

Cashmere High School Welcomes You!!!

**Cashmere High School
329 Tigner Road
Cashmere, Washington 98815**

Phone 509.782.2914

Fax 509.782.2891

Website: <http://chs.cashmere.wednet.edu>

Home of the Bulldogs

School Colors - Orange and Black

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|----------------------------|--|
| Principal | - Mr. Craig MacKenzie |
| Vice Principal | - Mr. Scott Brown |
| Counselor | - Ms. Marcia Fall – Grades 11 and 12 |
| Counselor | - Mrs. Tera Semanko – Grades 9 and 10 |
| Vocational Director | - Mr. Chris Cloakey |
| Athletic Director | - Mr. Jeff Carlson |
| Support Staff: | |
| | - Mrs. Angie Landes, Secretary - ASB Monies |
| | - Mrs. Mayra Capi, Secretary- Athletic/Hot Lunch |
| | - Mrs. Sandy Griesse, Secretary- Attendance |
| | - Mrs. Nicole Niederstadt, Secretary- Career/Counseling |
| | - Mrs. Amber Varrelman - District Nurse |
| | - Mrs. Adriana Castro - Nurse Assistant |

**Custodians: Ms. Randi Belcher, Mr. Rob Dennis, Mr. Scott Hensley,
Mr. Tim Miller**

Music Parapro: Mrs. Shelly Worley

**Resource Parapros: Mr. Ian Irelan, Mrs. Jill Michael, Mrs. Becky Nick,
Mrs. Bridget Sears and Mr. Tyler Theiss**

**2022-2023 CASHMERE HIGH SCHOOL
A.S.B. & CLASS OFFICERS**

A.S.B. OFFICERS

President - JJ Groner
Vice President - Jackson Donald
Secretary - Micah Guerin
Treasurer - Alayna Groce

Senior Class Officers

"The Class of 2023"

President - Maddie Hammond
Vice President - Kaitlyn Bjorlund
Secretary - Cameron Phillips
Treasurer - Zoe Brown

Junior Class Officers

"The Class of 2024"

President - Reece Westlund
Vice President - Raquel Pedraza
Secretary - Maison Sims
Treasurer - Kaden Miller
Prom Chair - Max Hart

Advisors: Mrs. Blomquist
Mr. K. Boyd
Mr. Smith

Advisors: Mrs. Gubsch
Mr. Kenoyer
Mrs. Swanson

Sophomore Class Officers

"The Class of 2025"

President - Seth Martin
Vice President - Eliot McLeod
Secretary - Ginny Pruitt
Treasurer - Sophia Hill

Freshman Class Officers

"The Class of 2026"

President - TBD
Vice President - TBD
Secretary - TBD
Treasurer - TBD

Advisors: Mr. D. Boyd
Mrs. Carlson

Advisors:

“The aim of education is the knowledge, not of facts, but of values.” –William S. Burroughs
What do you stand for?

FACULTY

Mrs. Karin Blomquist	- Physical Education
Mr. Dylan Boyd	- Math
Mr. Keith Boyd	- Technology Related Education/Construction
Mr. Bryan Bremer	-Physical Education
Ms. Cathy Bronson	-Vocal Music
Mr. Kim Bullion	-Resource/Special Education
Mrs. Megan Carlson	-Math
Mr. Kent Chalmers	- Instrumental Music
Mr. Chris Cloakey	- Marketing/Business Ed. /Vocational Director
Mr. Rusty Finch	- Agriculture Education
Mrs. Karen Gemeinhart	- English
Mr. Andy Groce	- Social Studies/Leadership
Mrs. Susan Gubsch	- Spanish/Drama
Mr. Levi Heyen	- Physical Education
Mr. Brian James	- Math
Mr. Jeff Kenoyer	- Science
Mrs. Holly Kert	-Librarian/Yearbook
Mr. Trevor Kert	- Business Education
Ms. Karly Kingrey	-SAP
Mr. Patrick Loftus	-Math
Mr. Steve Mongeon	-Sports Medicine
Mr. Shawn Morrison	- English
Deputy Dom Mutch	-School Resource Officer
Mr. Jed Odenrider	- Agriculture Education
Mr. Alan Pace	-Art
Mrs. Angie Satterfield	- Resource/Special Education
Mrs. Rebecca Seidensticker	- ELL
Mr. Scott Simmons	-Science
Mrs. Fawnda Simonson	- Spanish
Mr. Steve Simonson	- Social Studies
Mr. Ted Smith	- English
Mrs. Rebecca Swanson	- Family Living & Consumer Science Education
Mr. Steele Sykes	- Social Studies
Mrs. Wendy Tankersly	-Resource/Special Education
Mr. Patrick Valeri	- Math

Clubs and Advisors

A.S.B.	-Mr. Groce	Cheerleaders	- Mrs. Osburn
DECA	- Mr. Cloakey	Drama	- Mrs. Gubsch
EQUITY	-Mr. Simmons	FCCLA	-Mrs. Swanson
FBLA	- Mr. Kert	FFA	- Mr. Odenrider & Mr. Finch
Honor Society	- Mr. Valeri	Key Club	- Mrs. Gemeinhart
Spanish Club	- Mrs. Simonson	TSA	- Mr. K. Boyd
Yearbook	-Mrs. Kert		

Athletic Teams and Head Coaches

Girls' Basketball	- Mr. Darnell	Cross Country	- Mr. Kenoyer
Baseball	- Mr. Loomis	Girls' Soccer	- Mr. Tronson
Boys' Basketball	- Mr. K. Boyd	Tennis	- Mr. Kert
Football	- Mr. Bremer	Wrestling	- Mr. Wheeler
Softball	- Mr. Mongeon	Volleyball	- Ms. Broadbent
Track	- Mr. Kenoyer	Cheerleading	- Mrs. Osburn
Boys' Soccer	- Mr. Flores		

Cheerleaders

Ivette Alvarado, Brianna Castro, Haley Herkenrath, Allyson Kitchel,
Sonia Lanuza, Raquel Pedraza, Grace Regan, Jasmine Romero,
Ashlee Smith, Naomi Valle, Esther Walkley, Reese Westlund, and Sydney
Young

ALMA MATER

Here's to dear ol' Cashmere	She stands for all that's noble
The one we tell you of	From nothing will she back
In honor and in glory	So here's to dear ol' Cashmere
No other is above.	The Orange and the Black.

CASHMERE HIGH SCHOOL

Daily Class Schedules

Regular Schedule

Block 1	8:00 - 9:30	1A 8:00 - 8:45 1B 8:50 - 9:35
Block 2	9:40 - 11:10	2A 9:40 - 10:25 2B 10:30 - 11:15
LUNCH 11:15 – 11:45		
Block 3	11:50 - 1:20	3A 11:50 – 12:35 3B 12:40 – 1:25
Block 4	1:30 - 3:00	4A 1:30 - 2:10 4B 2:15 - 3:00

ADVISORY SCHEDULE

Block 1	8:00- 9:25	1A	8:00 – 8:45
		1B	8:50 – 9:30

ADVISORY 9:35 – 9:55

Block 2	10:00 – 11:25	2A	10:00 – 10:45
		2B	10:50 - 11:30

LUNCH 11:30 – 12:00

Block 3	12:05 - 1:25	3A	12:05 - 12:45
		3B	12:50 - 1:30

Block 4	1:35 - 3:00	4A	1:35 - 2:15
		4B	2:20 - 3:00

PEP ASSEMBLY SCHEDULE

Block 1	8:00 - 9:25	1A	8:00 - 8:45
		1B	8:50 - 9:30

Block 2	9:35 – 11:00	2A	9:35 - 10:15
		2B	10:20 - 11:00

LUNCH 11:00 - 11:30

Block 3	11:35 - 1:00	3A	11:35 - 12:15
		3B	12:20 - 1:05

Block 4	1:10 - 2:35	4A	1:10 - 1:50
		4B	1:55 - 2:35

PEP ASSEMBLY: 2:40 - 3:00

LATE START SCHEDULE

Block 1	10:00 - 11:00	1A 10:00 – 10:30 1B 10:35 - 11:05
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Block 2	11:10 - 12:10	2A 11:10 - 11:40 2B 11:45 - 12:15
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Lunch 12:15 - 12:45

Block 3	12:50 - 1:50	3A 12:50 - 1:20 3B 1:25 - 1:55
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Block 4	2:00 - 3:00	4A 2:00 - 2:30 4B 2:35 - 3:00
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EXTENDED EVENT SCHEDULE

Block 1	8:00 - 9:15	1A 8:00 - 8:40 1B 8:45 - 9:20
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Extended Event 9:25 -10:10

Block 2	10:15 – 11:35	2A 10:15 – 10:55 2B 11:00 – 11:40
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Lunch 11:40 – 12:10

Block 3	12:15 – 1:35	3A 12:15– 12:55 3B 1:05 – 1:40
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Block 4	1:40 - 3:00	4A 1:40 - 2:20 4B 2:25 - 3:00
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A. S. B.

The Associated Student Body is comprised of all Cashmere High School students. Student government is formulated through the Associated Student Body.

A. S. B. cards will be sold for **\$30.00**. This card entitles the student admission to all home athletic contests (except playoff games) and reduced admission to away contests and other home events such as dances, plays, and music events. All students in A.S.B. sponsored activities are required to purchase and A.S.B. card. This includes band and choir. A.S.B. cards must be shown prior to admittance to any school sponsored event.

STUDENT COUNCIL

The student Council has a highly active role. Its purpose is to govern the students, and to serve as a meeting place between the student body and the staff where the students can assume as much of the responsibility of organizing their high school activities as is appropriate. It is the place where problems or questions arising from either the students or staff can be presented for discussion and consideration.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum (to be attended by all students) and as such are designated to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Assemblies will be during the regularly scheduled times during the school year. On these days an activity schedule will allow all periods to meet for a shorter time to provide for a separate assembly period.

SCHOOL DANCES

Dances sponsored by Cashmere High School are intended for the enjoyment of our high school students. Guest's need a written admittance pass to enter the dance and must be accompanied by a Cashmere High School student. The Cashmere High School student must obtain the guest pass from the administration office prior to 3:30 p.m. on the day **before** the dance. **GUESTS MUST BE IN GRADES 9-12 OR RECENT GRADUATES. NO 8th GRADE OR YOUNGER STUDENTS WILL BE ALLOWED TO ATTEND ANY SCHOOL DANCES.** Guest passes will not be issued to individuals who are TWENTY-ONE (21) years old or older.

After-game dances will end at 11:00 p.m. All students wishing to attend after-game dances must arrive within thirty (30) minutes of the start of the dance. If students or guests leave a dance early, they may not return to the dance and must leave the campus. Dancing must be face to face, no grinding. Parents of high school students are always welcome guest's at all school-sponsored dances.

BULLETINS AND ANNOUNCEMENTS

Announcements over the intercom system will be minimal to avoid classroom disruptions. If you wish to have an announcement made regarding school activities, you must have the announcement approved and initialed by the teacher or advisor responsible before you bring it to the office. Bulletin notices must be in by 3:30 the day before you wish them to be included in the daily bulletin.

SCHOOL STORE - "Mr. G's"

Many types of school supplies and snacks are available at the student store located in the community center. It is open daily during breaks and lunch.

LOCKERS

Upon enrollment and request a student is issued a locker. Students are expected to keep belongings in their own lockers. Please report locker problems to the office. The lockers are the property of the school district. School authorities have the right and obligation to check lockers for the safety, welfare and protection of students on school property. **The Chelan County Sheriff's Department will come through the school periodically with their drug dog to check lockers.** Lockers should be kept neat and clean. Locks are available and may be checked out through the office.

BUILDING HOURS

The school will be open to all students from 7:00 a.m. - 4:00 p.m. Students in the building other than these times must be under the direct supervision of a staff member. The main office will be open from 7:30 a.m. - 4 p.m. Appointments with administration and teachers may be made by contacting the office.

LOST AND FOUND

Students are urged to turn in all items found to the main office. Any clothing UNCLAIMED throughout the year is periodically given to charity. PLEASE check the lost and found box when missing any items.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money or expensive equipment to school. The school cannot be responsible for personal property.

EMERGENCY DRILLS/LOCKDOWN PROCEDURES

Lockdown procedures will be implemented if and when an emergency situation requires them. The specific response to this situation will depend on the type and location of the emergency. The critical requirement is that you follow staff directions exactly and immediately.

Emergency procedures are when the fire alarm sounds, all students and building staff will leave the building immediately in an organized fashion. A map is posted in each classroom which shows the exit path that is to be used. The staff member will exit with the class and instruct students to move to the designated safety area. Upon arrival in the safety area, the staff member will take roll. When the building is clear for re-entry, the administrators will ring the "all clear" bell to signal staff members and students to return to their instructional areas.

TELEPHONES

Office phones are for business use (excuses for absence, etc.) and not personal student use. Students may not use office phones unless there is an emergency.

VISITORS

Visitors are welcome, with permission. Student visitors must have permission two days in advance. No visitor is allowed on final exam days or two days before or after vacations. If the visitor incurs an absence at another school in the area, our administration must be contacted by the administration of the visitor's school prior to the guest pass being issued. **Don't embarrass your guest or yourself by bringing someone unannounced.** Visitors must register in the office and secure a pass. The student must accompany his or her guest throughout the day and will be responsible for his/her conduct. Present the pass to each teacher at the beginning of each period.

LUNCH PERIOD

Students are encouraged to participate in the hot lunch program. Students are to eat and drink on the lower level of the tiled area of the community center. Students are expected to clean up after themselves. **Students may not sit in vehicles during lunch or any other part of the school day. Freshmen are not allowed to leave campus at lunch.**

HALL/LIBRARY PASS

Students needing to leave the classroom must first secure permission from the teacher and sign in and out of their location. They must have a teacher issued hall/library pass with them.

SIGNS, POSTERS AND PRINTED HANDOUTS

Signs must be approved by the administration before they are posted. The individual or organization that sponsors the sign/signs that are posted is responsible for their removal when the event is past. Any student wishing to pass out printed handouts must have approval of the administration.

CAMPUS RESTRICTIONS

The high school campus is closed during school hours and students must stay on school grounds during that time. Students needing to leave campus during the day must have prior parental approval and complete an early dismissal pass. Students, grades 10-12, are permitted to leave the campus during their scheduled lunch period. Grades 10-12 students who are failing a class are also restricted to campus during their lunch period. Eating lunch off campus is a revocable privilege, if you are not back at school in time for class that privilege can be revoked. Students are not allowed to enter the student parking lot during class time or to loiter in and or around cars in the parking lot. **Freshmen** are **NOT ALLOWED** to leave campus or loiter in the parking lot at any time.

VOCATIONAL PROGRAMS

Cashmere High School offers a variety of vocational programs that provide students with the opportunity to acquire skills to seek immediate employment or continue their education. If you have questions regarding this program, see the vocational director or the career center for more information. If you take a vocational class you will be required to join the Student Leadership Organization affiliated with that class. (FFA, FCCLA, FBLA, DECA, etc...) This may require the payment of dues.

CAREER CENTER

The Cashmere High School Career Center is open to all students from 7:00 a.m. – 3:30 p.m. Students have access to their individual career/pathways portfolios where they can keep copies of their resume', cover letter, certificates, awards, test results, letters of recommendation and other important information. Students can also use many resources to gain information on careers and colleges. Catalogs are available for all two and four year colleges, and technical schools in the state as well as information on scholarships.

STUDENT SUPPORT

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any questions the student may feel they would like to discuss with the counselor. In addition our Student Assistance Professional (SAP) is available in the library to support any challenges you encounter in and out of school.

SCHEDULE CHANGES

Minimal schedule changes may be made because of class closures. If schedules must be changed, contact the counselor during the first week of the semester.

CHANGE OF ADDRESS

If there is a change of address, students should report this to the counseling office in order to have this change made on their registration card.

PERMANENT RECORDS

A permanent record will be kept for all students who attend school. The goal of record keeping is to place in the file of each student data and information which is as objective as possible. This record will consist of identifying information, attendance records, and documents pertinent to the school situation. All information maintained in students' files is reviewed periodically to assure relevancy and appropriateness. All dissemination, inspection, and review of the student's records will be in accordance with the requirements of the Family Education Rights and Privacy Act of 1974.

DIRECTORY INFORMATION

Directory information includes a student's name, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards and honors earned and the most recent previous education agency or institution attended by the student.

Cashmere High School would like to make clear to parents what type of information will be disseminated about their students to outside agencies without receiving prior approval from a parent of the student involved. As a parent, you have the right to refuse to permit the designation of any or all of the categories of personally identifiable information concerning your son or daughter.

If you have any questions concerning the procedures followed by the high school in safeguarding the privacy right of parents and student, please feel free to contact us.

ANNUAL NOTIFICATION REGARDING PARENTS' RIGHTS OF ACCESS TO STUDENT RECORDS

Each year parents and students are reminded of the student records policy of the Cashmere School District. Parents of students, or 18 year old students, who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel and parents may have copies of the records for the cost of copying. If parents or adult students believe something in the record is inaccurate or misleading, they may request that it be corrected or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing.

Record information will not be released to any person or agency without the written consent of parents. Nonetheless, it is the policy of this district to forward school records, without parent consent, to a school in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

GRADUATION REQUIREMENTS

Graduation requirements and course descriptions are spoken to in a separate publication entitled "Curriculum Guide of Classes Offered: A Guide for Students and Parents".

WITHDRAWAL FROM SCHOOL

Anyone who transfers from Cashmere High School during the year must have a parent conference with an administrator/counselor or bring a written request from parent or guardian before withdrawing. The request must include the date of withdrawal, the pupil's new address and, if possible, the name of the new school. The pupil must report to the office on the morning of the last day of attendance to be given a checkout slip and to be informed regarding proper checkout procedures. All books and materials loaned by the school must be returned and all fines/fees and bills settled before clearance can be made. Any questions pertaining to withdrawal from school should be directed to the counseling office.

ON-LINE GRADE BOOK PARENT ACCESS

Passwords will be mailed out to every student's family. Your student's grades and assignments are now on-line and updated weekly. You will know how they did on their latest tests, papers and be able to verify that they are turning in their homework. This is a wonderful tool for both parents and students to keep on top of things. If you are having trouble getting it to work, please contact Mrs. Niederstadt at 782-2914 or by email at nniederstadt@cashmere.wednet.edu.

PROGRESS REPORTS

It is important to keep open lines of communication with parents regarding student grades. In addition to the regular report card, progress reports may be given to students. The progress report may indicate a possible failure at the quarter or semester, or may indicate exceptional progress in class. Students and parents should be fully aware that it is entirely possible to receive a failing grade though no notice was sent. This can happen if a student's grade depends on the final projects, assignments, or tests.

Parents, students and teachers all share the responsibility for communication.

GRADING PROCEDURES

Final grades are issued at the end of each term. Teachers will identify in their individual policies the criteria used for determining grades. Participation will be used to determine grades in part or in whole for each course. Grading policies for each course will be discussed and posted in classrooms.

STUDENTS NOT MAKING SATISFACTORY ACADEMIC PROGRESS

The Cashmere School District is committed to providing a positive, nurturing learning environment. Each student is afforded an opportunity to find his or her path to academic success. In all cases, the Cashmere School District staff is committed to intervening on behalf of students. Staff will continue to communicate through student conferences, parent conferences, mid-term progress reports, quarterly grade reports and counseling sessions. Students in grades 10-12 who are failing a class will not be allowed to leave campus during their lunch period. Options for identifying and correcting academic and/or social deficiencies may be but are not restricted to:

- *Student/staff consultations
- *Parent/staff consultations
- *Written progress reports
- *Psychomotor assessment
- *Referral to ESD resources
- *Referral to drug-alcohol resources for assessment
- *Progressive discipline procedures and treatment
- *Volunteer tutor program

However, there are instances when individual students have difficulty learning the relationship between effort and achievement. There are those few times when a student simply refuses to make an effort toward graduation.

COMPUTER LAB

The computer lab in the library is open to all students who agree to conduct themselves in the following manner:

1. To treat other computer users in the lab with respect.
2. To use the equipment and materials available in the lab for their intended use only. Importing of games or programs from the outside is not allowed.
3. To report any malfunction of equipment in the lab to the technology coordinator. Any student caught defacing, or damaging hardware or deliberately sabotaging system software in any way, will be denied access to the computer lab and will be referred to the administration for discipline.
4. To have on file an Individual User Access Consent Form.

ACCEPTABLE COMPUTER USE GUIDELINES

The Board of Directors recognizes that Cashmere School District has implemented an electronic communication system (network) that will allow unprecedented opportunities for students and staff to communicate learn access and publish information. The Board believes that the resources available through this network and the skills that the student will develop in using it are of significant value in the learning process and student success in the future. With these new opportunities come responsibilities for the computer user. All use of the computer system must be in support of education and research and consistent with the mission of the district. Any student who wishes internet access must complete an Individual User Access Consent Form prior to use of school district computers for internet purposes.

IMMUNIZATIONS

All students must have an up-to-date immunization record to present upon entry to high school.

PRESCRIPTION AND NON-PERSCRIPTION MEDICATION

Absolutely NO medications are to be carried by students without permission from the school nurse. Any medication that needs to be dispensed during the school day needs a parent and physician permission form and must be turned into the office accompanied by the medication in its original container. If you are a student that uses an inhaler for asthma, following the directions given above, once the required permission is obtained, you will be allowed to carry your inhaler. If, for example, you are a student who needs to take an aspirin or antibiotic during the school day, once the required permission is obtained, you will take the medication in the office.

SICKROOM

The office is not permitted to issue medication without proper medical and parental consent. Students who feel that they are unable to continue in class will be asked to contact their parents. The sickroom will be used by students waiting for transportation home. Report to your teacher before going to the office. Students need to check with the secretary before going into the sickroom.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions or at any athletic event sponsored by the school must be reported to the person in charge.

STUDENT INSURANCE

School-time plan covers students during the school year while on school property, engaging in school sponsored activities coming directly to school and going directly home from school (excluding transportation in two or three wheel motorized vehicles or snowmobiles).

This plan includes all interscholastic sports except football.

The 24-hour plan covers students on a 24-hours per day basis for the full calendar year. Both of these plans will cover in excess of other insurance benefits. The football plan costs an additional fee. However, if a student turns out only for football, basic coverage is not required. Benefits from this plan will be prorated with other insurance. Contact the office for costs of insurance and information.

PARENT CONFERENCES

Parents may make an appointment for conferences with teachers, counselors or building administrators by telephoning the school office. There will be an Open House to meet teachers and formal student-led parent conferences will be held during the school year. However, feel free to call at any time to arrange conferences with your child's teachers.

EXTRA HELP

You may always seek extra help from your teachers if you do not understand an assignment. If the work is difficult for you or if you have been absent and have missed an assignment and class discussions, please come for extra help. Arrange a conference with your teacher before or after school or at a time convenient for both of you during the school day. Teacher availability for support is posted under “students” on the CHS webpage.

EFFECTIVE STUDY HABITS

Plan ahead and assign yourself at least two hours each day for study at home. Make sure to utilize study periods and library facilities during school. Keep a list of assignments, take home all necessary books, papers, and other materials. Have a definite place at home to study, away from all distractions, especially visiting, computer and television. Take notes. Be certain you understand the assignment when the teacher gives it. Read the entire assignment over rapidly to grasp the basic content. Reread the assignment slowly and comprehensively for content, relationships, and details. Close the book and mentally outline the material and ideas contained in the lesson. Review the entire assignment.

PARTICIPATION AND ELIGIBILITY IN CO-CURRICULAR ACTIVITIES

Students who are absent **the afternoon of the school day** of a co-curricular activity or before a Saturday performance in which they are scheduled to take part will not be allowed to participate in that activity. Exceptions will be made for verified doctor or dental appointments or other cases prearranged through a building administrator. This policy affects all co-curricular activities and students involved in them (examples are cheerleading, knowledge bowl, or sports). Any activity involving in-school time or out-of-school time, requires school attendance that day.

Students must travel to and from co-curricular activities with the group in transportation provided by the school district. Under special circumstances parents may transport their child with prior approval of the advisor and the administration.

Statement of Non-Discrimination

DISCRIMINATION

Cashmere School District 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, gender 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. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator:

Glenn Johnson, gjohnson@cashmere.wednet.edu, 210 S. Division, 509-782-3355

Title IX:

Scott Brown, sbrown@cashmere.wednet.edu 210 S. Division, 509-782-2914

504 Coordinator:

Michelle Christensen, mchristensen@cashmere.wednet.edu, 210 S. Division, 509-782-2211

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <http://www.cashmere.wednet.edu/domain/395>

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <http://www.cashmere.wednet.edu/domain/395>

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, and email or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2. School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3. School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@K12.wa.us **Fax:** 360-664-2967

Mail or Hand Deliver: P.O. Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by email at equity@k12.wa.us

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

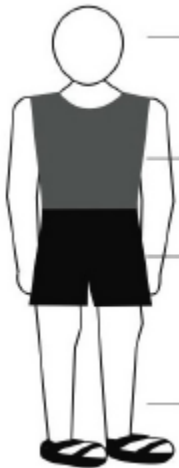
206-607-1600 TDD: 1-800-877-8339 OCR.Seattle@ed.gov www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 TTY: 1-800-300-7525 www.hum.wa.gov

STUDENT DRESS AND PHYSICAL APPEARANCE

In order to facilitate learning for all students, Cashmere High School requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. **Appropriate attire is expected at all times while on school grounds and at all school sponsored activities.**



Students must remove all headwear while in the main building.

Headwear includes but is not limited to hats, hoods, sweatbands, bandanas and head wraps.

Clothing must cover stomachs, backs, shoulders (1 1/2 inches wide) and chests.

Shorts, skirts, and dresses must go below the student's fingertips when arms are at their sides

Footwear that is appropriate to the activity must be worn at all times. Strapless shoes and high heels are discouraged for safety reasons.

The above requirements must be met in all positions (sitting, standing, bending, reaching) while attending school.

- Undergarments must be covered
- Holes, tears, mesh or other see through materials in garments may not be in areas that clothing is required to cover.
- Clothing that promotes drugs, alcohol, tobacco, violence, weapons, is sexually suggestive, or displays inappropriate pictures or writing, or is worn in a manner identified as gang related is prohibited.
- Jewelry that can pose a safety hazard is prohibited.
- Students who do not follow these guidelines will be asked to change their clothing, cover up, or go home if necessary. Further discipline action may follow for repeated offenses.

CELLULAR TELEPHONES AND PERSONAL STEREOS

Cellular phones, pagers, and beepers can be a disruption of the educational process if used in class. These items are not to be used during class at anytime. Any student found using a cell phone or text messaging during class time will have the cell phone taken away. The teacher will give the cell phone to the office and it will be returned ONLY to the parent in person. If the same student's phone is turned into the office a second time, the phone will only be returned to a parent and the student will receive detention.

Personal stereo equipment (iPods, MP3 players) is not allowed to be used in the classroom at anytime unless arrangements are made by specific teachers. **Cashmere High School is not liable for theft or damage to personal stereos and encourages students not to bring this type of equipment to school.** These items are small, attractive and subject to theft if not properly secured.

DRIVER EDUCATION

Traffic safety education is an intensive non-credit elective class. Our goal is to provide each student with an in-depth knowledge of the driving task and to create a safe and challenging environment during the behind-the-wheel lessons. **Eligibility** - in order for a student to be eligible for traffic safety education, they must possess a valid learner's permit and not be on academic probation.

PRIVATE TRANSPORTATION OF STUDENTS

In accordance with board policy, school authorities are empowered to supervise and control private transportation of students at school, and in addition, require student-operated vehicles to be registered and parked according to policy of the school. Students driving motor vehicles to school will be expected to drive carefully and observe the following guidelines:

- A. Students are not to loiter in and/or around vehicles in the parking areas at any time. Student motor vehicles will not be used during the school day without the permission of parent and administration. Students may use their cars for transportation during lunch with parent and administration permission.
- B. The speed limit for all driveways and parking lots is **10 miles per hour**. Student vehicles will be properly parked in the designated parking areas. The paved area south of the building is reserved for staff and visitor use.
- C. **The parking lot behind the school by the baseball field is for staff parking only.** Student parking in the back lot will be with teacher permission.
- D. Driving between the schools in the Cashmere School District during the school day will be by parent and administration approval only.
- E. Cashmere High School will assume no responsibility for motor vehicles that are stolen or damaged while on school property.

ATTENDANCE

Parents are asked to call before 9:30 a.m. if their son or daughter is absent. Regular attendance has a carry-over value beyond school into the world of work or further educational development. It is the philosophy of Cashmere High School that every class period provides a learning opportunity. If a student is absent, the student is losing educational benefits. It is impossible to make up a missed experience in its entirety and gain the same degree of learning that a student would gain through group involvement in the regular class. When a student misses one day, two days work is missed due to lack of preparedness. Therefore, it is important for a student to be in class on a regular basis. ***In addition, students at Cashmere with the best attendance record will be given priority when registering for the following year.***

All absences in accordance with state law RCW 28 A.225.010 district policy 3122 require parent verification and school approval.

EXCUSED ABSENCES: If a student is absent from school for any reason, a parent may call the high school office after 7 a.m. each day at 782-2914, OR a note from home stating the reason and date(s) the student was absent should be brought to the office on the day the student returns to school (or before the absence for appointment etc....). **Absences not cleared within 48 hours will be unexcused.**

ADMIT SLIPS: Following an absence students are required to obtain an admit slip from the office.

ABSENCES

Students are expected to be in class each day. **Teachers shall keep a daily record of attendance in their gradebook.** The following are valid excuses for absences and tardiness. Missed work assignments and activities may be made up in the manner provided by district and school policies.

Participation in school approved activity. To be excused, this absence must be authorized by the principal and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so. Students will be allowed to make up assignments. The office will monitor school related absences. Teachers need to report any inconsistencies. Students are responsible for completing a prearranged absence form to school approved activities.

Illness, health condition, family emergency or religious purpose. The parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. A student shall be allowed one makeup day for each day of absence.

Religious Holiday. A parent may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parents, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. Parent excused absences must be prearranged by the school office.

Parent approved activities. This category shall be counted excused for purposes agreed upon by the principal and the parent. If at all possible, this should be agreed on prior to the absence. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation classes, such as music and physical education classes, the student may not be able to achieve the objectives of the unit of instruction as the result of an absence from class. In such a case, a parent-approved absence would have an adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such a course.

Disciplinary actions or short-term suspension. As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignment shall be a substantial lowering to the course grade.

Extended illness or health condition. If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Chronic health condition. Students with a chronic health condition, which interrupts regular attendance, may qualify for placement in a limited attendance and participation program. The student and his/her parents shall apply to the principal or counselor and a limited program shall be written following advice and recommendation of the student's medical advisor. The principal shall approve the recommended limited program. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

Absences Allowed. Students are allowed to have up to 12 non-school related, parent-excused absences from school per **year**. A note will be sent home after six absences explaining the policy and then after 12 informing the parent(s) of the fact that they will no longer be allowed to excuse their student. The only accepted excuse will be from a doctor, court official, dentist, etc. If a student is sick, the school nurse can evaluate and determine if the student should go home.

EXTENDED ABSENCES/PRIOR ARRANGEMENTS

Cashmere High School strongly discourages students taking extended vacations during the semester, or leaving school prior to the normal closing date. Students missing classes lose essential instruction and place increased demands on classroom teachers in the areas of record keeping, and administering make up work.

However, occasions arise where extended absences are necessary. When this is the case, the school will make every reasonable attempt to reduce damage to the student's educational program. In order that the students and parents may not be misled and suffer possible disappointment, it must be clearly understood that:

- 1) A letter of request outlining reasons for the absence, expected duration, and departure date must be written to the school.
- 2) A prior arrangement form will be issued from the office to be presented by the student to his teachers.

- 3) Teachers have been asked to outline to the student possible consequences that could result from the extended absence and alternatives that would help minimize the potential harm to the student's final grade. An indication of willingness on the part of the teacher to assist the student is not to be construed as a promise that the student will receive full credit. The responsibility for completion of all make up requirements rests with the student.

Make-Up Policy: The student shall be permitted to make up all missed assignments outside of class under reasonable condition and time limits established by the appropriate teacher except in participation classes. In these situations, the student's grade may be affected because of the inability to make up activities conducted in specific times and places.

Guidelines for Make-Up Work: A student shall be allowed one make up day for each day of absence. It is the student's responsibility to set up the time and discover the assignments for makeup. The student who arrives late or leaves early is responsible to check with teachers the same day to arrange make up assignments.

TARDINESS

In accordance with Board Tardiness Policy #3122, Cashmere High School has established, as a goal for the students, the promotion of punctuality. It is expected that students will be to class on time. Habitual tardiness creates a disruption to the educational process in the classroom. A tardy is when a student is **less than five minutes** late to class without authorization from the office or teacher.

TARDY POLICY – (per semester per class):

TARDY LEVEL I The first tardy and the second tardy will be handled by the classroom teacher.

TARDY LEVEL II The third tardy will be an automatic 30-minute detention with the teacher. Failure to make up the tardy will result in removal from the class until made up and parent contact by administration.

TARDY LEVEL III The fourth tardy or more may result in before and after school detention, parent contact, and possible removal from class and possible loss of credit.

TRUANCY

Any student that is alter than 5 minutes from class/school without the prior knowledge and consent of parent/guardian or school officials will be considered truant and marked unexcused. A student is truant if he/she:

- Leaves school without signing out in the office
- Leaves school at lunch without having a signed off-campus pass on file in the office
- Is absent from school without prior permission of parent/guardian
- Leaves a class without teacher permission
- Obtains a pass to go to a designated place and does not report there
- Becomes ill and goes home or stays in a restroom instead of reporting to the office
- Leaves for lunch and does not return for the next classes without school/parent/guardian consent. In this case it is imperative that parent contact the school as soon as possible
- Is on school grounds but does not attend class
- Fails to attend a scheduled assembly
- Falsifies a parental or school official's attendance verification
- Fails to verify an absence within two (2) days of absence.

BECCA Bill

(RCW 28A.225 –Washington State Compulsory School Attendance and Admission Law)

Washington’s truancy law, often termed “the Becca Bill”, is intended to stop truancy before it becomes a problem. The law requires only one thing of students: attend school. If a student does not attend school, the law requires the school district to take action.

- One (1) or Two (2) Unexcused Absences (One or more periods)
After a single unexcused absence, the school must contact the parents. This is generally done by phone or letter. After a second unexcused absence, the school is required to schedule a conference with the parent and student to discuss solutions to the truancy problem.
- Five (5) Unexcused Absences (One or more periods)
If a student has five (5) unexcused absences in a month, the school may take stronger steps to end the truancy problem. The school may file a petition with the Chelan County Court, and enter into a written truancy agreement with the family.
- Seven (7) and Ten (10) Unexcused Absences (One or more periods)
Court action is required when a student has seven (7) unexcused absences in a month or ten (10) in a year. The truancy law requires that school districts file a petition in Superior Court against the student, parent or both. After a petition is filled, several things may happen with a student’s case. Depending on the circumstances of each individual case, a student’s petition may not be immediately heard in juvenile court.

TRUANCY DISCIPLINE PROCESS

ALL STEPS INCLUDE NO CREDIT FOR CLASS WORK ON THE DAY OF TRUANCY.

- FIRST TRUANCY PER YEAR** Replace the class time missed. (Detention.)
Minimum, one class period and parent/guardian notification.

- SECOND TRUANCY PER YEAR** Maximum 1-3 day suspension or detention equivalent. Parent/Guardian conference required.

- THIRD TRUANCY PER YEAR** Maximum five day suspension. Parent/guardian notification.

- FOURTH TRUANCY PER YEAR** Referral to Community Truancy Board.

APPEAL PROCESS: Building level decisions may be appealed to the Superintendent of School.

***** Please refer to CSD's Procedure 3240 for any questions or clarifications. *****

PROGRESSIVE DISCIPLINE

As a general rule, progressive discipline concepts shall be used when imposing discipline. Progressive discipline may include, but is not limited to, oral or written reprimands, lunch/recess detention, mediation, after-school detention, and/or Saturday school. Progressive discipline steps may be skipped or repeated depending on individual factors, in the judgment of the school administrator.

- Level I** Up to four hours of school service, detention and/or parent conference.
- Level II** Short term in-school or out-of-school suspension for up to ten (10) days.
- Level III** Long-term suspension from 11 to 90 days.
- Level IV** Expulsion in accordance with Washington State law.

For a number of minor policy infractions, the normal procedure for progressive discipline shall be Level I. Other forms of corrective action may be used before a student arrives at Level I. These infractions would include, but are not limited to:

- *Activity spectator problems
- *Inappropriate display of affection
- *Use of profanity
- *Possession of inappropriate materials
- *Building & campus disturbances violations
- *Minor parking/pedestrian/driving violations
- *Forged notes
- *Violation of bus rules

EXCEPTIONAL MISCONDUCT

Certain offenses will result in specific punishments. The following are examples of exceptional misconduct: (In extreme situations, long-term suspension will be imposed at the first occurrence.)

Alcohol/Illegal Drugs (Will include police notification)

For use, possession or under the influence of alcohol, controlled substance, illegal drugs or abuse of over-the-counter drugs during school hours, on school property, or during school related activities.

FIRST OFFENSE per year Level II with completion of drug awareness program or automatic Level III without completion.

SECOND OFFENSE per year Level III

SALE OF ALCOHOL/ILLEGAL DRUGS (Will include police notification)

FIRST OFFENSE Level III

POSSESSION OR USE OF ANY TOBACCO PRODUCTS (e-devices)

FIRST OFFENSE per year Level II

SECOND OFFENSE per year Level III

ASSAULT AND BATTERY (May include police notification.)

FIRST OFFENSE per year Level II

SECOND OFFENSE per year Level III

THIRD OFFENSE per year Level IV

POSSESSION OF DANGEROUS WEAPONS

(Includes knives, nun chucks, clubs, etc.) Firearms and weapons are not allowed in school or district facilities, on school grounds, at school-sponsored activities, or on transportation vehicles provided by the school district. If a student brings a firearm to school, it will result in an immediate expulsion for no less than one calendar year, and parents and law enforcement officials will be notified. The expulsion may be modified by the school district on a case-by-case basis.

THEFT AND/OR PROPERTY DAMAGE

Restitution made for loss and or/damage including police notification.

FIRST OFFENSE per year Level II

SECOND OFFENSE per year Level III

SEXUAL HARASSMENT STATEMENT

It is the policy of Cashmere High School to maintain a working and learning environment for all of its employees and students, which provides for fair and equitable treatment including freedom from sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity of other benefit.
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment/grade or decisions affecting that individual.
- C. Unwelcome sexual or gender directed conduct or communication interferes with an individual's performance or created an intimidating, hostile or offensive environment.

Such conduct has the purpose or effect or unreasonable interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive working/school environment. Students or staff who sexually harass shall be subject to disciplinary action.

Supervisors or managers who fail to take prompt action to discipline staff that sexually harass shall be subject to discipline; up to and including termination. Questions concerning the application of this policy are to be referred to teachers, counselors or administrative staff.

PROHIBITION OF HARRASMENT, INTIMIDATION AND BULLYING

Cashmere High School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. **Prohibition of harassment intimidation and bullying also includes cyber bullying by use of cellular phones text messaging, computer social websites, email, sexting etc...** "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

First offense: Level I or II with parent contact
Second offense: Level II
Third offense: Level III or IV depending on severity of infractions.

ARSON

FIRST OFFENSE per year Level IV with police notification

DISRESPECT TO STAFF

FIRST OFFENSE per year Level II

SECOND OFFENSE per year Level III

CHEATING

FIRST OFFENSE per year F on assignment, 4 hours of detention

SECOND OFFENSE per year F for the semester, removal from class

THEFT OF TESTS AND/OR DISTRIBUTION OF STOLEN MATERIALS

(includes hacking into computer systems)

FIRST OFFENSE per year Level III

FORGERY

The act of fraudulently using in writing the name of another person, of falsifying times, dates, grades, address or other data on school forms or parent notes.

FIRST OFFENSE per year Level II

SECOND OFFENSE per year Level III

DRIVING VIOLATION

FIRST OFFENSE per year Level I and loss of driving privileges for a specific amount of time.

SECOND OFFENSE per year Level II and loss of driving privileges for the remainder of the school year, with police notification.

Students may be assigned after-school work for policy infractions. Students will be assigned cleanup duties on the campus under the supervision of the staff. Time worked after school will be arranged by the vice-principal.

***** Please refer to CSD's Procedure 3240 for any questions or clarifications. *****

CASHMERE HIGH SCHOOL
A.S.B. CONSTITUTION

We, students of Cashmere High School, in order to create more school spirit, to promote good fellowship among students and faculty, and enable us to become better citizens, do establish this constitution for the Associated Student Body of Cashmere High School.

ARTICLE 1 - Name

The name of this organization shall be Cashmere High School Associated Student Body. The official school mascot shall be the "Bulldog" and the official school colors shall be orange and black.

ARTICLE 2 - A.S.B. OFFICERS

Section 1 - The officers of the Associated Student Body shall be president, vice president, secretary, and treasurer.

Section 2 - All A.S.B. officers are encouraged to attend the school leadership workshop.

Section 3 - All A.S.B. officers are encouraged to attend the state seminar.

Section 4 - All A.S.B. officers are required to attend student council meetings, which shall meet at a minimum of once a month.

Section 5 - Duties of the A.S.B. President:

Preside at all student council meetings and assemblies.

Appoint committees during student council.

Represent the student council at public gatherings, unless otherwise represented.

Act as the spokesperson for the student body upon request or invitation.

Reside as a member of the A.S.B. budget committee.

Give a state-of-the-school speech at the first available time second semester.

Section 6 - Duties of the A.S.B. Vice President:

Assume responsibilities of the president in his or her vacancy.

Co-chair all committees formed in student council.

Reside as a member of the A.S.B. budget committee.

Reside as chairperson of the Wall of Fame committee.

Section 7 - Duties of the A.S.B. Secretary:

Take and post minutes of all student council meetings.

Perform the duties of official correspondence.

Take attendance at student council meetings.

Reside as a member of the A.S.B. budget committee.

Section 8 - Duties of the A.S.B. Treasurer:

Take care of all student body funds.

Maintain accurate records.

Provide and post monthly and yearly records of A.S.B. and class budgets.

Reside as a member of the A.S.B. budget committee.

ARTICLE 3 - A.S.B. QUALIFICATIONS

- Section 1** - An A.S.B. candidate must be a member of the Associated Students of Cashmere High School and have purchased an A.S.B. card.
- Section 2** - An A.S.B. candidate must have and maintain a 3.00 accumulative G.P.A. and be a student in good standing at C.H.S. in the judgment of the student council.
- Section 3** - The president of the A.S.B. must be of senior standing (unless the president is impeached and the vice president is a junior), the vice president and the treasurer of Jr. or Sr. standing, and the secretary of soph, Jr, or senior standing.
- Section 4** - A.S.B. officers are allowed to serve in office for more than one year.
- Section 5** - If an A.S.B. officer violates the smoking/tobacco rule, the drug/alcohol rules, the truancy rule, or participates in any other sort of exceptional misconduct as stated on pages 20-25 of the student handbook, then he/she will automatically be subject to impeachment by the student council.
- Section 6** - ASB officers must be enrolled at CHS a minimum 66% of the day.

ARTICLE 4 - CLASS OFFICERS

- Section 1** - The officers for each class shall be president, vice president, secretary, treasurer, and four class representatives. The junior class will have an additional officer of prom chairman.
- Section 2** - The class presidents, vice presidents, and representatives are encouraged to enroll in leadership class and are required to attend the student council meetings.
- Section 3** - Duties of the class President:
- Preside at all class meetings and assemblies.
 - Appoint committees during class meetings.
 - Represent the class at public gatherings, unless otherwise represented.
 - Act as a spokesman for the class upon request or invitation.
 - Reside as a member of the A.S.B. budget committee.
- Section 4** - Duties of the class Vice President:
- Reside as the class representative to interhigh, depending on interest.
 - Assume responsibilities of the president in his/her vacancy.
 - Co-chair all committees formed in class meetings.
 - Reside as chairman of concessions (Junior class year).
- Section 5** - Duties of the class Secretary:
- Take minutes at all class meetings.
 - Perform duties of official correspondence.
 - Take attendance at all class meetings.
- Section 6** - Duties of the class Treasurer:
- Take care of all class funds.
 - Maintain accurate records and provide monthly and yearly records.
- Section 7** - Duties of the Junior class Prom Chairman:
- Work with the junior class officers to ensure that the junior class budget adequately funds the C.H.S. Junior/Senior Prom.
 - Be responsible for organizing and presenting the Junior/Senior Prom.
 - Be accountable to the junior class officers.
- Section 8** - Duties of the Class Representatives:
- Report all information from the student council meetings to the class.

ARTICLE 5 - QUALIFICATIONS FOR OFFICERS

Section 1 - A candidate must be a member of the A.S.B. of Cashmere High School and purchase an A.S.B. card.

Section 2 - A candidate must have and maintain a 2.50 accumulative G.P.A.

Section 3 - Class officers are allowed to serve in office for more than one year.

Section 4 - All class officers must be enrolled in C.H.S. a minimum of sixty-six percent (66%) of the day.

Section 5 - Election procedures not specifically listed in this article shall be arranged by the student council in the form of adopted by-law.

Section 6 - If a class officer violates the smoking/tobacco rules, the drug/alcohol rule, the truancy rule, or participates in any other sort of exceptional misconduct as stated on pages 20-25 of the student handbook, then he/she will automatically be subject to impeachment by the student council.

ARTICLE 6 - A.S.B. ELECTION PROCESS

Section 1 - Every candidate will sign up in the office and fill out an officer application form.

Section 2 - The student council shall check all forms submitted by the candidates. Names of those candidates who do not meet the qualifications for office shall be disqualified.

Section 3 - Filings must be submitted by the date set by the student council.

Section 4 - All candidates shall have the evaluation forms completed and presented to the office with a resume, attendance record, and G.P.A. record by the set date.

Section 5 - All candidates will give a speech, have the option of a nominating speech, and present their records to a screening board consisting of four teachers and the four A.S.B. officers.

Section 6 - Campaigns will be permitted beginning after the first day of submission and ending the morning of Election Day, upon verification of candidacy by the leadership advisor.

Section 7 - Election Day will be set by the student council. A majority of the votes cast is required for election. All voting shall be done by printed ballot or voting machine. Advisors must approve printed ballots.

Section 8 - The election processes will be as follows: 80% student vote and 20% screening board evaluation in the primaries and the final election.

ARTICLE 7 - CLASS ELECTIONS

Section 1 - All candidates shall sign up in the office and complete the forms submitted by the student council.

Section 2 - Campaigns will be permitted beginning after the first day of submission and ending the morning of Election Day upon verification of candidacy by the leadership advisor.

Section 3 - Election Day shall be the day set by the student council. A majority of the votes cast is required for election. All voting shall be done by printed ballot or voting machines. Advisors must approve printed ballots.

Section 4 - The election processes will be as follows: 80% student vote and 20% screening board (consisting of four teachers and four student representatives) evaluation in the final election.

ARTICLE 8 - THE STUDENT COUNCIL

Section 1 - The legislative power of the Cashmere High School Associated Student Body shall be vested in the Student Council.

Section 2 - The Council shall be composed of the A.S.B. officers and class officers. Club presidents or a designated representative of the club may attend and have the right to vote. Each person shall receive one vote.

Section 3 - The Council shall meet at least once a month.

Section 4 - The Council shall have specific powers, duties, and privileges:

To enact rules and regulations in the form of by-laws.

To establish committees as deemed necessary.

To set and approve budgets pertaining to the A.S.B.

To set the time, place, and prescribe the manner of such elections.

To supervise such elections and arrange for the count of the ballots by a committee composed of the A.S.B. advisor and a representative from each class.

To determine additional qualifications for candidates in the form of amendments.

To impeach its officers if appropriate.

To have authority over all clubs and classes.

To plan a calendar and prepare a monthly preview of activities on an enlarged calendar posted in the appropriate place. This activity will be coordinated with the activities director/vice principal.

To be conscious of student welfare at all times.

To consider policies, activities, and changes recommended by students and staff.

To issue, renew, and if necessary, revoke organization charters.

To follow parliamentary procedure in all A.S.B. meetings.

To exercise the rights, privileges, and powers properly belonging to the council and not specified in this constitution. Council members shall not miss more than two meetings unexcused.

The election process will be that incoming freshman throughout graduating seniors will have the right to vote in the ASB elections. Incoming freshman and graduating senior's votes will be prorated at a 50% rate. Incoming freshman voting will follow the same process of what the high school follows. The voting process will be held on the upcoming freshmen's campus during their lunchtime and during their in between breaks.

ARTICLE 9 - IMPEACHMENT

Section 1 - Impeachment proceedings may be instituted against any A.S.B. officer or council member by any member of the council or by the principal. In general, cause for impeachment shall be a misdemeanor such as those prescribed duties of his or her office.

Section 2 - The A.S.B. president shall preside over all impeachment cases except in the case of the A.S.B. president being impeached, in which case the A.S.B. vice president shall preside. A full hearing of all sides shall be mandatory.

Section 3 - Impeachment and removal from office shall be by two-thirds vote of the council, tallied by president or vice president, whichever is not being impeached, and the president of each class.

Section 4 - The accuser shall appear before the group and present their case.

Section 5 - Any club or class officer may be impeached by members of that club or class under the same provisions as those for A.S.B. officers except that it will be under the jurisdiction of that club or class.

ARTICLE 10 - VACANCIES

Section 1 - When a vacancy in the A.S.B. offices occurs because of resignation, impeachment or by the officer leaving school, the student council shall appoint a temporary successor from the student body at large and arrange for an election to take place within ten school days to choose a permanent successor.

Section 2 - The A.S.B. vice president shall succeed automatically to the presidency in case of vacancy. The office of vice president will be filled by the method indicated in Section 1.

Section 3 - The election to fill the vacancy shall be the same as the regular elections.

ARTICLE 11 - CLUBS

Section 1 - Prior to a club or organization requesting a charter, an adult advisor must be appointed by the building principal.

Section 2 - No club or organization shall form except by charter which shall be granted by the student council.

Section 3 - All clubs shall exist with the consent of the student council.

Section 4 - At the time of application, each group shall state its purpose and must present a set of rules and regulations by which it proposes to govern it.

Section 5 - At the end of each semester, each group shall present its activities and a budget report after each school year.

Section 6 - The advisor must approve all projects of the clubs and organizations before they can be carried out.

ARTICLE 12 - ASSOCIATED STUDENT BODY BUDGET

Section 1 - Each club and class organization is required to operate on a budget approved through the A.S.B. president and club presidents.

Section 2 - The student council does have the authority to subsidize clubs with A.S.B. card funds if all members of the club purchase a card. Amounts and/or percentages will be decided on by the student council based on need, active participation, and number of students involved in the club or organization.

ARTICLE 13 - BY-LAWS

Section 1 - The council shall adopt by-laws needed for the proper conduct of business as they deem necessary.

Section 2 - Such by-laws shall not conflict with provisions of the constitution.

ARTICLE 14 - AMENDMENTS

Section 1 - Amendments to the constitution may be submitted by any council member and shall require a three-quarter majority vote of the council. The proposed amendment shall be posted in the office for at least five school days before the calling of the vote. Calling of the vote must be on a printed ballot with the change printed on it.

Section 2 - Amendments to the by-laws shall require a two-thirds approval of the council.

The Associated Student Body of Cashmere High School will not subsidize any class or club that is self-supporting. In the event that a class or club requires funding for a moneymaking activity that it is not able to fund, the class or club may approach the student council to request a loan. The student council may grant the loan by majority vote. The loan will be made at the current rate of interest for a length of time not to exceed ninety (90) days.

1. Research and Writing

1.1 THE RESEARCH PAPER AS A FORM OF EXPLORATION

Personal Essays and Research Papers

During your school career, you have probably written many personal essays that presented your thoughts, feeling, and opinions and that did not refer to any other source of information or ideas. Some assignments, however, require us to go beyond our personal knowledge. We undertake research when we wish to explore an idea, probe an issue, solve a problem, or make an argument in relation to what others have written. We then seek out and use materials beyond our personal resources. The outcome of such an inquiry appears in the research paper. The term *research paper* describes a presentation of student research that may be in a printed, an electronic, or multimedia format.

Types of Research

The research paper is generally based on a combination of primary research and secondary research. *Primary research* is the study of a subject through firsthand investigation, such as analyzing a literary or historical text, a film, or a performance; conducting a survey or an interview; or carrying out a laboratory experiment. Primary sources include statistical data, historical documents, and works of literature or art. *Secondary research* is the examination of studies that other researchers have made of a subject. Examples of secondary sources are articles and books about political issues, historical events, scientific debates, or literary works.

Using Secondary Research

Most academic papers depend at least partly on secondary research. No matter what your subject of study, learning to identify and analyze the work of other researchers will play a major role in your development as a student. The sorts of activities that constitute a research paper—discovering, assessing, and assimilating others' research and then articulating your own ideas clearly and persuasively—are at the center of the educational experience.

Combining Research and Original Ideas

Research increases your knowledge and understanding of a subject. Sometimes research will confirm your ideas and opinions; sometimes it will challenge and modify them. But almost always it will help to shape your thinking. Unless your instructor specifically directs you otherwise, your research paper should not merely review publications and extract a series of quotations from them. Rather, you should look for sources that provide new information, that helpfully survey the various positions already taken on a specific subject, that lend authority to your viewpoint, that expand or nuance your ideas, that offer methods or modes of thought you can apply to new data or subjects, or that furnish negative examples against which you wish to argue. As you use and scrupulously acknowledge sources, however, always remember that the main purpose of doing research is not to summarize the work of others but to assimilate and to build on to it and to arrive at your own understanding of the subject.

Different Approaches to Research and Writing

A book like this cannot present all the profitable ways of doing research. Because this handbook emphasizes the mechanics of preparing effective papers, it may give you the mistaken impression that the process of researching and writing a paper follows a fixed pattern. The truth is that different paths can and do lead to successful research papers. Some researchers may pursue a more or less standard sequence of steps, but others may find themselves working less sequentially. In addition, certain projects lend themselves to a standard approach, whereas others may call for different strategies. Keeping in mind that researchers and projects differ, this book discusses activities that nearly all writers of research papers perform, such as selecting a suitable topic, conducting research, compiling a working bibliography, taking notes, outlining and preparing the paper.

Exploration and Discovery

If you are writing your first research paper, you may feel overwhelmed by the many tasks discussed here. This handbook is designed to help you learn to manage a complex process efficiently. As you follow the book's advice on how to locate and document sources, how to format your paper, and so forth, you may be tempted to see doing a paper as a mechanical exercise. But, ideally, writing a research paper is intellectually rewarding: it is a form of exploration that leads to discoveries that are new—at least to you if not to others. The mechanics of the research paper, important though they are, should never override the intellectual challenge of pursuing a question that interests *you* (and ultimately your reader). This pursuit should guide your research and your writing. Even though you are just learning how to prepare a research paper, you may still experience some of the excitement of developing and testing ideas that is one of the great satisfactions of research and scholarship.

Research Papers and Professional Writing

Skills derived from preparing research papers are by no means just academic. Many reports and proposals required in business, government, and other professions similarly rely on secondary research. Learning how to write a research paper, then, can help prepare you for assignments in your professional career. It is difficult to think of any profession that would not require you to consult sources of information about a specific subject, to combine this information with your ideas, and to present your thoughts, findings, and conclusions effectively.

2. Plagiarism and Academic Integrity

You have probably read or heard about charges of plagiarism in disputes in the publishing and recording industries. You may also have had classroom discussions about student plagiarism in particular and academic dishonesty in general. Many schools have developed guidelines or procedures regarding plagiarism. Honor codes and other means to promote academic integrity are also common. This section describes ethical considerations in research writing and can help you avoid plagiarism and other unethical acts.

Earn COLLEGE CREDIT

While taking high school courses!

CAREER & TECHNICAL EDUCATION (CTE)

Cashmere High School Courses	Earn the following credits at Wenatchee Valley College
Accounting 1 1 semester - 1 credit	BUSA 102 Practical Accounting 1 - 5 credits BUSA 103 Practical Accounting II - 5 credits
Early Childhood Education 1 semester - 1 credit	ECE 101 Introduction to Early Childhood Education - 5 credits
Computer Applications 1 quarter - .5 credit	BIT 105 Computer Applications - 5 credits
Web Design 1 semester - 1 credit	CSC 151 Web Content Development - 5 credits
Ag. Mechanics 1 semester - 1 credit	WELD 128 Basic Welding - 3 credits
Natural Resource Management 1 semester - 1 credit	NATR 108 Natural Resource Management 3 credits

5 EASY STEPS TO DIRECT CREDIT

1. Enroll in Cashmere High School Tech Prep classes.
2. Register for Tech Prep credits at www.techprepwa.org/wa/ncwc the same school year you take the class.
3. Return the resulting registration form to the WVC Tech Prep office with a one-time non-refundable \$15 fee.
4. Earn a "B" or better grade in Tech Prep classes. Your teacher will report your grade in the online registration system.
5. Receive Wenatchee Valley College credits.

For more information contact
Mr. Cloakey, your instructor

OR

Call NCW Tech Prep Consortium at 509-682-6847