

Mountlake Terrace High School

Student Handbook

2016-2017

21801 44th Ave West, Mountlake Terrace, WA 98043
Main Office - 425-431-7776 Fax - 425-431-7771

English Text # _____	Math Text # _____
Science Text # _____	Social Studies Text # _____
Other Text # _____	Other Text # _____

Name: _____

Bell Schedules

REGULAR SCHEDULE (M, T)	P.A.S.S. Schedule (W, Thu,F)
0 period 6:21 – 7:15 (optional)	0 period 6:21 – 7:15 (optional)
1 st period 7:20 – 8:14	1 st period 7:20 – 8:08
2 nd period 8:19 – 9:13	2 nd period 8:13 – 9:01
3 rd period 9:18 – 10:18 HBN	P.A.S.S. 9:06 – 9:43 HBN
4A period 10:23 – 11:17 2 nd Lunch 11:22 – 11:52 1 st Lunch 10:23 – 10:53 4B period 10:59 – 11:52	3 rd period 9:48 – 10:36
5 th period 11:57 – 12:51	4A period 10:41 – 11:29 2 nd Lunch 11:34 – 12:04 1 st Lunch 10:41 – 11:11 4B period 11:16 – 12:04
6 th period 12:56 – 1:50	5 th period 12:09 – 12:57
7 th period 1:55 – 2:51 (optional)	6 th period 1:02 – 1:50

ASSEMBLY / EXTENDED P.A.S.S.	PM ASSEMBLY
0 period 6:21 – 7:15 (optional)	0 period 6:21 – 7:15 (optional)
1 st period 7:20 – 8:04	1 st period 7:20 – 8:04
2 nd period 8:09 – 8:53	2 nd period 8:09 – 8:53
Assembly / P.A.S.S. 8:58 – 9:58	3 rd period 8:58 – 9:47(5 min HBN)
3 rd period 10:03 – 10:47 no HBN	4 th period 9:52 – 10:36
4A period 10:52 – 11:36 2 nd Lunch 11:41 – 12:11 1 st Lunch 10:52 – 11:22 4B period 11:27 – 12:11	5 th period class 10:41 – 11:25 2 nd Lunch 11:30 – noon 1 st Lunch 10:41 – 11:11 5 th period class 11:27 – 12:11
5 th period 12:16 – 1:00	6 th period 12:05 – 12:49
6 th period 1:05 – 1:50	ASSEMBLY 12:54 – 1:50

Half Day Early Release		2- Hour Late Schedule. <i>No 0 period</i>	
0	6:21 – 7:15	1 st period	9:20 – 9:55
1 st	7:20 – 7:45	2 nd period	10:00 – 10:35
2 nd	7:50 – 8:15	3 rd period	10:40–11:15 no HBN
3 rd	8:20 – 8:45	4A period	11:20 – 11:55 2 nd Lunch 12:00 – 12:30 1 st Lunch 11:20 – 11:50 4B period
4 th	8:50 – 9:15	5 th period	12:35 – 1:10
5 th	9:20 – 9:45	6 th period	1:15 – 1:50
6 th	9:50 – 10:15		

2016 - 2017 Staff Roster

Dino Aristides	Math	Sheri Harrison	Visually Impaired	Terry Sasser	ASL
David Assink	Math	Daniel Johnston	Math	Leah Sayre	ELL
Jose Aguiniga	On-Time Grad Coordinator	Dan Lafferty	Technology	Jennifer Schillen	Instrumental Music
Adam Bazant	Social Studies	Stephanie Lee-Henning	Math	Randy Sibley	Carpentry
Antoaneta Beeston	Learning Support	Penny Lefavour	Science	Bryan Smelcer	Science
Shawna Bogren	Social Studies	Nick Lencioni	Math	Nalin Sood	Business Technology
David Brophy	Social Studies	Fay Mafnas	English	Joan Spears	Learning Support
Jeannie Brzovic	Drama/Soc. Studies	Marci Mahler	PE	T.J. Sullivan	Vocal Music
Mark Burbank	Science/Math	Tatyana Malysh	Math	Abby Taylor	Math
Ryan Chute	Math	Dana Marsden	Science	Michelle Tessier	ELL
Robin Cogburn	Spanish	Jim Matthews	Science	Margaret Tibbot	Learning Support
Angelo Comeaux	Video Tech	Michole Mattix	Social Studies	Jonathan Tong	Science
Vince DeMiero	English/Journalism	Kasey Meier	Librarian	John Traxler	Science
Michael DeNoma	Art	Michael McLaughlin	English	Russ Vincent	Health/PE
Craig DeVine	Technology	Steve Merlino	English	Mark Walker	Art
Stuart Dick	Science	Heidi Monrad	French	Kimberly Weaver	Learning Support
George Dremousis	Social Studies	Kimberly Nelson	Health/FACSE	Dory Weber	History
Chris Ellinger	Humanities	VJ Orduna	Theater Manager	Todd Weber	Health/PE
Emily Evans	FACSE	Theresa Pacheco	FACSE	Adam Welman	Science
Darin Faul	Instrumental Music	Nancy Paine	Math	Peter White	English
Timmi Forbes	Learning Support	Natatasha Reedy	ASL	Jennifer Widrig-Hodges	English
Beth Gilbraith	Business Technology	Robert Reichle	English	James Wilson	Tech
Toby Gloss	CTE	Tammy Reilly	Spanish	Nat Wilson	ASL
Erin Grambush	Humanities	Jason Rich	History & English	Stephanie Wittenbrink	Learning Support

Main Office 425-431-7779, Fax 425-431-7771

Principal	Greg Schwab	425-431-7777
Assistant Principal	Dan Falk	425-431-7780
Assistant Principal	Peter Schurke	425-431-7779
Office Manager	Cathy Fiorillo	425-431-5600
Attendance Office Secretary	Tawny Clark	425-431-7781
Attendance Office Secretary	Sherry Newell	425-431-7781
Athletics/Activities Coordinator	Kim Stewart	425-431-5693
ASB Office Secretary	Nadine Coombs	425-431-5694
BECCA Coordinator	Sue VanSenus	425-431-5613
Behavior Coordinator	Michael Boxley	425-431-5790
Bldg. Reservations/Scheduling	Sandy Merten	425-431-5607
In-School Suspension Coordinator	David Whalen	425-431-5734
Nurse	Julie Hill	425-431-1066
On Time Graduation Coordinator	Jose Aguiniga	425-431-5737
School Psychologist	Julie Schwab	425-431-5660
School Psychologist	Miranda Rusler	425-431-1311
Social Worker/Student Support Advocate	Ashley Dawson	425-431-5725

Counseling Office 425-431-7787, Fax 425-431-7772

Counselor is assigned by your last name:

Counselor for A – D	Allison Hong	425-431-1738
Counselor for E - K	Tanya Benvenuti	425-431-5665
Counselor for L - Q	Brad Serka	425-431-5659
Counselor for R - Z	Julie Petterson	425-431-5658
Counseling Secretary	Kim Runkel	425-431-5663
Counseling Secretary	Vicki Stewart	425-431-5661
Registrar	Erica Henley	425-431-5662
Career Specialist	Barb Brister	425-431-5590
Social Worker/Student Support Advocate	Ashley Dawson	425-431-5725
On Time Graduation Coordinator	Jose Aguiniga	425-431-5737

2016-2017 Student Government

<p>ASB Executive Officers President - Hani Nakkour Vice President – Brianna Houtman Secretary – Rosie Lee</p>	<p>ASB Executive Officers Treasurer – Chase Alberts Public Relations – Samantha Garcia Perez Historian – Jacob Dodd</p>
<p>Senior Class of 2017 ASB Officers: President – Aarthi Yogendran Vice President – Leann Weatherby Secretary – Elizabeth Kisler Treasurer – Mila Milosavljevic</p>	<p>Senior Class ASB Representatives: Jeremy Ansdell, Alyssa Beck, Thomas Braun, Adam Lorraine, Maddie Powers, Malak Qibaa, Trevor Swanson, Hailey White</p>
<p>Junior Class of 2018 ASB Officer President – Trinh Nguyen Vice-President – Ryan Berry Secretary – Nina Berry Treasurer – Samuel Bowman</p>	<p>Junior Class ASB Representative: Eliza Sandoval</p>
<p>Sophomore Class of 2019 ASB Officers: President – Andy Shaw Vice President – Rackeb Kelemu Secretary – Kennedy Cooper Treasurer – Semira Beraki</p>	<p>Sophomore Class ASB Representatives: Ishika Nayyar, Tyler Nguyen</p>
<p>Freshman Class of 2020 ASB Officers: President - McKenna Mortensen Vice President - Morgan McCraney Secretary - Ciara Laney Treasurer - Jonathan Kwong</p>	<p>Freshman Class Representatives:: Gwendalyn Borland Handrae Henthorn</p>
<p>Interhigh Representatives: Elysiana Batingan, Karina Gonzalez, Megan Johnson, Haile Reeffer, Katrina Pirie <i>Interhigh Representatives are selected by application in May.</i></p>	
<p>Cheerleaders: Sidney Brown, Grace Davidson, Meeka Diaz, Nicole Foreman, Angel Garcia, Mickenzie Gibbons, Hannah Gibson, Shannon Granberg, Contessa King, Ashley Klippert, Erica Lampers, Caylie Laney, Kylee Lenseigne, Caitlin McLellan, Rosa Park, Britta Sinclair <i>Cheerleader tryouts are in early spring. All candidates and parents are required to sign a contract and meet with the cheer advisor. Candidates are selected based on teacher recommendations and evaluations, GPA, attendance, trainer evaluation, and preliminary and final judging.</i></p>	

Get Involved

School Athletics, Clubs, and Activities - Research has shown that students who are involved in extracurricular activities do better in school than those who do not. There is something at MTHS to suit everyone's interest.

Student Government - Mountlake Terrace has a very active and strong student government. Each year students elect six ASB Officers. These are President, Vice-President, Secretary, Treasurer, Public Relations Coordinator, and Historian. In addition, each class elects four 4 officers and seven 7 representatives to the Student Council. Additionally, ten students are selected each year to represent MTHS at the Edmonds and WESCO Interhigh meetings, which are held on a monthly basis. Even if you are not an elected officer there is still much to get involved in. Talk to one of the ASB or Class Officers or just stop by the ASB Officers' Office by the Activities Window in the Hub. Get involved!

Homecoming Week - This special event involves the entire student body, staff and alumni. This week is packed with club and class competitions. Monday evening is the big kick off with our annual Coronation Assembly. Friday is the big windup of the week with an assembly, a game featuring special halftime entertainment, and a big dance on Saturday.

Student Identification – ASB Card - All students must have a student picture ID card any time they are on campus or attending any school function. Your ID card is also used to check out textbooks, library books, and serve as your ID to present when taking state standardized tests here at school, the ACT and SAT. Most student activities such as athletics, the newspaper, dances, assemblies, etc., are financed by student funds. A major source of revenue comes from ASB card sales. The ASB card is a real bargain. It provides free admission to regular season home football, basketball, volleyball, wrestling, and soccer contests and reduced admission to away games. It permits the owner to have reduced admission to all school dances, as well as a \$10 discount on yearbooks. The active student who attends many games and dances could save more than \$200 by purchasing an ASB card. All students participating in an activity funded by the ASB such as drama, music, sports, etc. must purchase an ASB card to be eligible to participate in those activities. The price of the card is \$50 and may be purchased at registration or any time during the school year at the ASB window.

School Spirit

MTHS has an excellent tradition of great school spirit. We believe that school spirit has important parts:

- **Courtesy** toward fellow students, teachers, staff and officials.
- **Pride** in everything our school endeavors to accomplish and has accomplished. Our desire is to become the best we can be and to reach our greatest potential.
- **Loyalty** to our school, fellow students, staff, and community. Loyal students support their school and do their utmost to keep scholastic and activity standards at the highest possible level.
- **Sportsmanship** is the ability to win and lose gracefully. We treat our opponents and officials with courtesy and respect. We represent ourselves and our school in an exemplary manner that reflects positively on our total school community. Failure to do so will result in disciplinary action ranging from removal from the sporting event or activity to banishment from all future events or activities.

Students and student rooting sections are expected to display good sportsmanship, adhere to school rules, and follow WESCO and WIAA athletic regulations. Rules prohibit the use of megaphones or any kind of noisemakers as well as any kind of posters or signs.

Student Extracurricular Activities Contract - We, in the community of MTHS, are concerned for the welfare of each member of this community. Students involved in sports and activities are expected to demonstrate the best possible behavior at all times. You will find the full rules for extracurricular participation in the Edmonds School District online at:

www.edmonds.wednet.edu/athletichandbook.

Interscholastic Activities/Athletics - Mountlake Terrace High School is a member of the WESCO Conference, Northwest District, and the Washington Interscholastic Activities Association. Our students compete with other schools throughout the conference and state for league, district and state honors.

Eligibility - Students planning to participate in any interscholastic or activities program should review the information listed below and contact Stew or Nadine in the activities/athletic office for more information. 425-431-5693.

- You must be attending or living within the attendance area of MTHS.
- You must currently be enrolled in at least 5 credit-bearing classes at MTHS not failing more than one. Running Start & Sno-Isle classes pose different eligibility questions and should be confirmed with the building AD, before enrolling to maintain eligibility.
- Eligibility will be checked at the beginning of the season and at Progress Report and Semester grade reporting.
- Upon entering 9th grade, a student's initial academic eligibility will be determined by their record from the previous semester.
- You must have all school fines paid in full. Fine list will be checked at the beginning of the season and at Progress Report and Semester grade reporting.

- You must purchase an ASB Activity Card for \$50.
- All previous sports equipment/uniforms must have been turned in or paid for before clearance for participation.
- You must have been in regular school attendance during the immediate preceding semester before the season of performance.
- You must have an insurance policy or insurance waiver for athletic participation.
- You must have a parent permission slip signed prior to athletic participation.

Clearance Card - Athletes must obtain the clearance card establishing that all the above criteria have been met from the ASB/Activities Office prior to the first turnout of the sports activity.

FALL SPORTS

- Football*
- Girls Volleyball
- Girls Swimming
- Boys Tennis
- Cross Country
- Girls Soccer

WINTER SPORTS

- Boys Basketball
- Boys Swimming
- Wrestling

SPRING SPORTS

- Baseball
- Girls Basketball
- Girls Fastpitch Softball
- Boys Soccer
- Track and Field
- Girls Tennis
- Boys and Girls Golf

Clubs and Activities: Our list of activities and clubs changes each year. See the ASB office to become involved. If it's not on the list, maybe you can start it.

Anime Club - A place to explore anime shows, art, books, and games.

ASB – Student Government, all student body are welcome to join and participate.

Band, Orchestra & Choirs - Our instrumental & vocal music programs offer many opportunities to those students who want to perform before a variety of audiences. MTHS has two Jazz Bands, Symphonic Band, Chamber Orchestra, Chamber Winds, Concert Orchestra, and Wind Ensemble. Vocal groups include Dynamics (co-ed) & Accents (girls only); which make appearances throughout the area.

Black Student Union (BSU) - A place to come together from different ethnic backgrounds and learn about issues faced in day-to-day life.

Bowling Club - If you love to bowl and enjoy excellent competition, then this club is for you! Our club competes with schools in local districts. Our “home” lane is Lynnwood Lanes.

Cheerleaders - If you are full of energy, love to jump and yell and show your school spirit, then being a Cheerleader might be for you! This activity demands dedication and enthusiasm that knows no bounds.

Chess - Chess, the thinking person's game, has been popular here at Mountlake Terrace for a number of years. Students have competed at state and national competitions. Just because the club has brought back a lot of trophies doesn't mean you have to be an expert; every skill level is welcomed at the chess club.

Clean up crew - Ever wonder how to help out at MTHS with limited time? The little things that you do can make a big difference. Join the Clean-Up Crew every day at the end of the lunch period. We help out the custodial staff by cleaning up the trash in the HUB and we help keep Terrace a place we are proud to attend. It only takes three minutes, but we make big difference.

DECA - This is a marketing club which helps prepare students in careers such as advertising, management, public relations, communications, entrepreneurship, travel, and tourism. Students compete at local, state, and even national levels in these marketing skills. In addition, DECA runs our Student Store. For more information see Ms. Gilbraith in Rm. 108.

Drama - MTHS has an outstanding drama program. Whether you like to be on the stage or behind the scene there are opportunities galore. Plan on joining the MTHS Thespians!

Dungeons and Dragons - A club for any individual interested in medieval legends and quests. An opportunity to adventure with new people and experience a different world.

ECO Club - Working to promote an eco-friendly environment in our school and community.

Family Career and Community Leaders of America (FCCLA) - Would you like to increase and demonstrate your leadership skills as a family member, wage earner, and/or community leader? We develop these skills using our Family and Consumer Sciences backgrounds. Contact your Family and Consumer Sciences Education (FACSE) teacher for more information.

Gay/Straight Alliance - MTHS Gay-Straight Alliance GSA is a student club that works toward a more accepting environment for ALL people, regardless of sexual orientation or gender identity, through education, support, social action and advocacy. Are you concerned about bias & discrimination in our school community? Do you want to work together to make a difference and have a good time? Join the MTHS GSA!

Hawk Broadcast Network (HBN) - MTHS has its own television studio. If you are interested in video check this activity out. Daily video announcements are produced and presented by students. Go to room 114 for more information.

Hawkeye - Mountlake Terrace has an award winning student newspaper, the Hawkeye. Get involved in every aspect of putting together this professional style newspaper. There isn't a better high school paper in the state! Go to room 130 and see for yourself!

Hip Hop Club/Break Dancing - If you enjoy dance and would like to compete and perform at assemblies, games and weekend competitions, join our Dance Team. This crew of students dance and break to all the music you love. They all come together to share new moves and ideas on the dance floor. We collaborate and choreograph our own original routines. This club knows how to bring the house down when performing in assemblies and other school functions.

Hi-Q - This club is for those students who love intellectual competition. Throughout the school year, our Hi-Q team competes with schools from around the area in a “college bowl” type format. Check with ASB for more information.

Hiking Club - Come explore the mountains and shores of Puget Sound with the Hiking Club. Every month the club has day trips to destinations such as Lake 22, Ebey Landing on Whidbey Island, Mt. Erie, and Mt. Rainier. See Mr. Comeau for details.

Honor Society - This club is affiliated with the National Honor Society and is open to students by invitation only. Invitations are extended to sophomores, juniors, and seniors who have demonstrated outstanding qualities of scholarship, leadership, character, and service. Plan now on achieving the qualities necessary to qualify for Honor Society. Please see Julie Petterson, Counselor for more information.

Key Club - See Ms. Nelson

Link Crew - Students Helping Students Succeed. This program recruits upper classmen to mentor incoming freshmen during their first year of high school. If you want more information please see Mr. Stewart in the ASB office.

Making Access to College Happen (MATCH) - University of Washington, Bothell students come to the Career Center to mentor MTHS juniors in the college planning and application process. See Mrs. Brister for more information.

Mix It Up - No regular meetings, activities are held throughout the year.

Peer Mediators - Interested in helping others solve conflicts? Mountlake Terrace has a program whereby students act as conflict managers. Each year students are trained in helping people solve interpersonal problems by acting as neutral mediators between students involved in a conflict. If this sounds like something up your alley, contact Ms. Mattix or an administrator about joining the Peer Mediators.

Project Unify - A new club within the umbrella of Special Olympics. Promotes acceptance, inclusion, friendship, and unity.

Robotics - If you like designing and engineering with the latest technology including computer hardware and software as well as mechanical and electrical systems, then come join Robotics. We design and build small robots in the fall, and larger, 120 lb. robots in the spring and compete against teams from all over the nation. You'll gain fabulous experience in teamwork and leadership skills that will serve you in any future career. See Mr. Lafferty for more information.

Rocketry - If you like designing and engineering but want your creation to be faster and have more fire involved, then come join Rocketry. We design, build, and fly rockets that meet a complex set of challenges for a nation-wide contest with serious prizes on the line. You'll gain valuable experience in teamwork, technical design, and leadership in a field that makes up a huge part of our local economy. See Mr. DeVine for more information.

Study Hawks - Every day after school, from 2:00 to 3:30 students can come to the library and meet up with peer tutors and get help with their homework. The computers are available for research and composition. Please see Sue VanSenus for more info.

Teens Against Tobacco Use (TATU) - Trains students on the hazards of and prevention strategies for tobacco use. After proper training, our TATU group goes out to elementary schools and provides education to younger students on the dangers of tobacco use. We also teach how to use refusal skills in a variety of settings. Our goal is to provide information and create awareness in the prevention of smoking or chewing tobacco products. Please see Sue VanSenus for more information.

Theater Sports - Are you a good actor? Do you love comedy? Can you think fast on your feet? Maybe Theater sports is for you! Auditions are held in the spring, see Ms. Brzovic for more information.

Technology Student Association (TSA) - A club which offers over 65 various activities/competitions with a technological focus.

Yearbook - Another award winning publication is The Tempo, our student yearbook. Here is your chance to get involved in photography, writing, computer layout and graphics, sales, and much more. Don't just be in the yearbook, be a part of its creation! For more information check with Ms. Gilbraith in room 108.

General Student Information

Activities Bus - Is available on Wednesdays and Fridays at 4:00 pm in order to transport students who stay on campus in order to participate in study club or other school sponsored activities.

Announcements - Announcements are broadcast on HBN TV every day for students and staff.

Assemblies - Assemblies are provided for your benefit. They are a part of the regular school day and are treated as a class period. It is expected that all students will attend the assembly or study hall. All students will be seated in their respective seating section during the assembly:

Seniors – South West Section	Sophomores – South East Section
Juniors – North West Section	Freshmen – North East Section

- Students are expected to show respect and appreciation for the assembly planners and participants.
- Verbal or physical actions which are dangerous, obscene or disrespectful will not be tolerated.
- Yells and singing during pep assemblies will be under the direction of the rally squad.

Career Center - The Career Center assists students who wish to locate information on different careers or explore college options or other post-secondary education opportunities. The Career Center is located in room 100 next to the Counseling Office.

Directory Information - Directory information consists of a student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received and the most recent previous school attended. Directory information may be released without consent for the purpose of providing educational, scholarship, vocational/occupational and/or military information, or to the news media and law enforcement. This information shall not be released for commercial reasons. If you do not want student directory information released to the media, military, and/or higher education, please go to the district

website, About Us, Frequently Requested Forms. Print the "Do Not Release Directory Information (P-190)" form, complete and sign it, and return it to Edmonds School District #15, Directory Information Forms, 20420 68th Avenue West, Lynnwood, WA 98036.

Drug/Alcohol Intervention Specialist - The Edmonds School District has contracted with an outside agency to provide each high school with an Intervention Specialist. The counselor is at MTHS for one day a week as a resource for students, parents and faculty. The office is located in the Counseling Center.

Financial Aid - Financial aid for school-related costs is available to any student in need. Free and Reduced breakfasts and lunches are also available. Forms are available at school or through the Edmonds School District website.

Health Services - If you become ill during the day, report to the attendance office. If you are too ill to attend class, the Attendance Office will notify your parents to take you home. MTHS does not have a full time school nurse, she is here on Mondays & Wednesdays only, nor is a health center available.

Homework Request Policy - Students with prearranged absences should request homework from their teachers before the absence. If the absence is not pre-arranged (in case of illness, for example) then requests for homework should be made after a student had been absent 3 days and the student will be missing two or more days of school after the request is made. Requests for homework will be handled by the Counseling Office on a 24-hour turnaround. Please call (425) 431-5663 to request homework. It is sometimes more expedient if you contact your teacher directly via email, or check the teacher's webpage.

Insurance - Student Accident Insurance can be purchased. Please contact the school office to obtain enrollment forms. This plan is **not** a comprehensive health plan although the insurer does offer one if you are interested. Claims can be made through the school office. Please note that the purchase of Student Accident Insurance is required if your child wishes to participate in athletic sports and you do not have a primary medical provider.

Library - The Library is available for student use from 7:05 to 2:25 daily. Computers are available on a drop-in basis before and after school and during both lunches. Students must have a pass from their classroom teacher to use the Library during class periods.

Lockers - Students may obtain a school locker in the attendance office. Only one student to a locker. MTHS and the Edmonds School District assume no responsibility for loss, theft or vandalism to any personal items stored in your student or PE locker or brought on campus! All lockers are the property of the Edmonds School District and may be subject to a general search and seizure of illegal items at the discretion of the administration. No right nor expectation of privacy exists for any student as to the use of any locker issued or assigned to a student RCW 28A.60.

Lost and Found - Items that are lost or found are turned in to the Main Office. All items unclaimed are donated to charity.

Medication - Students can carry OVER THE COUNTER (OTC) medications on your person and self-medicate when needed. Examples of OTC medications are Advil for headaches, Tums or Pepto-Bismol for stomach upset, etc. Students can **only carry the medication if necessary, bring in a one-day supply, and carry the medication in the ORIGINAL container. We want you to stay in class!** Your *name needs to be written on the outside of the container.* We do NOT need a doctor's order for this! If you have a chronic condition that you need to carry medication for, such as migraines/headaches, stomach issues, etc., please let the nurse know as well so we can alert staff and that your student can have accommodations, if needed.

A student can carry prescribed medication for diagnosed medical conditions such as an inhaler for asthma, EpiPen's for life-threatening allergic reactions, and antibiotics for infections. All medication must be in the original container with the pharmacy label attached with only a one-day supply of the medication. *You need to contact the nurse so she can be aware of who carries prescribed medication on their person.* If you carry an EpiPen you MUST let the nurse know!

Students cannot carry controlled medications such as Ritalin, Adderall, Concerta, narcotics, etc. If needed at school it needs to be administered by school staff. You should obtain the paperwork from the attendance office or go to the district website (see information below). The health care provider and parent must complete/sign the paperwork and once the form and medication have been received, staff can administer.

Staff does not have a supply of medication that can be given to students such as Tylenol, Tums, etc. Legally, we can ONLY administer medication to students who have written authorization from the health care provider and parent and the medication must be supplied by the parent. Only staff that has been **trained** by the nurse can administer medication.

Skyward Family Access – This is our Student Information System. Parents and students will each have their own unique log-in and password. You may view your (student's) attendance, schedule, ongoing grades, graduation status, past report cards, missing assignments fees, and fines. You may also contact teachers from Skyward. Skyward Family Access must be accessed through the Edmonds School District #15 or MTHS website. If you need your log-in and password or have trouble logging, please call the Counseling Office at 425-431-5663.

Visitors - MTHS is a closed campus. You are not allowed to bring siblings, other relatives or friends to attend classes with you. Terrace graduates and/or former students who wish to visit staff members may do so after school and must first check in at the Main Office. Parents and guardians are always welcome, but are also requested to check in at the Main Office upon arrival. Visitors must park in the visitor lot to the left of the front entrance.

Academic Information

Advanced Placement / College in the High School

Advanced Placement (AP) classes provide the necessary background for students to take an AP test and potentially earn college credit while in high school. Please confer with your counselor about specific requirements for individual courses. AP classes are available for upper level English, Science, Math and Social Studies. Currently, College in the High School classes are Spanish and Science.

Grades

Courses are graded A, B, C, D, or F, an "F" grade indicates the student will not receive credit and must retake the class to earn credit. An "I" grade is used if the course work is incomplete. The student must enter into a student-teacher contract, to complete the work. A deadline for completing that work will be part of that contract. A student may request that the registrar remove an "F" from the GPA calculation after the student has re-taken and passed the same course.

A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D+ = 1.3; D = 1.0; F = 0

A+ or D- not allowed by law; I, NC, P, S, U & WD = withdrawn carry no GPA VALUE

Honors Classes

Honors Credit is available in some core academic courses. If you want to achieve Honors credit in your classes, you must make arrangements with the teacher at the beginning of the semester.

International Baccalaureate Program (IB)

IB is for highly capable students and is a rigorous educational district program available through EWHS. If interested, see your counselor.

Intra-District Classes

A number of career and technical educational offerings are available at other high schools in the district. If interested, see the Career Center specialist or your counselor. Applications for intra-district classes are available in the Career Center.

Pass / Unsatisfactory Grading

Seniors may take 2 elective classes during their senior year with a Pass / Unsatisfactory grade option. Applications are available in the counseling office.

Running Start

Under this state program, most 100 and above level courses at the community college may be counted for both college and high school credit simultaneously. There is no tuition for the classes, although students are expected to provide their own transportation, purchase their own books and materials and pay regular lab fees. A fee is charged for online classes. Eligibility for Running Start is determined by a student's performance on the ASSET or Accuplacer test which tests English and math skills. If interested in Running Start, see your counselor for more details.

Schedule Changes

We make every effort to honor student requests for particular courses. Please be aware of the following policies:

- Student schedules can be changed the first five days of the semester if the student
 - is double scheduled (two classes for the same period)
 - does not have the required prerequisite
 - has an open period between classes.
 - has less than five classes (seniors) or less than 6 classes (all other grades)
 - is a senior missing a graduation requirement.
- Failure to attend class will not constitute a legitimate reason to change a class. Students and parents should be aware that if a student chooses to discontinue attending a class, the state law regarding truancy BECCA law will be enforced. See the MTHS Attendance policy.
- Teachers are required by law to maintain accurate attendance records. This means the teacher must continue to mark a student absent as long as the name still appears on the attendance roster even if the student establishes a long-term pattern of non-attendance.
- Students will not be allowed to drop a class after the fifth day of the semester. In rare circumstances, students are given permission to drop a class after this date, but this always requires administrative approval; an "F" grade is placed on the transcript, unless waived by an administrator.
- Students who fail to attend the first five 5 days of a class may be dropped from the class if the class exceeds the class size limit.
- Adding period 0, 7 or reducing schedule: A usual student load is 6 classes per day. Seniors who have sufficient credits may be allowed to have fewer classes. Students with waivers must maintain five classes per semester. If interested, see your counselor.

Scriber Lake High School (SLHS)

SLHS is an alternative high school in the Edmonds School District. It features smaller classes and credit recovery. If interested, see your counselor.

Skyward Grade Checks

Parents and students may check attendance, graduation status, and ongoing grades in classes online through Skyward. If you have lost your password call the counseling office.

Sno-Isle TECH Skills Center

District 15 students are permitted to enroll at the Skills Center near Paine Field. Students in the 11th and 12th grade receive advanced job training in vocational programs not offered in the District. Participating students attend their resident high school for three periods a day and attend the Skills Center for a 2 1/2 hour block in the morning or afternoon. Transportation is provided for the morning session. There is no tuition, however, some courses have a lab fee. Applications are available in the Career Center.

Tech Prep

Students may earn college credit during high school and are granted admission priority at local community and technical colleges. College credit earned for high school Tech Prep classes may be granted after the student earns a "B" or better, completes an application. With some courses there is a registration fee. Registration information will be provided by the teacher.

Waivers

Students may apply for waivers of certain graduation requirements in the spring of grade 11. Certain restrictions apply. See your counselor.

Student Attendance in alignment with RCW 28A.600.030 enacted in 2006

Students are expected to be in school and in class daily. Punctual attendance is the first requirement for success both here and in the "real" world. A large part of learning takes place during class discussions and participation. Many of our teachers use instructional methods that require student participation and if students are absent, they miss out on that learning.

Consult individual course syllabi to learn how attendance may affect grades for specific courses.

Excused Absences – requires teachers to offer the student additional time to complete the work and/or alternative work to meet the learning goals. This does not excuse students from doing the work.

Unexcused Absences – can lead to lower grades and diminished participation points in classes. Teachers are not required to provide make-up assignments or tests for unexcused absences. Unexcused absences directly impact a student's progress toward the learning goals of the course.

Items to Remember

- Students and families may check attendance at any time via Skyward Family Access.
- Students will be officially notified in writing by the district office when they have accrued their 8th absence in a class.
- After the 13th absence, a letter will be mailed home with a petition form.
- The petition process will clearly differentiate between excused absences, unexcused absences, and class tardies. Frequent unexcused absences and/or class tardies may adversely affect the decision of the committee to award credit.
- Extenuating circumstances do happen. If a student is going to be gone from school for an extended period of time, communicate with the attendance office, administrator, and/or counselor for assistance with how to keep up in all classes.

BECCA LAW

Effective the 1995-96 school year, the BECCA Law revised the procedures for enforcing the State Compulsory Attendance Law. It requires the reporting of unexcused absences and the filing of petitions with the juvenile court to reduce truancy. The BECCA law assists parents and the school in keeping students in school with the support of the juvenile court system, police and outside agencies.

By law, schools are required to do the following:

- Monitor student attendance.
- After two all day unexcused absences--or 8 periods--conduct a student and/or parent conference. Students are notified by letter. The meetings are usually held once a month at the district offices.
- No later than the seventh all day unexcused absence—or 28 periods--within any month, a petition will be filed with the juvenile court.
- No later than the tenth all day unexcused absence—or 40 periods--in the **current school year**, a petition will be filed with the juvenile court.
 - Students then receive a notification from the court providing them with a court summons.
 - Students who continue to violate their court order will be summoned to court again for a *Show Cause Hearing* at which a variety of sanctions, including juvenile detention, can be applied by the Juvenile Court judge.
 - Students who fail to show up in court will be issued bench warrants and are liable for arrest and detention until a hearing can be held.

(Note: School related absences which require a student to miss class do not count towards BECCA. School related absences are defined as school sponsored field trips, school counselor appointments, administrator appointments, suspensions, and the school sick room.)

Attendance Notification System

Along with implementing the BECCA law, MTHS has an attendance notification system designed to help students develop and practice responsible attendance habits and increase their potential for academic success. It also provides parents with the tools to monitor their student's attendance.

- Attendance will be taken each period in each class.
- After one period of unexcused absence we inform the parent. This is done by computer phone contact between the hours of 5:00-9:00 P.M.
- If the student continues to be absent, the parent should call the teacher and discuss options for improving the student's attendance.

Procedures for Excused Absences:

All absences should be excused by a phone call to the attendance office 425-431-7781, followed up with a note. Absences must be excused within 2 school days of the absence. Written excuses should be in ink, dated, include the student's name, the dates of the absences, the reason for the absence and the parent's/guardian's signature. Notes that are turned in excessively late will be coded as "Late Note - Unexcused" and may count against the student for BECCA purposes.

The following will be accepted as legitimate reasons for an excused absence:

- Illness
- Family emergency
- Prearranged family trips/vacations
- Medical, dental, legal appointments which cannot be scheduled outside the school day

Policy for Extended Excused/Health Related Absences -

If a student develops a persistent pattern of unexcused absences across multiple days (or sporadically across weeks and months) MTHS will request a signed doctor's note providing the following information:

- Diagnosis or illness/condition preventing student from attending school
- Date seen in the office
- Anticipated prognosis including the date of return to school
- Signature from parent attesting to doctor's statement as the student is a minor
- Signature from doctor

The school reserves the right to not excuse patterns of absences even with parent notes perceived as excessive and inhibiting a student's access to academics. At such times MTHS will contact the family and request a signed Authorization for Mutual Exchange of Medical Information, which is a release for the doctor (s). If parents do not provide doctor notes or requested release, or if the doctor note does not provide the above information, the absences will be "unexcused", and be subject to the same BECCA policies and procedures as other unexcused absences.

Early Dismissals - Absences requiring the student to leave school during the day must be excused prior to the student leaving school. Please send a written note with your student to school on the day of the early dismissal. Please have your student allow enough time to come to the attendance office to turn in the note before school or during lunch.

Modified Class Schedule - Students with a modified schedule, i.e. late start or early dismissal, are only to be on campus ten 10 minutes preceding or following their classes. Exceptions are to be cleared with an administrator and will permit the student to be in the library, HUB or Counseling Center.

MTHS Tardy Policy - A student is considered tardy if they are not in their classroom at the beginning of the period. *Tardy* is defined as no more than 5 minutes late; after five minutes, students will be reported as excessively late, and may be counted as absent for class participation purposes. In the case of excessive tardiness or time out of a class, a "Y" will appear on attendance reports. In general, teachers may tie grades to tardiness under the category of "class participation". Teachers may assign lunch or before/after school detention to make up tardies. Teachers may refer students to the office for excessive tardiness or for failure to make up tardies.

Pre-Arranged Absences - Students who know ahead of time they are going to be out of school for any of the above reasons should fill out a pre-arranged absence form. Forms can be obtained in the Attendance Office and must be signed by all the teachers and then returned prior to the absence.

Student Rights and Responsibilities

This basic code of conduct is intended to support all students. We sincerely hope it will provide you the freedom to learn in a safe school that you can be proud to attend. The following information serves as official notification of student rights and responsibilities:

- Students are expected to respect the rights and property of others; to be courteous and cooperative with staff and other students. Students who do not meet these expectations will be subject to appropriate disciplinary action. This section only describes the most common and most serious expectations. At any time, students may be advised or reprimanded by a staff member regarding inappropriate behavior. When asked to leave class for inappropriate behavior, students are to report immediately to the Attendance or Main Office.

- Any student who willfully performs or fails to perform any act which materially interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity, or any other aspect of the educational process of the school district shall be subject to discipline, suspension, or expulsion by authorized school district authorities. The following acts or omissions by a pupil on school premises or off school premises at any school-sponsored activity shall constitute sufficient cause for discipline, suspension, or expulsion. Sanctions include: Lunch Detention; In-School Suspension; After School Service; Short-Term Suspension 1-10 days; Long-Term Suspension 11+ days; EX = Expulsion.

Academic Honesty, Cheating & Plagiarism - Honesty is a compelling principle by which we operate all aspects of student and school life. **Forging** attendance notes or other school documents is a serious offense and will result in disciplinary action. Academic honesty is highly valued at MTHS. Students do not cheat, nor should they tolerate those who do. **Cheating** is defined as an attempt to earn credit or receive a grade for course work, tests, quizzes, projects and essays in a manner other than defined as acceptable by the teacher. Because of the serious nature of academic honesty, violations of this code will result in loss of credit for the assignment. Repeated infractions may result in loss of credit for the course and/or additional disciplinary action. **Plagiarism** is the use of material produced by someone else without acknowledging its source and is subject to the same consequences as cheating.

Alcohol, Drugs, Illegal Substances: The Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent an impairment to the normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the district has developed programs that emphasize prevention, intervention, aftercare support, and necessary corrective actions. The district also recognizes the effects to the school, home, and community resulting from drug and alcohol use/abuse. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program. Part of the responsibility of the school and school District is to inform students and parents each year of the District's policy on drugs/alcohol. This policy is as follows:

- It is unlawful for a student to sell, possess, use, or show evidence of being under the influence of alcohol or other illegal drugs while on school district property or at any school-sponsored event. Law enforcement shall be notified when this policy is violated.
- Any student who possesses, uses, or shows evidence of being under the influence of alcohol or other illegal drugs while on school district property or at a school-sponsored event shall be suspended for the remainder of the semester or 30 days, whichever is longer.
- For a first offense, the suspension can be reduced to 5 days with the remainder held in abeyance if the student agrees to undergo drug and alcohol counseling and treatment. The parent(s)/guardian(s) and student will be asked to sign a Release Form allowing a professional treatment center to confer with the school regarding the findings, recommendations, and follow-up program. In order to continue in school, the student and parent(s)/guardian(s) must agree to participate in any follow-up treatment recommended by the treatment center. Subsequent offenses will result in a long term suspension up to expulsion as well as referrals to law enforcement.
- Students who sell drugs or alcohol on school property face immediate long-term suspension or possibly expulsion with no abeyance option. Students selling drugs/alcohol at school or school related activities also face criminal charges. All vehicles parked on school property are expected to be drug/alcohol free.

Note: For student athletes, drill and cheer: Students will not be permitted to possess, traffic in, and/or use non-prescribed or illegal drugs, alcohol, or any form of tobacco, and may not be in the presence of, or remain in the vicinity of, the use of such substances prohibited by criminal law, or engage in behavior that enables others to illegally use such substances. The penalty for a violation shall be immediate ineligibility for extracurricular competition or performance for forty-five (45) calendar days (see athletic handbook for details).

Attendance - See the Attendance and BECCA information above.

Buses - Students will comply with all rules and regulations pertaining to school district transportation. Failure to comply will result in disciplinary action.

Cell Phones / Electronic Devices - The use of cell phones and electronic devices is prohibited during instructional time anywhere on campus. They may be confiscated and returned at the end of the day, or held until a parent is able to retrieve them after school. When any audible device or sound producing equipment is in use, it must be connected to earphones/headphones/Bluetooth that limits the sound to the individual listener.

Computer Misuse - All use of computer systems must be in support of education or District-approved extracurricular activities. Malicious use of the system to harass other users or attempts to damage the components of a computer or computing system is prohibited. Students are responsible for their own user accounts as well as for the appropriateness of all content or data stored/transmitted on school computers via their account. Accounts and passwords are not to be shared with anyone else. Students are not permitted to store or install any programs on school computers without explicit permission from the system administrators. Students are not permitted to download any programs using school computers.

Use of any computer system to access, store or distribute obscene or pornographic material is prohibited. Commercial solicitations are also prohibited. Misuse of computer privileges will result in loss of computer access and possible additional disciplinary action. All data stored on school computers and servers are considered school property and can be reviewed by staff who suspect misuse.

Acceptable Use of District Issued Chromebooks: Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher. Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school district. By using a school-issued Chromebook, students agree to such access, monitoring, and recording of their use. Unless your teacher gives you express permission to use them in other ways, Chromebooks are to be used during class time for instructional purposes only. Students who violate the policy for use of Chromebooks during class time will be subject to progressive disciplinary consequences:

1st Violation- teacher warning, reminder of policy for acceptable use

2nd Violation- teacher warning, reminder of policy for acceptable use

3rd Violation- referral to administration, parent contact

Administrative Consequences for violations of Acceptable Use Policy:

1. Detention- lunch or after school
2. Restricted Use of Chromebooks w/increased supervision
3. In School Suspension
4. Parent Conference with Administrator

Criminal Acts - Behaviors which are criminal in nature, e.g. bomb threats, arson, false fire alarms, extortion, forgery, theft, assault etc., will result in a police referral and include disciplinary action up to and including long-term suspension or expulsion.

Cumulative Violations - Students who accumulate a large number of disciplinary infractions may be subject to long term suspension for cumulative violations.

Disciplinary Action - Students assigned to in-school suspension, after school detention, lunch detention, school work service, or other assigned disciplinary actions are required to complete their assignment as scheduled. Failure to meet this responsibility will result in increased assignments or suspension from school until the required assignment is completed.

Disruptive Behavior - Students are expected to be engaged in class work during class. Any student who engages in behavior deemed disruptive to the educational environment may be subject to appropriate disciplinary action.

Dress Expectations - As a matter of health and safety, everyone must be fully clothed, including shoes or sandals and shirts. Dress which is disruptive to the educational process is not permitted. Examples include clothing which depicts or alludes to drugs, alcohol, tobacco products, weapons, violence, and clothing with sexual overtones or obscenities; clothing that exposes amounts of skin that may cause a distraction is not permissible. Also, clothing that exposes undergarments whether by sagged pants or inappropriate outer clothing is not permissible. Wearing clothing, jewelry, or other accessories which by their color, markings, symbols examples include, but are not limited to "hatchet man", "ICP", the numbers "13", "14", overt display of red or blue, old English style writing etc., or arrangement indicate or imply gang association will also be subject to discipline. **Students who do not dress appropriately will be asked to change or be sent home.**

Drugs / Illegal Substances - See Alcohol, Drugs, Illegal Substances use, influence of, or possession

Duty to Report - Students who witness or have knowledge of school violations or violations of local laws have the duty to report to an administrator. This includes, but is not limited to information about theft, harassment, assault, bullying, threats, self-harm, drug and/or alcohol use, etc. We will respect confidentiality to the best of our ability. Students may also anonymously report information to the Safe Schools Tip Line at 425-431-7030.

Electronic Devices / Cell Phones - The use of electronic devices and cell phones is prohibited during instructional time anywhere on campus. They may be confiscated and returned at the end of the day, or held until a parent is able to retrieve them after school. When any audible device or sound producing equipment is in use, it must be connected to earphones/headphones/Bluetooth that limits the sound to the individual listener.

Extracurricular Activity Behavior Expectations - At all school-sponsored activities, all school rules apply, including: no drinking, no drugs, no smoking, and no obscene or vulgar language. Students must show a current student picture I.D. at the door. The student must show an ASB sticker to receive a discount. Guests are welcome at MTHS after school activities but will be expected to comply with all school rules. A guest pass for dances must be obtained from and approved by the ASB Office prior to the activity. One guest pass per student. We remind students that a school dance is a public setting. Unduly intimate or obscene/dirty dancing will not be tolerated. Students who fail to use good judgment will be asked to leave and could be subject to disciplinary action.

Fighting and Assault - Fighting or physical assault of any kind is prohibited at school and school events. Students involved in such behavior will be suspended from school and a police referral will be made. In addition, students who encourage, cheer on, video tape, photograph or otherwise promote a fight will be subject to discipline.

Food, Beverage, Litter - Help keep your school clean! Students are expected to pick up their own trays and/or litter following lunch and to leave their lunch area clean. No food or drink in classrooms, please, for health, safety, and cleanliness reasons.

Gambling - Students may NOT play cards or other games during class periods or in the Library. Gambling is never allowed. Students engaged in gambling are subject to discipline.

Gang Activity/Association - As referenced in "Dress Expectations" wearing clothing, jewelry, or other accessories which by their color, markings, symbols examples include, but are not limited to "hatchet man", "ICP", the numbers "13", "14", overt display of red or blue, old English style writing etc., or arrangement indicate or imply gang association will also be subject to discipline. In addition behaviors which imply membership or association with a gang will be subject to disciplinary action. Students who violate this policy will also be placed on a specific Gang Related Behavior Contract and will participate in a parent conference with school administration.

Harassment, Intimidation, Bullying, Hazing - See district harassment policy on our district website. Any student engaged in behavior which causes intimidation; harassment; physical or mental harm to students or staff; or causes damage to school property or disruption to the educational process, shall be subject to discipline including suspension, or expulsion. Students are expected to refrain from conducting themselves in a manner that would endanger the physical, emotional, or personal safety of others. Harassment, sexual harassment, hazing, threatening statements, intimidation, coercion, including verbal and/or written abuse are not allowed and violations will result in disciplinary action up to and including suspension. If you witness or are a victim of any harassment, intimidation, bullying, and/or hazing, it is your responsibility to report this to a staff member and/or school administration immediately. Depending upon the severity, harassment may result in a referral to law enforcement.

Inappropriate Display of Physical Affection - Excessive and public displays of physical affection, especially hugging and kissing, are not appropriate at school and students engaged in this activity may be subject to disciplinary action.

Insubordination, Noncompliance - Students are expected to cooperate with all staff members, comply with all reasonable requests and to identify themselves and show their student identification card when requested to do so. Failure to identify yourself by name and present identification when requested or the use of profanity and obscene behavior directed at staff will result in discipline and likely suspension.

Lying, Forging, Misrepresentation - Students are expected to be truthful and honest when questioned about their actions or those of fellow students. Forgeries and other forms of misrepresentation will result in disciplinary action.

Printers: Students have access to school printers but are responsible for the cost of all printing. Print jobs are limited to those projects, which are directly assigned by a staff member. Student print jobs are monitored. Students add money to their printing account through the Main Office or Fines Office.

Parking - Students are not to be in the parking lot during the school day. Cars are not to be used as lockers for books or equipment storage during the school day. Students parking their cars on campus may only park in their assigned parking spot which they have paid for. A permit must be visibly displayed within the car. Permits may be obtained during the second week of school at a cost is \$50. Permits are non-transferable! If a car is found illegally parked, not in the assigned spot, and/or without a current parking permit hanging from the rear view mirror, the owner will be fined \$50-\$100 or towed without warning at your expense and risk at a potential cost of \$200.00. Illegal use of a parking permit may result in the loss of parking privileges up to a full school year. All vehicles parked on school property are subject to search by school personnel. Neither the school nor the district is responsible for theft or damage to your vehicle.

Personal Belongings also see Electronics & Theft - Students are responsible for personal items such as cell phones, iPods, and other electronics or expensive personal items. We recommend that students leave all valuables at home. MTHS assumes no liability for these items including money that are lost, stolen, or damaged.

Posters - Posters must be approved by the Activities Coordinator. Posters must reflect good taste and must be removed shortly after the event. Tape may not be used on any painted surface with the exception of the columns in the HUB and the metal railings.

Prescription or over-the-counter drugs - May be registered with and administered through the Health Room, or students may carry on their person a one-day supply in the original bottle.

Profanity - The use of lewd, indecent, offensive, and/or abusive language or behavior will be subject to discipline.

Recording Devices - Students may NOT use personal recording devices such as digital cameras, cell phone cameras, or iPod type devices to photograph, video tape, or audio record teachers or students in the classroom, in the building, or at any time during school time.

Searches - A student and his/her property, including vehicles, may be searched by an administrator or their designee if there is reasonable suspicion that the search will lead to the discovery of contraband or other evidence of a student's violation of school rules or the law. Also, administrators or their designees may make general searches of all student lockers, desks, or storage areas without prior notice given to students. Narcotic detection dogs may be used to search unattended areas. Searches that result in law violations will be referred to police.

Sexual Harassment – Please see Edmonds School District #15 policy in its entirety the appendix. Harassment on the basis of sex is a violation of Section 703 of Title VII. Sexual harassment consists of sexual advances, requests for sexual favors, and other

inappropriate verbal or physical conduct of a sexual nature when it creates a hostile or offensive environment. If you witness or are a victim of any sexual harassment, it is your responsibility to report this to a staff member and/or school administration immediately.

Skateboarding, Rollerblading, Bicycling, Scooters, etc. - Skateboarding, rollerblading, riding a scooter, bicycling, etc. anywhere and at any time on school grounds is prohibited. Students violating this school district policy will be subject to appropriate disciplinary action including a behavior contract. Skateboards, scooters, etc. must be stored in the student's locker or office during the school day.

Smoking and Possession or Use of Tobacco Products - Use or possession of tobacco or tobacco-related products by a student within 1000 feet of school property or at school related activities will result in school discipline ranging from In-School Suspension to short term suspension to long term suspension. In addition, if the student is under 18 years of age the police will be notified. Possession/use of tobacco products by those under 18 is a violation of state law, a citation may be issued.

Student Sponsored Events - From time to time students may organize peaceful events to express their opinions about issues. Such events are publicized to students, and participation by students is totally voluntary. Examples of such events include the "National Day of Silence," where students are participating in externally organized events, or they could include events specific to the school itself.

Telephones School telephones are for official school business only and should be used by students only with the permission of a staff member.

Theft, Burglary, Vandalism - Willful damage of personal or school property or the unauthorized taking or possession of property will result in appropriate disciplinary action. Materials commonly used to deface property such as permanent markers and spray paint are not allowed on campus and will be confiscated and disposed of if found.

Threatening Behavior - Students engaging in any kind of threatening behavior verbal, written, or physical towards students or staff members at school or at any time may face disciplinary action up to expulsion and a police referral.

Unauthorized Areas - Students are to remain within the building or immediately in front up to the flag pole or in back in the patio area of the Hub once they have arrived on campus. Students may not be in any of the parking lots, play fields, Naturescape, along the sides of the buildings, along adjacent streets or behind the gym. Students found in those areas are subject to discipline.

Unauthorized Groups - Students calling themselves by a common name, wearing and displaying unidentifiable or identifiable colors, jewelry, symbols, or labels that in the eyes of students or staff identify them as a specific group, club, or clique and are performing actions that either harass, intimidate, threaten, provoke, or disrupt the school climate may be subject to disciplinary action. Unauthorized groups do not benefit the overall educational atmosphere of the school and education of students.

Weapons / Dangerous Objects Edmonds School District Policy (#8220-R1 [Section I.8]) prohibits the possession of firearms, weapons, or other dangerous objects including toy or facsimile weapons on district premises, school provided transportation and areas being used by public or private schools.

State law (RCW 9.41.250, and RCW 9.41.280), makes it is unlawful for any person to carry onto, or possess on public or private school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private school a dangerous weapon, firearm, or certain other devices which may cause harm to others or self.

- Students in possession of a weapon or dangerous object will be suspended or expelled.
- Students using an object in a threatening manner will be suspended or expelled. In these cases, a student also may be guilty of a gross misdemeanor.
- Students who choose to remain in the area of illicit or criminal activities may be charged with possession if they have had a reasonable opportunity to withdraw or report even if they are not partaking.
- Students carrying or possessing a firearm shall be expelled for a period of not less than one (1) year. Law enforcement authorities shall be notified.

Possession" includes but it is not limited to having a weapon or dangerous object anywhere on school property or at any school sponsored event, located:

- in a space assigned to the student such as a locker, desk or other assigned space; or
- on the student's person; or
- in the student's property (in his/her clothing, purse, backpack, gym bag, vehicle, etc.); or
- under the student's control; or
- hidden by the student by the student on or near school premises; or
- given by the student to another person.

Weapons and dangerous objects include, but are not limited to:

- Any firearm.
- Other dangerous weapon (RCW 9.41.250)
- Sling shot, sand club, metal knuckles

- Knife, including box-cutters and razors; Spring blade knife, which is any knife with a blade that is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement.
- Any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means
- Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse
- Any explosives or incendiary components (including fireworks)
- Any object that is used as a weapon (i.e. weighted chains, clubs & pipes, baseball bats)

EDMONDS SCHOOL DISTRICT NO. 15

Notice to STUDENTS and PARENTS

**Regarding
EQUAL EDUCATIONAL OPPORTUNITY AND SEXUAL HARASSMENT**

The Edmonds School District is committed to maintaining a working and learning environment free of discrimination and harassment. District educational programs, activities, curriculum and services are monitored to insure that 1) they guarantee the rights of all students to partake fully in the educational process, and 2) they do not reinforce stereotypes, or permit or encourage discriminatory behavior.

If any student, parent or community member experiences or witnesses discrimination or harassment, they are encouraged to report it immediately to any school administrator with whom they feel comfortable. **Reports of such incidents may also be reported to the district Equity Officer, Debby Carter, 425 431-7012.**

All such complaints will be promptly investigated and, where appropriate, immediate corrective action will be taken. To the highest degree possible, allowing for a fair investigation, all such complaints will be treated in a confidential manner.

SEXUAL HARASSMENT

The District prohibits retaliation against any employee, volunteer, parent, or student because he or she has made a report of alleged sexual harassment, or against any employee, volunteer, parent, or student who has testified, assisted or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of law and will lead to disciplinary action against the offender.

Persons who knowingly report false allegations of sexual harassment or corroborate false allegations of sexual harassment will be subject to appropriate discipline or other sanctions.

Any District staff member (regardless of area of responsibility) who knows or has reason to believe that sexual harassment is or may be occurring must take immediate steps to see that the matter is addressed or reported. Such action must be taken whether or not the student(s), volunteer, or parent has reported the incident.

Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in which:

1. submission to such conduct or communication is made either an explicit or implicit term or condition of success in school;
2. submission to or rejection of such conduct or communication is used as a basis for educational decisions affecting that person; or

3. such conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's school performance, or of creating an intimidating hostile, or offensive educational environment.

An "intimidating, hostile or offensive educational environment" means an environment in which:

1. unwelcome racially or sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student feel uncomfortable; or
2. any aggressive, harassing behavior in the school that affects learning, whether or not sexual in connotation, is directed toward an individual based on his/her sex or sexual orientation.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Insulting or degrading sexual remarks, written material, or conduct directed to a student or staff member;
2. Threats, demands, or suggestions that a person's status is contingent upon his/her tolerance or acquiescence to advances;
3. Cornering or blocking of normal movements;
4. Displaying sexually suggestive pictures or objects in an educational/work environment;
5. Unwelcome sexual advances or requests for sexual favors, leering or staring, sexual flirtation or propositions, sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions, verbal comments about an individual's body, overly personal conversation of a sexual nature, sexual jokes, stories, drawings, pictures or gestures, spreading of sexual rumors, touching of an individual's body or clothes in a sexual way.