STUDENT HANDBOOK
2020 — 2021

“Preparing students to enter the workforce”

Your Student Handbook contains the following items:

- Staff List
  - Staff email addresses are located on our website at: CascadiaTech.org
- Cascadia Tech Academy Policies
- Behavior Expectations
- Services Available
- Program Information
- Vision, Mission, and Beliefs
- Important Calendar Dates

Attendance
Telephone Line:
(360) 604-1077
or
Attendance
Email Address:
ctaiamout@gmail.com

ONLY a parent/guardian may excuse a student’s absence.
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Note: The calendar will be available on the website at the start of the school year.
Cascadia Technical Academy

12200 NE 28th Street, Vancouver, WA 98682

Main Office: (360) 604-1050
Main Office Fax: (360) 604-1052
Website: www.cascadiatech.org
Attendance Line: (360) 604-1077
Attendance Email: ctaiamout@gmail.com

WELCOME!

We are glad you are here at Cascadia Technical Academy. Our programs are developed to be an extension of your home high school. This allows CTA to offer specialized, high-quality programs to students throughout Clark County.

Our mission is to prepare you with relevant knowledge and skills for learning, career, and life. Therefore, our goal is to create a learning atmosphere as close to that of the professional work world as possible. We aspire to have students reach their highest potential in preparation for employment or continued education.

We hope your experience at Cascadia Tech Academy this year will be an enjoyable and invaluable learning opportunity for you.

Cascadia Tech Academy Staff

STAFF AND ADMINISTRATION
Director: .........................................................Joan Huston
Assistant Director: .................................Craig Downs
Assistant Director: .................................Tami Oppliger
Coordinator of Admin Services: .................TBA/
..........................................................Jan Strickland
Attendance Secretary/Student Receipting ..........
.......................................................Melissa Downing
Registrar: ........................................................Wendy Gile
Budget Secretary: ......................Peggy Leifheit
Main Office Secretaries: ..................Wendy Anderson/
..................................................Melanie Kohler/Karen Rankine
Student Success Advocate: ...........Kristina Brown
Instructional Coach: ..................Heidi Steigmann
Custodians: ..................Jim Gakel/Bill Byers/Celina Johnson

INSTRUCTIONAL STAFF
Applied Medical Sciences Instructors: ...............Michele Anderson / Justin DiPietra /
.................................................................Brea McAllister
Applied Medical Sciences Pro-Tech: Lynnette Bato
Automatic Technology Instructors: ...........
..................Adam Eldridge / Frank Rizzuti / Dan Robertson
Automotive Pro-Tech: .........................Mike McAllister
Automotive Tool Rm Paraeducator: Carole Liddle
Aviation Technology Instructors: ....................Todd Bode / Rob Reinebach
Aviation Technology Pro-Tech: ...........Jeremy Baenen
Business Principles Instructor: Sandi Sterling
Construction Technology Instructors: .............Bill Draper / Lance Landis
Cosmetology Instructors: ..................Kymra Hamblin
..................Shawna Johnson / Tracy Lukes / Carron Sager
Cosmetology Pro-Tech: ......................Kymra Hamblin
Culinary, Baking & Pastry Arts Instructors: ...........Andrew McColley / Greg Retchless
Culinary, Baking & Pastry Arts Pro-Tech and
 Catering & Events Coordinator: Robbin McColley
Criminal Justice Instructors: .....................LaKresha Perkins / Tony Shaver
Criminal Justice Pro-Tech: ....................Elizabeth Pearce
Dental Instructors: .................................Crystal Alway / Angie Anderson
Dental Clinic Manager: ......................Kristy Blake
Diesel Technology Instructor: ..............Mike Taylor
Diesel Technology Pro-Tech: ....................TBD
Educational Support Liaison: .............Katelyn Blake
ES Paraeducators: ..................Nick Burton/ Whitney Tyler/ TBD
Fashion Design Instructor: .................Kim Forbes
Fire Science Instructors: Larry Bauska, District 3/
........Josh Haldeman, CCFR / Travis Dick, District 6
Hospitality & Tourism Instructor: Maria Brown
Information Technology Systems, Service &
Support Instructor: Ray Nelson
Information Technology Systems, Service &
Network Support Technician: Mike O’Reilly
Pre-Engineering Design Technology Instructor:
..................................................Chris Shepard
Dear Parent/Guardian(s) and Student,

Please read Cascadia Technical Academy's policies on the following pages of this handbook.

- Attendance Policy
- Computer, Internet, Electronic Device, and Communication Use Agreement
- Software Permission Letter and Software List
- Cascadia Technical Academy Electronic Devices and Cell Phone Policy
- Safety Code
- Explanation of Driving Policy and Transportation/Driving Policy
- Program Withdrawal Guidelines and Procedures
- Board Policy 8900 - Harassment Policy and Non-Discrimination Statement

Your signatures are required on the separate policy acknowledgement signature form which is provided. This form is also available on-line on our website at www.cascadiatech.org. Student should return the signed form to their teacher at the start of school.
Cascadia Technical Academy Attendance Policy

Congratulations on being accepted into Cascadia Technical Academy (CTA). To be successful at CTA, students are expected to take this opportunity seriously. Students who do take this opportunity seriously will be rewarded with the highly sought after skills and abilities that will make them highly marketable with employers.

An essential skill students will be expected to practice while at CTA is how to be a dependable employee. Part of dependability is showing up on time and being ready to work. To demonstrate this essential skill, students will be expected to practice the following habits:

**Habit #1** – Be in the assigned program area ready to learn before the starting bell.

**Habit #2** – Minimize outside conflicts with being at CTA.

**Habit #3** – Communicate with the program instructor when needing to be absent.

When absent, depending on the type, specific tasks need to be accomplished:

**Pre-approved Absence** – Students must complete a Notification of Absence form to obtain pre-approval in advance. This form needs both parent/guardian and instructor signatures.

**School Related Absence** – Students must contact the instructor prior to the absence via the method specified in the program’s course syllabus in order to meet the expected professionalism standards.

**Illness/Personal Leave Absence** – Students must contact the instructor prior to the absence via the method specified in the program’s course syllabus in order to meet the expected professionalism standards. Parent/guardian communication is also required as per state law by sending a note, calling the CTA absence number (360-604-1077) to leave a message or emailing an absence notification to ctaiamout@gmail.com requesting the absence be excused (must be accomplished within three school days of absence).

**Being Late for Class (Work)** – Arriving late 30 minutes or more from the start of class, students must obtain a pass from the Student Office before going to class. Arriving late 30 minutes or more will be recorded as an absence. Parent/guardian also must send a note, call the CTA absence number (360-604-1077) to leave a message or email an absence notification to ctaiamout@gmail.com requesting the tardy be excused (must be accomplished within three school days of absence).

**Leaving Early from Class (Work)** – Leaving class early requires parent/guardian approval. Leaving more than 30 minutes from the end of class will be recorded as an absence.

The following are attendance student supports will be provided (if needed):

1) At the third (3rd) non-school related absence in any semester, the student must meet with the teacher to review the CTA attendance expectations and program professionalism standards.

2) When reaching the sixth (6th) non-school related absence in a semester, a letter will be sent home communicating that most employers will be concerned about dependability with chronic attendance patterns. A plan of assistance will be developed between the student and the teacher. Starting with the seventh (7th) non-school related absence, students will begin to receive a reduction in their grade of 2% points for each additional non-school related absence for a total of up to 20% of your overall grade.

3) When reaching the twelfth (12th) non-school related absence in a semester, this level of absenteeism will be considered severe. Most employers will not consider employees dependable with such a record of attendance. A formal meeting with the student, the parent/guardian, the teacher and an administrator shall occur to determine the best plan moving forward. Credit reduction may occur as part of this plan. Failing to improve attendance could result in the student returning to their sending high school full time.
Computer, Internet, Electronic Device, and Communication Use Agreement

To access the Internet students must obtain parental permission and must sign Cascadia Tech’s Policies - Signature Acknowledgement Permission Form.

Background

Access to the Internet enables students to explore thousands of libraries, databases, and information throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some. Our intent is to make Internet access available to further educational goals; however, students may find ways to access other materials as well. We believe that Internet access for educational purposes exceeds the disadvantages. Parents and guardians are responsible for setting and conveying standards for their student(s) to follow. Cascadia Technical Academy supports and respects each family’s right to decide whether to allow their student to use the Internet.

Guidelines

1. Internet access is provided for students to conduct research. Internet access is given to students who agree to act in a responsible manner.

2. Parent permission is REQUIRED and parents must agree to a waiver of claims and indemnification/hold harmless provision which is set forth on signature acknowledgement permission form.

3. Students are responsible for their behavior and communications over the network.

4. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly.

5. Students using any computer at Cascadia Technical Academy are not permitted to do the following:
   - Download any type of software from any source
   - Access offensive messages or pictures
   - Use obscene or defamatory language
   - Harass, insult, defame, intimidate, or attack others
   - Damage computers, alter computer systems, networks or configurations
   - Violate copyright laws
   - Use another person’s password
   - Give out his/her personal information including phone number or address
   - Trespass in another person’s files or work
   - Employ the network for commercial purposes
   - Connect USB devices to charge or provide power (includes cell phones, media players, or external hard drives)
   - Connect personal equipment (cell phones, cameras, etc.) to download content (i.e., pictures, music, etc.) without teacher permission
   - Unplug Cascadia Technical Academy computer equipment for any reason

6. All students who have access to electronic equipment, communication devices, and the world-wide web through Cascadia Tech Academy, must sign an agreement governing their conduct while using that equipment or accessing the web. Students who violate that agreement will be subject to disciplinary action and/or prosecution.
September 1, 2020

Dear Parent(s),

As part of your student’s enrollment at Cascadia Tech Academy, some of our classes use online learning tools to access digital curriculum that is specific to their program of study. Certain laws and regulations apply to the use of technology that supports classrooms and involves the disclosure of students’ personally identifiable information (“PII”). (Examples of PII include first name, last name, student ID number, date of birth, address, and phone number, among other identifiers. PII does not include medical/health-related or disciplinary information.) Your student’s use of industry standard digital curriculum in class may require the disclosure of your student’s PII to the website operator and any third party providers (such as hosting companies) with whom the operator works.

The privacy of your student’s PII is protected by the Family Education Rights and Privacy Act (FERPA). FERPA is a federal law that is designed to protect the privacy of student education records. FERPA generally prohibits school districts from disclosing PII of students age 18 or younger without parental permission, except under certain circumstances. Although FERPA contains several exceptions that allow school districts to disclose PII without obtaining parental consent in certain circumstances, we need your written consent. Please note that all digital curriculum is undergoing the process of a standard review process by our host district, Evergreen School District’s Data Sharing Advisory Committee, which includes but is not limited to a review of the sites Privacy Policy as well as their Terms and Conditions for use.

For more information, please visit the websites for FERPA and COPPA:

http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html (FERPA)

http://www.ftc.gov/privacy/coppa/FAQ.shtm (COPPA)

Your student will access the product using the Cascadia Tech Academy provided email account. Your student (or your student’s teacher) may also be asked to provide other PII, including (but not limited to) first name, last name, and student ID number. Please note we do not collect student Social Security Numbers and thus do not provide them to anyone. The type(s) of PII collected vary by the product; typically, the products Cascadia Tech Academy uses only request the information necessary to identify each student and track his or her progress and participation. A current list is located on the next page; however this information may change. To obtain a complete and current listing of the on-line products your student may access in connection with their program of study go to www.CascadiaTech.org and click on the General Information tab, then CTA Software Information.

After reviewing the information on FERPA and COPPA, please sign the policy consent form sent home with your student to indicate your consent to your student’s use of the product as a requirement of their enrollment at Cascadia Tech Academy. Your signature indicates that (1) You give permission for your student to access and use the digital curriculum necessary for their enrollment at Cascadia Tech Academy; and (2) you consent to the District uploading, as it deems necessary for your student’s use of the product, your student’s PII as explained above into the application. This permission will expire at the end of this school year. You can revoke it at any time by sending Cascadia Tech (attention: Joan Huston, Director) written notice.
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Cascadia Technical Academy Electronic Devices and Cell Phone Policy

**ELECTRONIC DEVICES:** To minimize distractions on campus and in the classroom, ALL electronic devices are discouraged. Cascadia Technical Academy will **not** be responsible for loss or stolen electronic devices.

**CELL PHONES:** To minimize distractions in the learning environment and in order to maintain a professional learning environment, cell phones must not be seen or heard during class time (whether inside or outside of the classroom and whether or not you are in a class at that time). **Use of cell phone is acceptable ONLY with permission of the instructor.**

Cell phones should be silenced and put away during class times. If student has to be reminded to put their phone away, the teacher may take the phone to an administrator who will hold it until picked up by a parent/guardian. Teacher confiscated cell phones will be held until picked up by a parent or guardian. Students are expected to let their parent(s) know that their cell phone has been confiscated and can be picked up between 1:55pm - 3:30pm in Building 200, Main Office. Refusal to give up the cell phone will result in consequences for defiance up to suspension.

**Note:** Staff may occasionally allow students to use electronic devices for educational purposes only. This exception needs to be used only as needed and based off of individuals’ best judgment as a necessary tool for a curriculum-related activity and/or task.
SAFETY CODE

I. PURPOSE

Personal safety for students in our schools is of utmost concern to the Cascadia Academy administrators and instructors. For this reason, we are requiring you to observe the following safety rules that have been developed for your protection.

A. Accident prevention must be and is the most important responsibility of each teacher. Uniform standards are set by teachers, uniformly applied and enforced, can help prevent accidents in school. They can also prepare the students to learn and practice good safety habits when entering their chosen occupation.

B. Once these practices are learned they will remain constant for any and all program areas which involve power equipment, tools, and hazardous materials.

C. It is the intent of the Safety Code to establish firm and measurable requirements applying only to safety.

II. AUTHORITY

A. Each student must be physically capable of meeting the safety requirements of the specific program in which he/she is enrolled. Each program will have a list of specific safety requirements that must be met in that technical area and follow posted lab safety directions.

B. Students who are creating hazards and causing unsafe acts either by their conduct or by not conforming to safety standards may be removed from the program area by the teacher. They will not return to the program until they have completed a Plan for Improvement.

C. Teachers who witness any unsafe act have the authority to immediately correct the violation in order to prevent a possible accident.

D. Teachers have authority to enforce additional safety rules that are necessary for the safety of students.

III. CLOTHING, EQUIPMENT AND SAFETY STANDARDS

Dress standards for the Cascadia Technical Academy programs shall be consistent with the standards of the industry or business for which the student is training. This includes presenting a professional image to future employers of Cascadia Tech Academy graduates, as well as current and future customers. Dress or appearance must not present a health or safety hazard. Protective clothing (as required by WISHA) shall be worn.

A. Body Protection

1. Protective clothing (coveralls, scrubs, aprons, etc.) will be worn as prescribed in specific programs.
2. Protective clothing will be kept in good repair. It must be laundered weekly.
3. Rings, wristwatches, bracelets, dangling necklaces, etc., will not be worn while operating machines and equipment.

B. Foot Protection

1. Appropriate foot protection will be addressed for each program and must be worn while performing lab duties.
2. Additional protective foot covering may be required in specific shop areas.

C. Eye Protection

1. If a student is involved in a program of a hazardous nature (per WISHA code), student must wear appropriate industrial-quality eye protective devises. Safety glasses with Z87 rating or face shields will be worn at all times during lab/working hours. (Shaded safety glasses are not permitted. Joint use of glasses will not be permitted. Normal eye glasses are not considered safety glasses unless they are purchased as “Safety Glasses.”)
SAFETY CODE – CONTINUED:

D. Head Protection
   1. Students who have long hair may participate in class provided they:
      a. Use a hair net if required.
      b. Wear hair nets, caps, or other head covering that completely covers the hair at all times, while
         the student is physically present in an operating lab.
      c. Tie hair back so it is out of the face of the student and clear of any work area.

E. Hearing Protection
   1. Approved hearing protection devices such as plastic or wax inserts, or sound barrier ear muffs will
      be worn as required in specific shops or while performing certain operations.
   2. In programs where hearing protection is required, students will be issued a pair of plastic inserts
      at the beginning of the school year.
   3. Due to the possibility of spreading infection and disease, sharing inserts will not be permitted.

IV. GENERAL SAFETY PRACTICES

A. No student will operate any power tool or machine until he/she has been given instructions, has
   satisfactorily passed a prescribed safety test, and demonstrated to the instructor that he/she is able to
   operate the equipment in a safe, acceptable manner.

B. Accident prevention must be the first and foremost responsibility in all program areas. Unsafe tools,
   machines, practices, or unsafe conditions will be promptly reported and provisions will be made to correct
   these conditions.

C. Students will not remove machine guards from any equipment or machinery.

D. Conversation between machine or equipment operators and other students when machines are running is
   strictly prohibited.

E. Good “housekeeping” in the shop area is required. All scrap, litter and tools will be kept picked up to help
   prevent an accident.

F. Safety films, posters, lectures, and demonstrations will be used in the shop accident prevention programs.

G. Safety inspections will be made by faculty at frequent intervals.

H. All accidents must be reported at once to the instructor. Accident reports will be completed immediately
   if possible and the instructor will accompany the student to the Main Office if necessary.

I. The Main Office will at all times have on hand a member of the faculty or administration who is trained in
   first aid for serious injuries and who will call for medical assistance, if necessary.

J. If in the event of an emergency, it is necessary for the shop teacher to leave the shop area, the following
   actions will be taken:
      1. All power machines will be shut off. (From a central power source, if possible.)
      2. Students will be told that the teacher is leaving. Another staff member will be assigned to the class
         during the teacher’s absence.

AGREEMENT

The attached list of rules and practices will be enforced on a school-wide basis for all students. Additional safety
precautions will be taken in individual programs where special hazards exist. A list of rules pertinent to each
program will be provided and enforced.

VIOLATION OF THE SAFETY CODE MAY RESULT IN SUSPENSION OR REMOVAL FROM CASCADIA TECHNICAL
ACADEMY.
EXPLANATION OF DRIVING POLICY

Dear Parents/Guardian(s):

The driving policy was originated in 1983 with eight School Superintendents and school districts who own the Cascadia Technical Academy. These superintendents serve as our “Board of Directors” and set policy for the Cascadia Technical Academy. There are two primary reasons the policy was developed, and continues to be in place today. They are:

**Concern for Student Safety:** In some cases, courts have held that school districts are responsible for a student’s safety from the time school starts in the morning to the end of the school day. Since Cascadia Technical Academy is listed on your student’s schedule along with their other classes, we are just like another class your student would attend at their high school, except that we are not down the hallway but up to several miles away. The school is concerned for the safe passage of your student, whether it is down the hall or across town. If students driving themselves to Cascadia Technical Academy are injured or cause injury in an auto accident with the public, this opens the possibility of liability and property damage lawsuits brought against the Cascadia Technical Academy, the school district, and the student’s family. The Driving Policy attempts to maximize student safety and minimize the potential for lawsuits to arise, which are costly to taxpayers.

**Lack Of Adequate Parking Space:** We have approximately 1100 students and staff members on campus every day. In addition, we operate five businesses on campus that are open to the public, including a restaurant, beauty salon, dental clinic, an auto repair shop, and diesel engine repair. We have only 200 parking spaces available. Since Cascadia Technical Academy is located primarily in a residential area, we would have complaints from homeowners and city officials if we allowed our students to park on neighborhood side streets.

We hope this explanation helps students and parents understand why the driving policy was developed and why it continues to be important today. If you have further questions, please call your high school career center or Cascadia Technical Academy at 604-1050.

TRANSPORTATION/DRIVING POLICY

Students are required to ride the bus transportation provided by the district to go from and to their high school. Students will not be allowed to drive a motor vehicle to Cascadia Technical Academy unless they obtain written permission from their sending high school principal or designee. Students who obtain authorization to drive must know and obey the following rules or driving privileges may be revoked by Cascadia Technical Academy:

- Any permitted driver will not transport other students without written permission from all parents involved and their sending school principal or designee.
- Each student must register his/her vehicle. Registration forms may be obtained from Kristina Brown, at Cascadia Technical Academy
- Each student must park in the parking areas assigned for students.
- Speeding or careless driving on school grounds and on streets bordering the school is not permitted.
- Students will not park on streets adjacent to school.
- Excessive tardiness may cause loss of driving privileges.

Failure to follow the above rules will result in termination of driving privileges and suspension.
**Cascadia Technical Academy**

**PROGRAM WITHDRAWAL GUIDELINES AND PROCEDURES**

**Category:** Student/School Registration/Withdrawal/Transcript Info.  
**Date Modified:** 3/10/15  
**Responsible Office:** Registrar/Administration/Counselor  
**Date Established:** 3/18/14

**Summary**

It is the intent of this policy to support the understanding that all Cascadia Tech Academy programs are one full year in length and students who enroll are expected to commit to the full year class.

The Cascadia Technical Academy understands the importance of granting earned credits and grades based upon a student’s performance in his/her program. The Cascadia Technical Academy also understands the importance of reflecting with accuracy a student’s “status” on a transcript after being withdrawn from a course.

**Policy Statement**

The Cascadia Technical Academy believes it is essential to have clear and consistent guidelines and procedures for the infrequent times when a student withdraws from a program prior to the completion of the school year. Students attempting to withdraw after the first 10 days of the fall semester are to be evaluated for extenuating circumstances beyond the student’s control in order to be considered for program withdrawal.

**Responsibility**

Responsibility of the follow-through of this policy will lie solely on the Cascadia Technical Academy’s Registrar under the direction of the Director.

**Policy Outline**

- Students who withdraw from a Cascadia Technical Academy program after being enrolled in the program for 1-10 school days at the start of the school year during the first semester will have nothing posted on their transcript.

- Students who withdraw from a Cascadia Technical Academy program after being enrolled in the program for 11 or more school days of the year will have a “W” posted on their transcript.

**Any student who requests to be withdrawn after being enrolled for 10 school days in a Cascadia Technical Academy program must have an exit interview with a CTA administrator.**

**Contact**

For more information relating to this policy, the Cascadia Technical Academy Registrar, Assistant Director, or Director may be contacted.
Harassment
Cascadia Technical Academy is committed to maintaining an environment that is free of discrimination and malicious harassment. In keeping with this commitment, Cascadia Technical Academy will not tolerate discriminatory and/or malicious or insensitive harassment of Cascadia Tech Academy employees, volunteers, parents, or students by anyone, including administrators, supervisors, co-workers, patrons, visitors, or students.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person’s national origin, age, disability, sex, race, or any other protected group status. Harassment also includes any other malicious or insensitive conduct of a severe or pervasive nature toward any other person. Harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, or female to female. The Cascadia Tech Academy will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual’s work performance that creates an intimidating, hostile, or offensive work or educational environment, or otherwise substantially interferes with an individual’s educational or work experience and opportunities at Cascadia Tech. In addition, the Cascadia Tech Academy will not tolerate harassment of or retaliation or reprisal against any person who makes or provides information during the investigation of a harassment complaint. This includes all instances of harassment, including cyber bullying. Cyber bullying is verbal harassment that occurs during on-line activities.

Sexual Harassment
The Board of Directors seeks to provide an environment within the Cascadia Tech Academy that is free from all types of discrimination, including sexual harassment. Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

Any staff member, student or other person who has been found, after appropriate investigation, to have sexually harassed a Cascadia Tech Academy employee, volunteer, parent, or student will be subject to disciplinary action up to and including discharge (for an employee), expulsion (for a student), or other appropriate sanctions permitted under applicable state and federal laws and consistent with applicable collective bargaining agreements.

The Cascadia Technical Academy pledges to promptly investigate any complaint of harassment received and to take immediate and appropriate corrective action where warranted. Any notifications should be made to the Cascadia Technical Academy, Title IX and Section 504 Coordinator: Assistant Director, 360-604-1050, 12200 NE 28th Street, Vancouver, WA 98682.

Non-Discrimination Statement
Evergreen Public Schools 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. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Cale Piland</th>
<th>Holly Long</th>
<th>Tracy Thompson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IX Coordinator</td>
<td>Section 504/ADA Coordinator</td>
<td>Civil Rights Compliance Coordinator</td>
</tr>
<tr>
<td>Director of Athletics/Activities</td>
<td>Health services Manager</td>
<td>Director of Personnel</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>PO Box 8910</td>
<td>PO Box 8910</td>
<td>PO Box 8910</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Telephone: (360) 604-4010</td>
</tr>
<tr>
<td>Email: <a href="mailto:Caleb.Piland@evergreenps.org">Caleb.Piland@evergreenps.org</a></td>
<td>Email: <a href="mailto:Holly.Long@evergreenps.org">Holly.Long@evergreenps.org</a>;</td>
<td>Email: <a href="mailto:Tracy.Thompson@evergreenps.org">Tracy.Thompson@evergreenps.org</a></td>
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If you have a disability that requires you to need assistance to access school facilities, programs or services, please notify the school principal.

<table>
<thead>
<tr>
<th>Joan Huston</th>
<th>Craig Downs</th>
<th>Tami Oppliger</th>
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<tbody>
<tr>
<td>Director</td>
<td>Assistant Director</td>
<td>Assistant Director</td>
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<tr>
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</tr>
<tr>
<td>Email: <a href="mailto:Joan.Huston@evergreenps.org">Joan.Huston@evergreenps.org</a></td>
<td>Email: <a href="mailto:Craig.Downs@evergreenps.org">Craig.Downs@evergreenps.org</a></td>
<td>Email: <a href="mailto:Tamila.Oppliger@evergreenps.org">Tamila.Oppliger@evergreenps.org</a></td>
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ACADEMIC INTEGRITY

The Cascadia Tech Academy believes in establishing a school climate that promotes ethical and responsible student conduct in order to further our mission of preparing each student with the relevant knowledge and skills for learning, career and life. We are convinced that neither pressure for grades, inadequate time for studying nor parental expectations justify students acting dishonestly. Any form of academic dishonesty will undermine our standards of excellence and violate the trust which is the cornerstone of our school community. We assume all students will exhibit academic integrity, quality and collegiality.

Behaviors of Academic Dishonesty:

- Plagiarism: the use of someone else’s thoughts, research or ideas without acknowledging the original source and submitting it as your own work.
- Cheating: the use of unauthorized study aids or other materials, copying another person’s work with or without their consent, or unauthorized collaboration.
- Fabrication: intentional misrepresentation of information.
- Collusion: assisting another person to commit an act of academic dishonesty such as allowing them to copy your work.
- Academic Misconduct: the intentional violation of school or classroom policies, accessing stolen exams, or changing computerized grades.

BEHAVIOR EXPECTATIONS

1. No student will bring harm to himself/herself or to others including the expression of personal prejudices against an individual or group.
2. No student will disrupt the learning-teaching process.
3. All students will follow the instructions of the staff, first time, every time.
4. All students will respect the rights and property of others.
5. All students will know and obey the rules and policies of Cascadia Tech Academy.

The above responsibilities apply to all students attending Cascadia Technical Academy programs or events, both on and off campus, or while being transported on school district sponsored transportation.

DISCIPLINE POLICY

Employees lose jobs, not from lack of ability and skill, but as a result of poor self-discipline and attitude. Cascadia Tech Academy will help students develop and reinforce the self-control, orderliness, respect, and efficiency necessary to maintain a positive attitude, self-discipline, and effectiveness as a person and as an employee. Disciplinary action will follow a progressive process that may include, but is not limited to the following: consultation with student, parent notification, short-term suspension, long-term suspension/expulsion, and police notification when warranted. Cascadia Tech Academy will suspend and prosecute in cases of theft. All disciplinary action will be administered in cooperation with the student’s home high school staff.

DRESS POLICY

Students are expected to exercise good judgment, safety, good taste, and modesty regarding their dress and grooming. Any clothing considered to be disruptive to the educational process is inappropriate for school or school-related activities.

The following items are considered inappropriate apparel for school: tank tops, spandex, cut-offs, bare midriffs, visible undergarments, t-shirts with inappropriate graphics or words, short t-shirts, or shorts or skirts shorter than two inches above the knee. Jewelry, apparel, pins, tattoos, and patches that promote gangs, drugs, profanity, racism, slander, or distastefulness are not permitted.

EMERGENCY SCHOOL CLOSURES

Cascadia Technical Academy follows the Evergreen School District’s operating schedule. When Evergreen School District is closed, Cascadia Tech Academy is also closed. When Evergreen School District has a 2-hour late start, then there are no session 1 classes at Cascadia Tech Academy, but session 2 is held at regular time.

If a student’s high school is closed because of inclement weather, the student WILL NOT be expected to attend Cascadia Tech Academy that day. If a student’s high school has a 2-hour late start, session 1 students are not expected to attend Cascadia Tech Academy, but session 2 students are expected to attend at regular time.

School closure or schedule change information will be given to the local TV and radio stations by 6 a.m. To get information on closure status, tune in to your local TV/Radio stations via internet/broadcast or check the Evergreen School District website at www.evergreenps.org.
FOOD POLICY

This food policy governs the presence and consumption of food and beverages in the classroom/lab settings of the Cascadia Technical Academy facility.

The staff recognizes that not all students have an opportunity to eat breakfast or lunch before their arrival at Cascadia Tech Academy. We also recognize that the consumption of food and beverages in the work place is socially and professionally acceptable within necessary guidelines established by the employer. We also recognize the importance of protecting our capital investment in the purchase and maintenance costs of equipment and facilities (i.e., computers, carpets).

With the above facts in mind, the following guidelines concerning the food policy have been established.

1. Program instructors have the responsibility to establish operational rules for food and beverages within their program area, within the guidelines of this policy.

2. All clean-up is the responsibility of the program. Any spills of beverages in carpeted areas will be the responsibility of the program area to make the initial cleanup and to contact the custodian for further cleanup.

3. The presence of food and beverage will be allowed in the classroom area a maximum of one hour during the class session, and only in the absence of supplies, computers, or other equipment that could be damaged by food or beverage.

4. At the end of the allotted time, all food and beverage items will be cleaned up and stored out of the way of all class activities.

   Exceptions:
   - The Culinary, Baking and Pastry Arts program.
   - Approved social activities.

FORGERY

Forging of signatures and using of false names is in violation of school policy. Students who do so will be subject to disciplinary procedures and/or prosecution.

VISITORS

Students who wish to bring a friend to Cascadia Technical Academy must have prior approval of their program teacher, their sending school, and the Cascadia Tech Academy main office.

WEAPONS ON CAMPUS

Possession, sale, purchase, or display of a dangerous weapon on campus is a grow misdemeanor. Students who violate this law are subject to expulsion and prosecution.

ILLEGAL USE OF ALCOHOL, DRUGS, AND TOBACCO

Cascadia Technical Academy recognizes that the use of alcohol and other drugs is harmful and negatively impacts students’ health and education. Therefore, school district policy prohibits the unlawful possession, use (includes under the influence), or distribution of illicit drugs or what is purported to be an illicit drug (look-alike), alcohol, tobacco, or any substance used for mood-altering or intoxicating effect on school premises or as part of any school activities. Policy further prohibits the possession of drug paraphernalia intended or designed for use, storage, or distribution of any controlled substance. Violation of this rule will result in short-term suspension on the first offense and suspension from Cascadia Technical Academy on the second offense.

Legislation makes it a Class 3 Civil Infraction when minors possess tobacco. A Class 3 Civil Infraction is punishable by a fine. The court may also require the youth to participate in a stop smoking program, as well as perform four hours of community service for a violation. Violations may be reported to law enforcement agencies.

SERVICES AVAILABLE

AUTOMOTIVE REPAIR

Vehicle maintenance and minor repairs are available at various times throughout the year. For more information call (360) 604-1050 and enter 2139 for the Auto Service Desk.

COSMETOLOGY SERVICES

For an appointment call (360) 604-1080. Salon services are available Monday – Thursday. The salon is closed on Fridays as students are in class.

DENTAL CLINIC

If you or someone you know qualifies as low income and DO NOT have dental insurance or a regular dentist call (360) 604-1057. The Dental Clinic office hours are between 8:00 a.m. and 2:00 p.m.

DIESEL ENGINE REPAIR

Students in this program perform most types of repair on diesel engines and equipment. For more information or scheduling, please call (360) 604-1050 x2117.

TOUCH OF CLASS RESTAURANT

Beginning in October, the dining room is open to the public on Wednesdays, Thursdays, and Fridays for breakfast from 8:45 to 10:00 a.m. and for lunch from 11:45 a.m. to 1:00 p.m. To verify the restaurant is open or for reservations please call (360) 604-1054.
CASCADIA TECHNICAL ACADEMY PROGRAMS

APPLIED MEDICAL SCIENCES
Appled Medical Sciences provides core skills and knowledge necessary for entry-level employment in the healthcare field. Students are introduced to anatomy and physiology, medical vocabulary, and nursing fundamentals; earn Healthcare Provider CPR and First Aid cards and a Certificate of Completion in Nursing Assistant training. Qualifying students may apply to take the Washington State Nursing Assistant Certification examination. College credits are available.

Industry Certifications Attainable:
Nursing Assistant Certified (NA-C) if qualified, Healthcare Provider CPR and First Aid Cards, 7 hours HIV/AIDS Certification, and 21st Century Skills Certification.

AVIATION TECHNOLOGY
The Aviation Technology course offers one and two year pathways. These courses combine a broad foundation in aviation science with hours of hands-on flight simulation and with practical experience in unmanned aerial vehicles, electronics, and aerospace design and construction processes. It is intended to be an entry into the multitude of careers in the aviation and aerospace industries.

Industry Certifications Attainable:
OSHA 10 (yr 1), Private Pilot Ground School (yr 1), FAA Knowledge Test Endorsement (Private Pilot: yr 1), FAA Remote Pilot Certification (yr 2), Basic Electronics 1 Certification (yr 2), Manufacturing Skills Certification (yr 2), Student Pilot License (yr 1 or 2), and 21st Century Skills Certification (yr 1 or 2).

AUTOMOTIVE TECHNOLOGY
This program is recognized as one of the top high school automotive training facilities in the nation. Our instructors are ASE Certified Master Technicians and this program is certified by NATEF. First year students will learn theory, operation, and maintenance of all major systems on an automobile. Second year students study diagnosis and repair skills on brakes, electrical, engine performance, and steering/suspension systems.

Industry Certifications Attainable:
Automotive Service Excellence (ASE) Entry-level Certification up to nine available, EPA 609 Refrigerant Handling Certification, S/P2 Automotive Service Safety, S/P2 Automotive Service Pollution Prevention, and 21st Century Skills Certification.

BUSINESS PRINCIPLES
Whether you are interested in working in an office as an administrative assistant or owning your own office as an entrepreneur, Business Principles will help you reach your goals. General business and management opportunities are abundant. In the State of Washington, trained personnel are in high demand. As a trained graduate in this area, students' skills will enable them to find an exciting career in the field of business. Upon completion of this program, individuals will have knowledge of business operations, finance, marketing, client relations and professionalism. Management, leadership and entrepreneurial skills, together with basic knowledge of business operations, will prepare students for a variety of business positions. Career research and exploration of post-secondary education is also a component of this program. This course also presents students with an excellent base for pursuing post-secondary education and training. College credits are available.

Industry Certifications Attainable:
Potential Microsoft Office Specialist (MOS) Certification in Word, PowerPoint, Excel and Outlook, and Precision Exam certificate in 21st Century Skills among a variety of other program specific subjects.
CONSTRUCTION TECHNOLOGY
Construction Technology prepares students for entry level positions in the construction industry. First year students receive instruction in safety, hand and power tool usage, construction mathematics, building codes and building plans. Projects include building a carpenter’s toolbox, designing a set of building plans, building a shed and scale model house, and working off campus on a project. Second year students receive advanced instruction in safety, pneumatic tool usage, construction mathematics, and interpretation of engineered building plans. Year 2 provides students the opportunity to apply their knowledge and skills through the construction of a residential home.

Industry Certification Attainable:
National Center for Construction Education and Research (NCCER) yr 1, 21st Century Skills Certification, and OHSA 10 yr 2.

COSMETOLOGY
This course offers students the opportunity to learn about the art of hair design while earning hours towards the 1,400 hours required by WA State for a hair design license. The course consists of both lecture and lab periods in all phases of theory and science of cosmetology. Juniors who successfully complete the first year will be eligible to return for the second year.

Industry Certification Attainable:
WA State Hair Design License, WA Cosmetology License, Hair Color Certification, Barbicide Certification, and 21st Century Skills Certification.

CRIMINAL JUSTICE
During this two-year course, students will work with personnel in the criminal justice and public service agencies including the Vancouver police department, sheriff’s office, prosecuting attorney’s office, local and state courts, juvenile justice department, WA state department of corrections and federal law enforcement agencies. Skills and competencies taught include an overview of the criminal justice system, law enforcement, community policing, criminal acts and impacts on society, the U.S. Constitution, criminal codes, work-readiness, investigations, responding to mock scenes and interpersonal communication and problem-solving skills.

Industry Certifications Attainable:
Licensed Private Security Professional in Oregon State, First Aid/CPR Certification, National Incident Command Certificates, ASP Handcuff/Baton Certification, 21st Century Skills Certification available in Law Enforcement (570), Criminal Justice 1 (5310) and Criminal Justice 2 (5410).

CULINARY, BAKING & PASTRY ARTS
The Culinary, Baking and Pastry Arts program is an American Culinary Federation certified program and a recognized training facility of the Federation of Dining Room Professionals. It is a two-year program designed to allow students to experience all aspects of the culinary arts and restaurant industries. Students receive on-the-job training in a full service restaurant, which is open to the public and learn foundational skills to be employed in this fun, fast-paced profession.

Industry Certifications Attainable:
American Culinary Federation Fundamentals Cook Certification (yr 2), American Culinary Federation Fundamentals Pastry Cook Certification (yr 2), Federation of Dining Room Professionals Apprentice Certification, and WA State Precision Certifications: 21st Century Skills Certification available in Event Planning & Management and Food Service & Culinary Arts.
DENTAL
The Dental class is a one-year program, with the option of a second year advanced class, established to provide students, both men and women, with the skills, knowledge, and attitudes required by the dental profession to work in a dental environment. Over 50% of the instruction in this program is devoted to hands-on experience in the on-site dental clinic. The second year program will take the basic skills learned in the first year and narrow the focus on more complex, advanced skills associated with expanded function dental assistant.

Industry Certifications Attainable:

DIESEL TECHNOLOGY
This two year program is designed to prepare students for entry-level positions in the heavy equipment industry or to prepare them for furthering their education/training. Students will learn the operation theory, maintenance and repair of large trucks and off-road equipment. The systems studied will include electrical, hydraulic engines, air systems, brakes, and power transmissions. Emphasis is placed on the safe operation of hand and power tools, overhead crane, and forklift trucks. Along with technical material, this program will include units on leadership, communication skills, goal setting, problem solving, conflict resolution, and responsible decision-making. College credits are available.

Industry Certifications Attainable:
Automotive Service Excellence (ASE) test, S/P2 Heavy-Duty/Diesel Technology Pollution Prevention, and WA State Precision 21st Century Skills Certification.

FASHION DESIGN
This is a two year course for those interested in pursuing a career in a fashion-related or retail management position, or secondary education in a fashion-related field. It provides core skills and knowledge necessary for entry-level employment in a fashion or retail career field. Students learn the fundamentals of business including customer service, buying and selling, marketing, product display, merchandising and achieving a profit. They also learn aspects of fashion design, product development and the design process. The second year program builds on these skills by establishing a work site internship where students apply their knowledge on-the-job.

Industry Certifications Attainable:

FIRE SCIENCE
This two year program open to juniors and seniors, allows students to explore a career in the emergency services field with emphasis on developing fundamental skills in the fire and emergency medical fields. In addition to studying fire science and emergency medicine, cadets are taught skills in team building, decision-making and problem solving. This hands-on course is also physically demanding at times. Cadets participate in training fires and are given instruction in advanced first aid/CPR. Successful completion of the program, with a grade of “B” or better, may result in college credit.

Industry Certifications Attainable:
ICS 100 (Incident Command System) Introduction to ICS for Operational First Responders, ICS 200 Basic NIMS (National Incident Management Systems) ICS for Operational First Responders, ICS 300 Intermediate ICS for Expanding Incidents, First Aid/CPR, S130/190 Introduction to Wildfire Behavior, FF1 (Fire Fighter 1), and FF2 (Fire Fighter 2).
**HOSPITALITY & TOURISM**

Students enrolled in this program will learn skills to be successful in the travel and hospitality industry, including marketing and customer relations. They also receive a strong foundation in travel geography. Students will apply their knowledge during industry internships at hotel front desks, guest services, reservations, banquets, as well as in management and personnel services. Students may also complete an internship at a variety of tourism related venues such as travel agencies and community projects. College credits are available.

**Industry Certifications Attainable:**
Certified Rooms Division Specialist (CRDS) from the American Hotel Lodging Association, American Airlines SABRE Reservations Certificate, Travel's Institute Explore the World Certificate, and 21st Century Skills Certification.

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**INFORMATION TECHNOLOGY SYSTEMS, SERVICE & SUPPORT**

This two year program provides core skills and knowledge necessary for entry-level employment in the technology field. First year focus consists of computer repair, Cisco’s CompTIA A+ curriculum and an intro to open source operating systems and applications. It also includes Microsoft Office industry related applications and projects. Second year will participate in the ITSS Student IT Help Desk supporting all Cascadia Tech programs. They will also prepare for Cisco’s CCENT & CompTIA Network+ certification. Both years students will have the opportunity to train and develop skills for MTA certifications. Professionalism is an important aspect of the Information Technology curriculum which focuses on teamwork, communication, career research, and job readiness. College credits are available.

**Industry Certifications Attainable:**

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**PRE-ENGINEERING DESIGN TECHNOLOGY**

This is a two year program available to juniors or seniors. Students should have an interest in engineering, architecture, drafting, design, robotics and computer controlled equipment. Students will learn Mechanical and Architectural drafting, design, solid modeling, and CNC programming. In addition, students explore various engineering disciplines and career choices. The course covers safety, employment and educational opportunities. It also includes current industry trends and developments. A strong emphasis is put on developing professional skills and responsibilities. A major portion of time will be spent in hands-on labs learning to operate the software, machine tools and controls. College credits are available.

**Industry Certifications Attainable:**
SOLIDWORKS Certification, 21st Century Skills Certification (WA State Precision Exams) for Engineering Principles 1 and CAD Mechanical Design 1.

**Available Leadership Opportunities**

There are many types of leadership opportunities available at Cascadia Technical Academy. These include HOSA, Mock Trial, DECA, American Culinary Federation, Skills USA Regional, State, and National competitions, Leos Club, and the Phoenix program. Some of the activities listed are program specific, but all of the activities provide an opportunity for students to gain leadership skills and develop personal growth through class activities or community service projects.

Students who are comfortable speaking in front of large groups may have the opportunity to represent Cascadia Technical Academy by becoming a campus advocate. Campus advocates receive training in public speaking. They have many opportunities to speak about their program with visitors on campus. They will also visit our sending high schools and speak to large groups about all that Cascadia Technical Academy has to offer students.

Cascadia Technical Academy also has an Associated Student Body (ASB). Students may be chosen by their class and instructor to represent their program by becoming an ASB officer or representative.
Vision

- Excellence, Innovation and a Passionate Spirit define Cascadia Tech Academy
- We are a visible community presence, driven by dynamic community partnerships and responsive to the global marketplace
- We are a preferred source of highly capable employees
- Our passion is driven by our students and their success
- We are distinguished for preparing students with career and technical skills, academics and professionalism
- We are pioneers in creating 21st Century technical and academic training
- The Cascadia Tech Academy is nationally recognized as the benchmark for professional and technical education

Mission

To prepare each student with the relevant knowledge and skills for learning, career, and life

Beliefs

- We value a safe, respectful and caring professional environment
- We value industry and community guided career training
- We believe we affect lifelong learning and positive change in both students and staff
- We value teachers who are industry professionals
- We value technical professional development
- We value quality through continuous improvement
- We value integrity, honesty and accountability

Cascadia Tech Academy serves the following high schools:

Battle Ground  Home Schools  Union
CAM  Hudson’s Bay  Vancouver Home Connection
Camas  La Center  Vancouver Flex Academy
Columbia River  Legacy  Virtual Learning Academy
Discovery  Mountain View  Washougal
Educational Service District 112  Open Doors  Woodland
Evergreen  Prairie  49th Street Academy
Fort Vancouver  Ridgefield  
Hayes Freedom  River HomeLink  
Heritage  Skyview  
Hockinson  Summit View  

Calendar Dates for 2020-2021 School Year

Cascadia Technical Academy follows the Evergreen Public Schools Calendar. Cascadia Technical Academy’s calendar will be available on-line on our website at the start of school.

Student Attendance Dates (First and Last Day)
First Day of School: Tuesday, September 1, 2020
Last Day of School: Wednesday, June 16, 2021

Important Dates
September 7 – Labor Day (Holiday)
October 9 – Professional Development Day (No School)
November 11 – Veterans Day (Holiday)
November 25 – November 27 – Thanksgiving Break
December 21 – January 1 – Winter Break
January 18 – Martin Luther King, Jr. (Holiday)
January 29 – K-12 No School (Snow Make up Day)
February 15 – Presidents’ Day (Holiday)
March 12 – No School (Snow Make up Day)
April 5 – April 9 – Spring Break
May 28 – No School (Snow Make up Day)
May 31 – Memorial Day (Holiday)

Snow Make-up Dates
June 17 – First day
March 12 – Second Day
May 28 – Third Day