High School student/athlete)**

1. The student/athlete must have passed all classes that she/he was enrolled in during the previous semester. Incoming 9<sup>th</sup> graders must have passed all of their classes at the conclusion of their 8<sup>th</sup> grade year in order to be eligible for Fall activities and sports. Failure to do so means the student/athlete will be able to practice but not compete for 5 school weeks. Probation begins on the first academic week of the school year. WIAA rule states that a full week must be a minimum of 3 days. If after 5 weeks, the student/athlete is not passing all classes, she/he shall be ineligible for the remainder of the season. A student/athlete who retakes and passes a failed class during summer school will have eligibility reinstated at the start of the Fall season. 2. To maintain eligibility, the student/athlete must be earning passing grades in all classes. Participants' grades will be checked weekly by the Athletic Director.

- a. If at any time a participant is not earning a passing grade, the participant will be allowed to practice and participate in interscholastic competition for a two week probationary period.
- b. If at the end of a two week grade check the participant is not passing all classes; the participant will be allowed to practice but not participate in interscholastic competition for two weeks.
- c. If at the end of a four week grade check the participant is not passing all classes, the participant will be removed from the team. Any participant who is placed on the non-participate list twice for the same class during a season, will be removed from the team.

**V. ALCOHOL; CONTROLLED SUBSTANCES; ILLEGAL USE OF LEGEND DRUGS; AND TOBACCO (CONSUMPTION, POSSESSION, TRAFFICKING, USE, ETC.)**

This section of the code applies 24 hours a day throughout the season. When student/athletes are off campus where illegal use of alcohol, a controlled substance, and/or drugs is occurring, participants who do not leave the situation immediately are in violation of the RSD Activity Code of Conduct policy. Should a violation occur at a RSD facility or at a school-approved activity off-campus, the standard school discipline sanction will also be invoked. Offenses under this category will be cumulative throughout the student/athlete's RSD career.

**Alcohol, Drugs, Paraphernalia and Illegal use of Legend Drugs (drugs that are legal only through prescription)**

1<sup>st</sup> offense: Student/athlete will be excluded from practice and competition for 60 participation days. This can be reduced to 20 participation days if a student/athlete participates, at the parent/guardian and or student/athletes own expense, in a school-approved assessment program and follow the recommendations of the assessment. (A participation day is defined as a day in which a team has a regularly scheduled practice or competition.)

2<sup>nd</sup> offense: Any second code violation will result in the student/athlete being suspended from participation for one calendar year from the date that the Administration validates it to be a code violation. (A participation day is defined as a day in which a team has a regularly scheduled practice or competition.)

3<sup>rd</sup> offense: A third code violation by a current sixth, seventh or eighth grader will result in loss of eligibility for the remainder of the student/athlete's middle school career and through her/his ninth grade year. Any subsequent violation will result in the loss of eligibility for the remainder of the student/athlete's high school career. A third code violation by a current high school student/athlete will result in exclusion from participation in all activities covered by this code for the remainder of her/his high school career. (A participation day is defined as a day in which a team has a regularly scheduled practice or competition.)

**Tobacco**

1<sup>st</sup> offense: Student/athlete may not practice or compete for 10 participation days from the day of the violation. (A

participation day is defined as a day in which a team has a regularly scheduled practice or competition.)  
 2<sup>nd</sup> offense: Student/athlete may not practice or compete for 60 participation days. This can be reduced from 60 to 20 participation days if the student/athlete enrolls and completes a school-approved tobacco education class. (A participation day is defined as a day in which a team has a regularly scheduled practice or competition.)

**VI. ATHLETIC PARTICIPATION CLEARANCE REQUIREMENTS**

The following check list is provided to assist student/athletes in meeting the requirements to participate in any activity.

The following must be on file in the athletic office:

- o Completed and signed Athletic Clearance Information Packet
- o Completed Physical Examination Form
- o Purchased ASB card
- o Paid Participation Fee and all fines cleared
- o Read and signed Concussion Information Sheet
- o Completed and signed Emergency Information Card including insurance documentation and RSD Activity Code of Conduct understanding and agreement

**VII. GRIEVANCE/APEAL PROCEDURES/DUE PROCESS**

Student/athletes and/or parents/guardians who have a concern with any facet of the RSD Activity Code of Conduct must follow these procedures:

1. The student/athlete should first contact the Advisor or Coach to discuss the situation. Face to face communication during regular school hours is always the preferred method.
2. If resolution is not found, parent/guardian should contact the Advisor or Coach to discuss the situation.
3. If necessary, following discussion with the Advisor or Coach, parent/guardian should contact the Athletic Director or the ASB Advisor to discuss the situation.
4. If you feel aggrieved after completing the above actions (steps 1 through 3), you may request an informal conference with the Principal for the purpose of resolving the grievance. If you are not satisfied with the building level conference outcome, you may, upon two (2) school business days' prior notice, present your written and/or oral grievance to the District Hearing Officer.
5. If the grievance is not resolved with the District Hearing Officer, the parent/guardian and student/athlete, upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to the Board of Directors during the Board's next regular meeting. A closed meeting may be held for the purpose of considering the grievance. The Board shall notify the student/athlete, parent/guardian of its response to the grievance within ten (10) school business days after the date of the meeting. Please note above decisions made by district personnel (Advisor, Coach, Athletic Director, Principal and District Hearing Officer) shall continue notwithstanding implementation of the grievance procedure unless the Principal or designee elects to postpone such action.

Revised: May 28, 2010

# CEDARCREST HIGH SCHOOL SANCTION RANGE CHART

*NOTE: The administration reserves the right to by-pass one or more steps, depending upon the severity of the offense.*

Misconduct*	Verbal Warning	Detention	In-School Susp. (ISS)	Short-Term Susp. (1-15) #	Long-Term Susp. (16-90)	Expulsion
Cheating/Forgery		X	X	X	X	X
Defiance of School Authority		X	X	X	X	X
Disruptive/Disrespectful Behavior and/or Conduct		X	X	X	X	X
Disruptive Dress	X	X	X	X	X	X
Fighting+			X+	X+	X+	X+
Inciting a Fight	First Second Third			X X X	X X X	X X X
Off Campus w/o Permission		X	X	X	X	X
Possession and/or Use of Tobacco Product+	First Second Third Fourth		X	X+	X+	X+
Profanity/Obscene Gestures or Material		X	X	X	X	X
Public Display of Affection	X	X	X	X	X	X
Refusal to Identify Self		X	X	X	X	X
Repeated Violations				X	X	X
Tardies	Teachers have 3 options for dealing with tardies: Policy #1 – Each three tardies, the student’s grade will be dropped one level, i.e. from an A to A-, or B+ to B Policy #2 – After three tardies, the student will have to make up one hour of time with the teacher. Failure to do so will result in a drop in grade level according to Policy #1 Policy #3 – Tardies will result in a loss of participation points. These points can <u>not</u> be made up.					
Truancy (un-excused absences)	First Second Third Fourth	X	X	X		
<i>Refer to administration for progressive discipline (BECCA, suspension)</i>						

The Riverview School Board recognizes and accepts the serious nature and potential harm to individual students and the significant disruption of the educational process for the following acts. Additionally, the ad hoc citizens’ committee recommends long-term suspension sanctions for the following exceptional misconduct. For any violations deemed exceptional misconduct, students are subject to emergency expulsion.

Exceptional Misconduct+	Verbal Warning	Detention	In-School Susp.	Short-Term Susp. (1-15) #	Long-Term Susp. (16-90)	Expulsion
Theft				X	X	X
Criminal/Illegal acts (arson, assault, battery)				X	X	X
Weapons						X
Defacing/Destruction of Property***			X	X	X	X
Extortion, Coercion, Threats				X	X	X
Gambling			X	X	X	X
Harassment/Hazing(Racial/Sexual/Verbal)				X	X	X
Possession and/or use of drugs/paraphernalia/alcohol+					X** X	X
Reckless Driving	<i>Suspend parking privileges and report to police.</i>					
Sale or Delivery of Illegal Substances or Paraphernalia						X

FOR SPECIAL EDUCATION STUDENTS, CONSIDERATION OF THE STUDENT’S HANDICAPPING CONDITION AND/OR IEP WILL BE PART OF THE SANCTION PROCESS INCLUDING CONSULTATION OF THE MDT FOR LONG-TERM SUSPENSION OR EXPULSION.

\*Chronic offenders of discipline standards will be subject to severe sanctions including suspension for remainder of term and/or expulsion.

\*\*If parent and student consent to a school-approved assessment/treatment program at student/parent expense, suspension would be reduced to a 10-day home suspension.

\*\*\*Restitution made for damage.

+Misconduct may be reported to local police.

# Short term suspension will not extend for longer than 10 consecutive days for any single offense.

Revised June 13, 2007

# CEDARCREST HIGH SCHOOL 2014-2015 CALENDAR

- Calendar Key**
- K-12 Non-Student Day
  - / K-12 90 minute Early Release
  - \ Cedarcrest Early Release; no lunch
  - Cedarcrest Mid-week 6 period days

**Significant Dates**

Sept.	1	Labor Day—No school
Sept.	2	First Day of School
Sept.	12	1/2 Day
Sept.	19	1/2 Day
Sept.	27	1/2 Day
Oct.	3	1/2 Day
Oct.	10	No School - Teacher Day
Oct.	17	1/2 Day
Oct.	24	No School - Teacher Day
Oct.	31	1/2 Day
Nov.	7	1/2 Day
Nov.	5	End of 1st Quarter
Nov.	11	Veterans' Day No school
Nov.	26	9-12 Conf. 1/2 Day - no lunch
Nov.	27-28	Thanksgiving No School
Dec.	5	1/2 Day
Dec.	12	1/2 Day
Dec.	19	1/2 Day
Dec.	22-31	Winter Break No school
Jan.	1-2	Winter Break No School
Jan.	9	1/2 Day
Jan.	16	1/2 Day
Jan.	19	M.L. King Day No school
Jan.	29	End of Semester
Jan.	30	No School-Teacher Day
Feb.	9	1/2 Day
Feb.	13-17	Mid-Winter Break
Feb.	27	1/2 Day
March	6	1/2 Day
March	13	1/2 Day
March	20	1/2 Day
March	27	1/2 Day - no lunch
April	3	1/2 Day
April	10	1/2 Day
April	13-17	Spring Break No school
April	24	1/2 Day
May	1	1/2 Day
May	8	1/2 Day
May	15	1/2 Day
May	22	1/2 Day
May	25	Memorial Day No school
June	5	1/2 Day
June	12	1/2 Day
June	15	1/2 Day - no lunch
June	18	Last Day of School

Weeks that have a day off on a Tuesday, Wednesday or Thursday are in bold print. These weeks will have 6 periods every day at Cedarcrest rather than a block schedule. These weeks are:  
The first week of school, the week starting Nov. 10, the week starting Nov. 24, and the week starting Feb. 16.

**September 2014**

S	M	T	W	T	F	S
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October 2014**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**November 2014**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**December 2014**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**January 2015**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**February 2015**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**March 2015**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April 2015**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

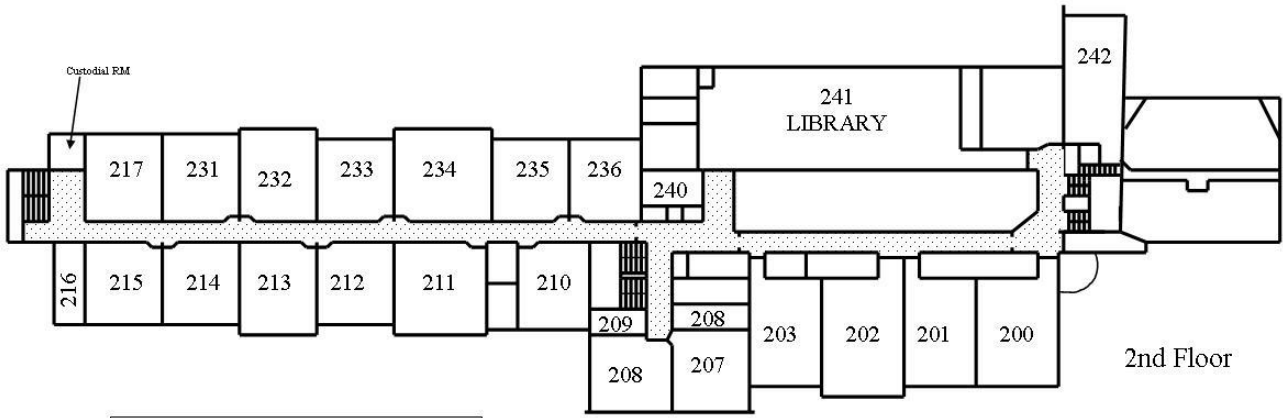
**May 2015**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

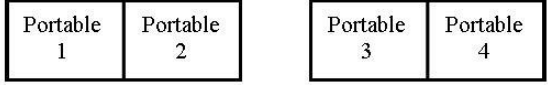
**June 2015**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

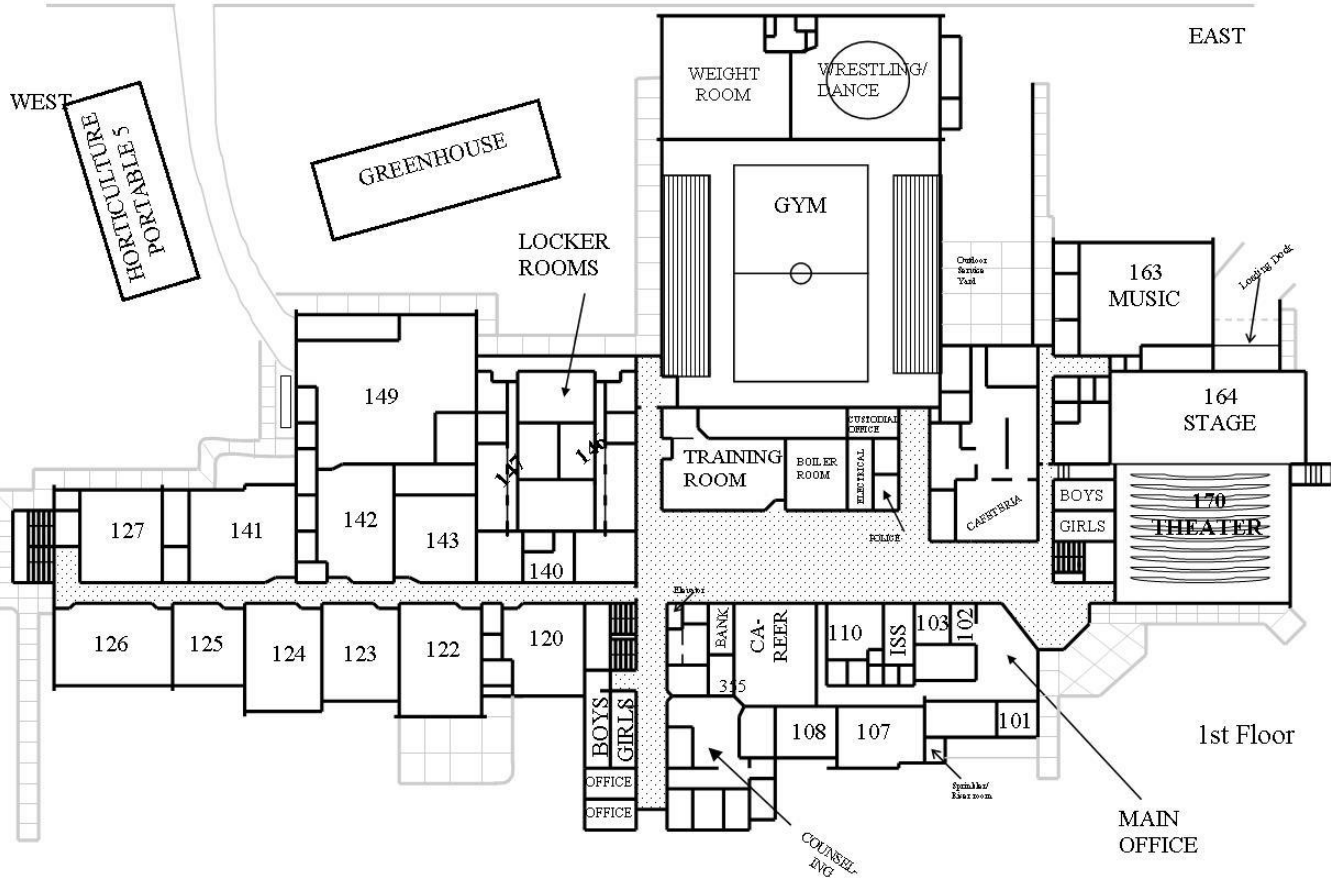
SOUTH



**Cedarcrest High School**



EAST



SOUTH

## **Student Responsibility Contract**

My advisor has reviewed with our advisory class the details of the 2014-2015 CHS Student Handbook including all attendance guidelines and the Activity Code of Conduct. Also, I have shared my handbook with my parents or guardians, who have read the school rules. I have had the opportunity to ask questions and to completely understand the contents.

I accept my responsibility for knowing the contents of this handbook and will be held accountable for following school rules.

Please sign and return to your advisor.

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Advisor name: \_\_\_\_\_