

# **Mountlake Terrace High School Summer Letter for ALL Students**

**July 1, 2017**

Welcome MTHS Students, Parents & Guardians,

We are very excited for the 2017-18 school year. This summer letter contains important information you will need before the beginning of the new school year. All of us at Mountlake Terrace High School are looking forward to another great year that begins on **Wednesday, September 6th**. Our goals are to make sure each student graduates from MTHS, and is prepared for further education and/or work after graduation. **Please read the important information below. We look forward to seeing you on Wednesday, September 6th!**

## **Important Dates & Information:**

**Chromebooks will be available for distribution to students during Hawk Walk, August 30th beginning at 9am.** Beginning August 1st, all families will be responsible for completing the 2017-18 Chromebook Damage/Loss Form - this form must be completed before students may pick up their Chromebook. If your student is returning to MTHS and you have filled out the form prior to the end of school and took their chromebook home for the summer, this step has already been done. You may access the form when you log-in to your Family Access; you will see a message that you have an online form to complete. Any families that require additional assistance or need a hard copy and/or translated form should contact their school office after August 7th.

You will be able to view your schedule on Skyward beginning August 25th at 3pm. We will no longer be handing out printed schedules, students will access their schedules on their Chromebook.

## **Office Hours:**

**Main Office:** Reopens August 7th, hours are 7:30 am – 2 pm

**Counseling Office:** Reopens August 23rd, hours are 7:30 am - 2 pm. Counselors will not be available for students until August 29th.

**Attendance Office:** Reopens September 1st, hours are 7:30 am - 2 pm

**ASB Office:** Re-opens August 14th from 10 am – 1 pm

## Who is my student's counselor?

- Last names beginning with A – D:  
**Allison Hong**      425-431-1738      [honga@edmonds.wednet.edu](mailto:honga@edmonds.wednet.edu)
- Last names beginning with E – K:  
**Tanya Benvenuti**      425-431-5665      [benvenutit@edmonds.wednet.edu](mailto:benvenutit@edmonds.wednet.edu)
- Last names beginning with L – Q:  
**Brad Serka**      425-431-5659      [serkab@edmonds.wednet.edu](mailto:serkab@edmonds.wednet.edu)
- Last names beginning with R – Z:  
**Julie Petterson**      425-431-5658      [pettersonj@edmonds.wednet.edu](mailto:pettersonj@edmonds.wednet.edu)

## Schedule Changes?

If you need a change to your class schedule for either semester, you must come in either Tuesday, August 29th or Friday, September 1st on a drop-in, first-come, first-served basis between 7:30 am and 1 pm only to work with your counselor. You may need to wait, so please plan accordingly! Due to the complexity of most schedule changes, requests must be made in person in the MTHS Counseling Center during one of those two times. If you cannot make one of these dates, you may send someone to do so on your behalf as long as you send a note with them authorizing the change and also email your counselor to let him/her know that you are allowing it. Please do not email or call counselors to request a schedule change.

After September 1st, schedule changes will ONLY be made if you:

- do not have a needed requirement for graduation
- are double-scheduled (two classes in the same period)
- have not met the prerequisite for a class already on your schedule
- have fewer than 6 classes per semester
- are a Running Start student who needs to adjust MTHS courses

FYI: Washington State law requires that a W grade be posted to transcript for any class dropped. ESD Board Policy states that any class dropped after the 5th day of a semester will be listed with an F grade on transcript.

If you missed the June 21st deadline to meet with your counselor for a Fall Quarter Running Start Enrollment

Verification Form, you will need to make an appointment to meet with your counselor, we will make appts for September 11th on. If you are new to Running Start you must have already applied and been accepted into Running Start before you make your appointment. If you are already scheduled for fall quarter classes and just need to adjust your MTHS schedule, please come in on August 29th or September 1st from 7:30am-1pm.

## **Is there Summer Homework for AP Classes?**

Check MTHS website / Our News for [Summer Homework](#) for AP Classes.

## **Parent Night for Sports & Activities, August 15th & 16th @ 7 pm:**

Will your student be new to participating in MTHS sports or school clubs/activities? If so, please join us on either Tuesday, August 15th or Wednesday, August 16th at 7pm, in the theater, to talk about sports and activities available at Terrace.

- Athletic Clearance and Forms Packet is available on the District and MTHS websites under About Us > [Frequently Requested Forms](#). Please complete the forms and bring them with you; there is not a supply of printed packets at the school.
- NEW! NO sports paperwork will be accepted on the first day of sports (August 21st). Please plan accordingly! The ASB office reopens to process athletic papers beginning August 14th from 10am - 1pm.
- Varsity football begins August 16<sup>th</sup>
- All other fall sports begin August 21<sup>st</sup>
- All MTHS athletes must complete the Sports / Athletic Clearance Paperwork, including a physical exam which must include a clinic stamp (physicals recorded on the district form are valid for two years), parent permission form, and have all fines and fees cleared.
- Free sports physicals are being offered on August 21st at Everett High School. Be sure to take the physical form found in your Athletic Clearance and Forms Packet to the physical.
- Athletes must purchase an ASB card (\$50)
- If you need further information regarding sports or activities, please contact the Activities/Athletic Office at 425-431-5693 or [stewartk@edmonds.wednet.edu](mailto:stewartk@edmonds.wednet.edu)

## **Students with Life Threatening Conditions meds due to MTHS by August 18th**

Any needed medication, treatment orders, and supplies need to be dropped off at the MTHS Main Office by Friday, August 18th to ensure that your student will start school on the first day. Supplies may still be dropped off after that date but we cannot guarantee that your student will be allowed to start on the first day. For further information please contact: Julie Hill, RN, Certificated School Nurse, 425-431-1066, [hillj@edmonds.wednet.edu](mailto:hillj@edmonds.wednet.edu)

## **Hawk Walk – August 30th from 9am – 1pm**

Check out your Chromebook, tour the school, buy Grad Night tickets, get your locker, buy a class t-shirt (\$15), ASB card (\$50), Yearbook \$65 w/ASB, \$75 without ASB. Both may be purchased at the ASB Office. Juniors pay for the Practice SAT (PSAT), cost is \$15; this is a required test of all juniors. Sophomores pay for the Pre-ACT (\$12); this is a required test for all Sophomores. Students on free/reduced lunch will have testing fees waived. Pay online or checks should be made payable to ESD #15.

## **Grad Night Tickets for Class of 2018**

Tickets will be on sale on August 30th during Hawk Walk, for \$115. This is a one-time only substantial discount. After that, tickets will be \$150. Tickets are non-refundable and checks should be made out to the MTHS PTSA. For more information, please contact [MTHSPTSA@gmail.com](mailto:MTHSPTSA@gmail.com).

## **Link Crew Night for incoming 9th Graders – August 30th from 6pm – 9pm**

The evening is designed as an introduction to MTHS to provide a transitional link from middle school to high school, for incoming MTHS 9th graders. 9th graders will be grouped with peers as well as two upper-class “Hawk Link Leaders” who will serve as mentors throughout the school year. Please contact Kim Stewart by August 28th if your student needs special assistance during 9th grade orientation. Orientation will begin promptly at 6:00 PM in the gym. We suggest that you arrive at least fifteen minutes before orientation begins, wear comfortable clothing and do not bring backpacks. You must provide your own transportation for this event. Remember, this Link Night is for incoming Mountlake Terrace High School 9th graders only; please, no guests or relatives.

## **9th Grade & New Student Parent Orientation Meeting – August 30th at 6pm**

Parents of 9th graders and students/parents who are new to our school are invited to attend. Our MTHS Counselors will provide you with some very important tips to help your student navigate their way through their first year, as well as general information about high school, credits, expectations, and effective ways to support your new high school student. If you require any special assistance for this meeting, such as an interpreter or wheelchair access, please contact the Counseling Office at 425-431-5663 so we may make arrangements.

## **Picture Day – Friday, September 8th**

ALL STUDENTS MUST HAVE A PICTURE ID CARD for identification purposes – all year.

Picture Forms will be distributed the first day of school, in third period classes and will also be available in the ASB office. If you would like to order photos, they must be purchased the day photos are taken and must include payment with your student’s picture packet to give to the photographer on Picture Day, September 8th.

## **Curriculum Night – October 5<sup>th</sup>**

Classroom/Teacher presentations begin at 6:30pm

## **Testing Information October 19th**

- Pre-ACT (practice ACT test) for current 10th grade students is October 19th. The test fee is \$12, checks payable to ESD #15 may be paid in the Fines or Main Offices.
- PSAT Test (practice SAT test, for college admissions) is October 19th. ALL 11th grade students are expected to take this important test; the test fee is \$15, checks payable to ESD #15 may be paid in the Fines or Main Offices.
- Students who are enrolled in Free/Reduced Lunch will have this fee waived. Free/Reduced Lunch forms must be completed every year so please turn in a form for the new school year.

## **Helpful Information:**

What is the best way to meet with my Counselor during the school year?

- While counselors are immediately available for emergency situations, please arrange appointment times with our Counseling Department Secretary at 425-431-5663
- Counselors have “drop-in” times daily (no appointment needed) during students’ lunches. Our department is closed from 12:15pm – 12:45pm daily.

PLEASE NOTE: Running Start students MUST schedule an appointment to get their quarterly enrollment form. Please do this well in advance of Running Start deadlines.

## **ASB Card & Yearbook**

- ASB card \$50
- Yearbook \$65 if you have purchased an ASB card.
- Yearbook \$75 if you have not purchased an ASB card. Both may be purchased at the ASB Office.
- The Activities Office is located in the Hub and will be open for you starting August 15th and will also be accepting fall sports paperwork.
- Checks payable to Edmonds School District #15 (ESD #15); we also accept debit/credit cards <https://wa-edmonds.intouchrecepting.com/> or pay in person.

## **Busing**

Students eligible to ride a bus will receive a bus assignment card in the mail from transportation prior to school starting. You may also check the Edmonds School District and click on Neighborhood School /Bus Finder under Site Shortcuts.

## **Immunizations**

Please visit the [Washington Department of Health](#) for information regarding required immunizations.

## **Student Fees & Fines**

Students are required to have all fees/fines paid before they can play sports or participate in extra-curricular activities. Please take a minute to sign onto our payment processing system (Touchbase) to see if your student(s) has any fees/fines. <https://wa-edmonds.intouchrecepting.com/>

## **Skyward Family Access**

We want to make sure you receive all communications from the school and that we have the most updated information in our system for you. Email notifications are our primary source of communication, so it is imperative that we have an email address that is checked at least once a week. Parent/Guardian email address should not be the same as their students. The primary parent may make changes to several items online, including student & parent 2nd & 3rd phone #s, student & parent home emails, & delete emergency contacts. If you've moved, ESD policy requires a current proof of residency which includes current major utility bill, rental or mortgage contract, or renters' or homeowners' insurance bill, listing the address and parent/guardian name be provided to our Registrar.

## **Student Parking Permits**

- Student parking spaces will be sold on a first-come, first-served basis. Students will be purchasing a specific numbered spot, they may only park in that spot. Spaces are \$50, checks payable to ESD #15.
- Students must present their driver's license, registration, and proof of insurance in order to purchase a parking permit.
- Beginning Monday, September 19th students must display a valid parking permit in order to park on campus, or you will be subject to a parking fine or be towed.

If for any reason, your plans have changed and your student will NOT be attending Mountlake Terrace High School in the fall, please contact our Registrar, [Erica Henley](#) at 425-431-5662.

We are looking forward to working with you this year!

Dan Falk, Assistant Principal

Peter Schurke, Assistant Principal

Kim Stewart, Activities/Athletic Director ([stewartk@edmonds.wednet.edu](mailto:stewartk@edmonds.wednet.edu))