

**Mountlake Terrace High School
Student Handbook
2009-2010**

Mountlake Terrace HS Student Handbook

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

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

Schedules—please check website for changes or other schedules.

<u>Regular Schedule</u>	<u>2 Hour Late Start Advisory Schedule</u>	<u>Morning Assembly/Long Advisory</u>
School starts at 7:20 Tutorial every day 7:20-7:40	No tutorial School starts at 9:20	School starts at 7:20 Tutorial 7:20-7:40
50 minute class periods – singles 100 period periods – blocks	35 minute class periods 90 period periods – blocks	45 minute class periods – singles 80 period periods – blocks
Period 0: 6:50 – 7:40 Period 1: 7:45 – 8:35 Period 2: 8:40 – 9:30 Block 1/2: 7:50 - 9:30	Period 0: 8:40 – 9:15 Period 1: 9:20 – 9:55 Block 1/2: 9:20 – 10:35 Period 2: 10:00 – 10:35	Period 0: 6:55 – 7:40 Period 1: 7:45 – 8:30 Period 2: 8:35 – 9:20 Block 1/2: 7:45 - 9:20
Period 3: 9:35 – 10:30 Block 3/4: 9:35 – 11:20	Period 3: 10:40 – 11:15 Block 3/4: 10:40 – 11:55	Advisory: 9:25 – 9:50 Period 3: 9:55 – 10:45 Block 3/4: 10:00 – 11:30
Lunch 1: 10:30 – 11:05 Period 4: 11:10 – 12:00 Period 4: 10:35 – 11:25 Lunch 2: 11:25 – 12:00 Block Lunch: 11:20 – 12:00	Lunch 1: 11:15 – 11:50 Period 4: 11:55 – 12:30 Period 4: 11:20 – 11:55 Lunch 2: 11:55 – 12:30 Block Lunch: 11:55 – 12:30	Lunch 1: 10:45 – 11:20 Lunch 1: 11:05 – 11:35 Period 4: 11:25 – 12:10 Period 4: 10:50 – 11:35 Lunch 2: 11:35 – 12:10 Block Lunch: 11:30 – 12:10
Period 5: 12:05 – 12:55 Period 6: 1:00 – 1:50 Block 5/6: 12:05 – 1:50 Period 7: 1:55 – 2:45	Period 5: 12:35 – 1:10 Block 5/6: 12:35 – 1:50 Period 6: 1:15 – 1:50 Period 7: 1:55 – 2:30	Period 5: 12:25 – 1:05 Period 6: 1:10 – 1:50 Block 6/7: 12:25 – 1:50 Period 7: 1:55 – 2:40

Other schedules as needed

Check Website

WEATHER RELATED SCHEDULE CHANGES

In the event of the need for Emergency Start Times, notification will be reported at the following website www.schoolreport.org and look for Edmonds School District.

Also all of the following radio stations will provide weather related schedule change information:

AM: KIRO (710), KING (1090), KOMO (1000)

FM: KPLU (88.5), KLSY (92.5), KUBE (93.3), KMPS (94.1), KPLZ (101.5)

TERMS USED ON EMERGENCY BROADCASTS

“Limited Bus Transportation” = Students will be picked up and returned to the stops designated by district as emergency routes.

“Schools 2 hours late” = see schedule above; school will start at 9:30

“Schools Closed” = All schools are closed for the day. All before and after school activities are cancelled except athletics. Athletes need to contact their coaches or the activities/athletic office at (425) 431-7776 ext. 5.

PLEASE NOTE

All closure/late start announcements are made for 1 day only. Assume school is on regular schedule if you hear no announcement to the contrary. Please do not call the school office for start times.

Staff Roster 2009-2010

Antoanetta	Beeston	Learning Support	Stephanie	Lee-Henning	Math
Linda	Bennitt	Art	Nick	Lencioni	Math
Shawna	Bogren	Social Studies	Fay	Mafnas	English
Peter	Breyse	English	Marci	Mahler	PE
David	Brophy	Social Studies	Erik	Mahler	Sports Medicine
Jeannie	Brzovic	Drama	Jim	Matthews	Science
Paul	Buckingham	Technology	Michole	Mattix	Social Studies
Mark	Burbank	Science	Debbie	McGivern	Learning Support
Tim	Cashman	Art	Trinity	Meriwood	Marketing
Robin	Cogburn	World Language	Steve	Merlino	English
Gil	Comeau	Science	Heidi	Monrad	World Language
Angelo	Comeaux	Video Tech	Kimberly	Nelson	Health/FACSE
Laurette	Culbert	CLIP	Ryan	Niman	English
Darlene	Culp	PE/Dance	Jim	Ogren	Science
Vince	DeMiero	English	Nancy	Paine-Donovan	Math
Gaynelle	Derr	English	Danielle	Parshall	Math
Craig	DeVine	Industrial Tech	Dory	Pearce	Social Studies
Stuart	Dick	Science	Andrea	Reid	World Language
George	Dremousis	Social Studies	Tammy	Reilly	World Language
Chris	Ellinger	Humanities	Terry	Sasser	World Language
Dan	Falk	Humanities	Jennifer	Schillen	Orchestra
Joni	Farinacci	Math	Nalin	Sood	Bus. Technology
Darin	Faul	Music	T.J.	Sullivan	Choral Music
Amy	Frost	Social Studies	Jonathan	Tong	Science
Beth	Gilbraith	Bus. Tech.	John	Traxler	Science
Maria	Guerra	World Language	Jon	Ummel	English
Karen	Hanson	English	Russ	Vincent	Health/PE
Jayson	Hart	English	Mark	Walker	Art
Marly	Hartline	Library	Jessi	Walton	FACSE
Stephanie	Harwood	Math	Patti	Weber	FACSE
Steve	Horton	Learning Support	Todd	Weber	PE
Mark	Isakson	English	Adam	Welman	Science
Daniel	Johnston	Math/Science	Peter	White	English
Paul	Kasprzyk	Learning Support	Michelle	Zeichick- Tessier	ELL
Stacy	Kinnear	English	Betsy	Zeifman	ELL
Penny	LaFavour	Science	Email is last name first initial@edmonds.wednet.edu		
Susan	Lahti	PE	(EXAMPLE: schwabg@edmonds.wednet.edu)		
Cynthia	Lane	Learning Support			

OFFICE CONTACTS

Principal	Greg Schwab	(425-431-7777)
Assistant Principal	Scott Morrison	(425-431-7780)
Assistant Principal	Erin Murphy	(425-431-7779)
Office Manager	Kay Vest	(425-431-5600)
Main Office Secretary	Sherry Newell	(425-431-5603)
Attendance Office Secretary	Jean Bemis	(425-431-7781)
Attendance Office Secretary	Laura Munson	(425-431-7781)
Attendance Office Assistant	Joyce Folsom	(425-431-7781)
School Resource Officer	Heidi Froisland	(425-431-5790)
BECCA Coordinator	Sue VanSenus	(425-431-5613)
Activities/ASB Coordinator	Kim Stewart	(425-431-5693)
ASB Office Secretary	Nadine Coombs	(425-431-5694)
Bldg. Reservations/Scheduling	Barb Brister	(425-431-5607)
Drug & Alcohol Counselor	Michael Clune	(425-431-5599)
Nurse	Julie Hill	(425-431-1066)
Registrar	Mary Kikikis	(425-431-5662)
Counseling Office Secretary	Kim Runkel	(425-431-5663)
Counseling Office Secretary	Vicki Stewart	(425-431-5661)

STUDENT GOVERNMENT

2009-2010 ASB OFFICERS

President..... Corrine Pingul
Vice President..... Raechel Pendergraft
Secretary..... Kaitlyn Hatch
Public Relations..... Jack Clinch
Historian..... Teryn Bouche
Treasurer..... Pace Cordova-Smith

Senior Class Officers: Class of 2010

President.....Nevarre Kerr
Vice President.....Michael Ward
Secretary..... Mackenzie Flood
Treasurer.....Farin Phillips
Representatives: Ali Christman, Damon Netz ,
Derek Bracy, Alex Herbig, Donna Kidane,
Yohanna Sequoim, Katie Milburn

Junior Class Officers: Class of 2011

President.....Mindy James
Vice-President.....Michelle Irwin
Secretary.....Chelsea Crews
Treasurer.....Tanner Gregory
Representatives: Katie Milburn, Colette
Delizo, Anam Masih, Feruz Kidane, Rania
Aasadd, Samayah Toppin, Amy Griffin

Sophomore Class Officers: Class of 2012

President.....Monea Kerr
Vice President..... Tessa Pilz
Secretary..... Ariana Curva
Treasurer..... Pooja Jaradi
Representatives Allie Beeninga, Katie
Wicklander, Najae Stevenson, Maddie Flood,
Jasla James

Freshman Class Officers: Class of 2013

Elections September 15

Interhigh Reps Alexa Do, Ashley King, Bushra Raza, Gricelda Montes, Juliet Lee, Kaitlyn Boseck, Kelby Brown, Laura Karnoski, Lizzy Strauss, Presley Jenkins, Shelby Hennem, Ciara Rink Interhigh Representatives are selected by application in May.

Cheerleaders Mikayla Morgan, Alyssa Asmussen, Vivianne Nguyen, Alexandra Mitalas, Amanda Baker, Ashley Beach, Jenna Donohue, Marissa Danekas, Megan Cipolla, Meghan Schultz, Samantha Kinsella, Taylor Gehlen, Taylor Jackson (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.)

2009-10 Activity Calendar

September 11.....Back to School Dance
September 11.....Picture Day
September 15..... Freshman Class Elections
September 27-28..... Leadership Retreat
September 24.....Cheer Dance
Oct. 9-11 WASC Conference
Oct. 26-31 Homecoming Week
November 16..... 1st Day of Winter Sports
December 4-5..... Food Drive/PPP
January 19-22 Cultural Week/Martin Luther King Assembly
January 23 (tentative)..... Winter Ball
January 28End of 1st Semester
February 10 ASB Elections
February 19 Tolo
March 1 1st Day of Spring Sports
March 22-26..... Spring Sports Assembly/Care Week/MORP Dance
March/April 29-2..... Spring Break
April 13-14 Talent Show
April 27 Sr.Class Mtg./Class Officer Elections
May 10-14..... Spring Fling Week/Spring Fling Dance
June 4.....Senior Prom/EMP
June 14 Senior Awards Night
June 16.....Moving Up Assembly
June 17..... Senior Breakfast/Graduation
June 21..... Last Day of School

Note: Other Dance dates and events to be announced

Get Involved

Mountlake Terrace High School is proud to provide a variety of activities in which students may become involved. It is hoped you will find an area of interest through your participation in activities. The activities are divided into two groups:

--Class Activities are those activities that function as an extension of a certain academic class where students meet with an adviser on an optional basis to participate in activities of common interest.

--All-School Activities are those activities designed for participation of the entire student body and all its organizations for the purpose of fund raising and promoting all our school activities and spirit.

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, or go to one of your class officer meetings held each Monday morning @ 7:30am. 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 kickoff 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 I.D. card any time they are on campus or attending any school function. 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 \$45 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 four 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.

Athletic/Activity Code We, in the community of Mountlake Terrace High School, are concerned for the welfare of each member of this community. Our behavior is an indication of our concern that all who attend or work at MTHS be treated with respect and with an atmosphere where growth is a continuous process and each of us has the opportunity to reach our potential. Students involved in sports and activities are expected to demonstrate the best possible behavior at all times. One may go online to the district website to read the districts Activities/Athletic Code. A student may also download all paperwork needed to participate in activities and athletics in the Edmonds School District.

Athletics, Clubs, and Activities Research has shown that students who are involved in extracurricular activities do better in school than those who don't take advantage of the many opportunities offered at a comprehensive high school like ours. There is something at MTHS to suit everyone's interest. Find out more about any of these activities at the ASB/Activity window in the Hub. See below for clubs.

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.

1. You must be attending or living within the attendance area of Mountlake Terrace High School.
2. You must currently be enrolled in at least 5 credit-bearing classes at MTHS not failing more than one. Running Start and Sno-IsI classes pose different eligibility questions and should be confirmed with the building AD, Kim Stewart, before enrolling to maintain eligibility.
Eligibility will be checked at the beginning of the season and at Progress Report and Semester grade reporting.
3. Upon entering 9th grade, a student's initial academic eligibility will be determined by their record from the previous semester.
4. 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.
5. You must purchase an ASB Activity Card for \$45.
6. All previous sports equipment/uniforms must have been turned in or paid for before clearance for participation.
7. You must have been in regular school attendance during the semester immediately proceeding the season of performance.
8. You must have an insurance policy or an insurance waiver (athletics only).
9. You must have a parent permission slip signed prior to participation (athletics only).

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.

<u>FALL SPORTS</u>	<u>WINTER SPORTS</u>	<u>SPRING SPORTS</u>
Football*	Boys Basketball	Baseball
Girls Volleyball	Girls Basketball	Softball
Boys Tennis	Boys Swimming	Boys Soccer
Cross Country	Wrestling	Track and Field
Girls Soccer		Girls Tennis
Girls Swimming		Boys and Girls Golf

FIRST DAY OF TURN-OUTS

Fall Sports - August 20 for Football/August 25 for all others

Winter Sports - Monday, November 17

Spring Sports - Monday, March 2

Clubs and Activities

Band/Orchestra/Chamber Music Our instrumental music program offers many opportunities to those students who want the opportunity to perform before a variety of audiences. MTHS has two Jazz Bands, a Symphonic Orchestra, Chamber Orchestra, Wind Ensemble, and a Marching/Pep Band. If music is your thing, we've got the group to help you swing!

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. Contact Mr. Stewart for more information.

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.

Colores Unidos This club is for students who are interested in exploring Latino cultural heritage. Join us at our weekly meeting for food, dance, and talk. Esperamos que vengas a nuestra reunion.

Dance Team If you enjoy dance and would like to compete and perform at assemblies, games and weekend competitions, join our Dance Team.

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 check in Rm. 115.

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!

Dynamics MTHS also offers students a wonderful opportunity to get involved in the vocal music program via the Dynamics, our Jazz Choir, which make appearances throughout the area and as far away as Montana. See Mr. Sullivan in Rm. 230 for additional information.

E.C.O. CLUB Are you concerned about our environment? Take the first step toward making a difference and join the Environmental Commitment Organization (ECO) of MTHS. We are looking for people with energy, ideas, and commitment to help us make our world a better place. Check with your science teacher for details.

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/Dance/Step Team 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 "bumpin'" 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. Please contact advisor Maria Guerra for more info.

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 for more information.)

Knitting Club This club is advised by Ms. Paine-Donovan, is a great way to meet people and learn the latest techniques concerning knitting.

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.

Math Club Mountlake Terrace's Math Club is the place for you if you love math. Each year students who score well on the National Math Test are encouraged to join this club. Math Club members join competitions in the Spring against other schools. Check with your math teacher for details.

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.

Study Hawks Every Thursday from 2:30 to 4:30 students can come to the library and meet up with peer tutors and get help with their homework. The computer lab is open for research and composition. Snacks, beverage and guidance are also available. Please see Sue VanSenus for more info.

Teens Against Tobacco Use or TATU After many hours of 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 info.

The Tempo 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.

Terrace U-TURN is an ASB club that's committed to helping students to become more educated and aware about the harmful effects of alcohol and drug use. U-TURN is a "Natural High" membership whose motto is "JUST BE U." This club is actively involved with the MLT student body and selected elementary/middle schools throughout the year. See Mr. Clune in the counseling center.

General Student Information

Assemblies Assemblies are provided for the students' 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—no standing by the doors:

Seniors – South West Section Sophomores - Southeast Section
 Juniors – North West Section Freshmen - NorthEast Section

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

4) Students who cannot display appropriate behavior will face disciplinary action, including but not limited to, exclusion from future assemblies, and school discipline.

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.

Daily Bulletin The Daily Announcements are broadcast on HBN TV every day for students and staff

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.

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 approximately 30 hours 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. Ask your counselor for details.

Health Services If you become ill during the day, you must 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, nor is a health center available.

Homework Request Policy Requests for homework will only be made for students who 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 48 hour turnaround. Please call (425) 431-7787 to request homework. Homework will be available for pick-up in the Counseling Office 48 hours later. Students with prearranged absences should request homework from their teachers before the absence.

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.

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 School personnel cannot provide students with any medication whatsoever. If you must take medication while at school, you must bring a completed and signed form from your doctor and parent/guardian with instructions as to how the medication is to be taken and for the length of time needed. These instructions and the medication will be kept in the first aid room. Students may self-administer prescribed controlled substances with physician, parent, school nurse approval. Self-medication forms must be completed and kept on file in the first aid room. Over the counter medications can be self-administered if student complies with the guidelines outlined each fall in the parent newsletter.

Pagers/Cell Phones/Personal Students may not leave the classroom to answer their pager or cell phone nor should they expect the teacher to grant them permission to leave. Cell phones and pagers must be turned off during class time. Students unable to accept this responsibility will have their item confiscated and may lose the right to have it at school. Personal electronic devices such as IPOD players, MP3 Players and Sony PSP may not be used at school for any reason. If they are brought to school, they will need to remain stored in a backpack or locker for the school day. Students who violate this policy will have their device confiscated and it will be returned to a parent after school. MTHS assumes no liability or responsibility for these items if they are lost or stolen at school.

Visitors Student guests and/or their younger brothers, sisters, or other relatives are not allowed to attend classes at MTHS. Terrace graduates and/or former students who wish to visit staff members must first check in at the Main Office. Parents and guardians are welcome, but are also requested to check in at the Main Office upon arrival.

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.

CLIP

Contracted Learning for Individual Pacing is an independent study program for self-directed juniors and seniors who are academically able, perhaps behind in credits, and who are highly motivated to earn a high school diploma. CLIP students and teachers develop competency-based contracts on an individual basis for graded credit in academic areas including English, math, social studies, basic computer skills, several electives and other graduation requirements. Entry is by application and completion of a diagnostic reading exam or by passing WASL Reading. Contact CLIP in Room 137 for further details.

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 to have the registrar change an "F" grade to an "NC" after the student has retaken and passed the 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 most 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.

LEARNING SUPPORT PROGRAM

The Learning Support Program is one that offers specialized curriculum to students with an identified Individualized Education Plan (IEP). This is a District program under the umbrella of Special Services. For further information contact the Counseling Office.

PASS / U GRADING

Seniors may take 2 elective classes during their senior year with a Pass / U 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:

- 1) 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 (it is up to the individual department to check prerequisites).
 - has an open period between classes.
 - has less than five classes (senior) / less than 6 classes all others.
 - is a senior missing a graduation requirement.
- 2) 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.)

- 3) 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.
- 4) 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.
- 5) 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.
- 6) Adding period 0 and / or 7 / Reduced 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 is an alternative high school in the Edmonds School District. It features smaller classes and credit recovery. A GED program is available. 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 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. 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, and pays a \$15 one-time registration fee. Applications for Tech Prep are available in the Career Center.

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.

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 learning goals of the course.

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.

Items to Remember

- Students and families should check their attendance at any time via Skyward Family Access.
- Students will be officially notified in writing by the attendance office when they have accrued their 8th absence in a class.
- After the 13th absence, a letter will be mailed home with the 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, the small school 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.

Becca continued: By Law, Schools Are Required:

- To monitor student attendance.
- After two all day unexcused absences (8 periods) to conduct a student and/or parent conference. You will be notified by letter. The meetings are usually held once a month at the district offices.
- No later than the seventh all day unexcused absence (28 periods) within any month a petition will be filed with the juvenile court.
- No later than the tenth all day unexcused absence (40 periods) in the **current school year** a petition will be filed with the juvenile court.
- You will then receive a notification from the court providing you 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.

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.
- 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.

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 and include the student's name, small school, the date(s) of the absence(s), the reason for the absence and the parent's/guardian's signature. A student may write the note, but the parent/guardian must sign it. **If a student has a hard time getting their note turned in to the Attendance Office - the parent/guardian should at least call the Attendance Office.** 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

In conjunction with the school nurse, in-building BECCA coordinator and the attendance office, Mountlake Terrace High school adopted the following protocol for 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 the following 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 doctors 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 and at such times will contact the family and request written doctor's note/statement. If parents do not provide doctor notes, or if the doctor note does not provide the above information, the absences will be "unexcused", and be subject to the same Becca polices and procedures as other unexcused absences.

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.

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.

Assembly Attendance Assemblies are provided for the benefit of all students. Required assemblies must be attended. Optional assemblies are announced along with alternate locations. Failure to attend a required assembly or alternate location during optional assembly could result in discipline.

MTHS Tardy Policy A student is considered tardy if they are not in their classroom at the beginning of the period. "Being 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.

Student Rights and Responsibilities

- This information serves as official notification of student rights and responsibilities. Students are expected to respect the rights and property of others and to be courteous and cooperative with staff and other students. Students who violate the code of conduct will be subject to appropriate disciplinary action, including discipline, suspension, expulsion, and police referral. This section only describes the most common and most serious problem areas. 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.
- Please read the information provided so you have a good understanding of appropriate student behavior. This basic code of conduct is intended to support all students. We sincerely hope it will provide you with an atmosphere where you have the freedom to learn in a safe school you can be proud to attend.
- 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. **Plagiarism** is the use of material produced by someone else without acknowledging its source. **Cheating** is defined as an attempt to earn credit or receive a grade for course work (tests, quizzes, assignments involving computer discs, major projects and major 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.

Alcohol, Drugs, Illegal Substances (use, influence of, or possession) Being under the influence of or the use, possession, or sale of alcohol, drugs, narcotics, drug paraphernalia, and other illegal substances is prohibited. This includes substances purported to be drugs. Violation of this policy will result in a 30 day long term suspension which may be reduced in length to 5 days provided the student completes an assessment by a certified drug/alcohol counselor and adheres to all recommendations. Subsequent violations will result in an expulsion. MTHS will invite law enforcement in with a trained drug dog to sniff lockers and cars in the parking lot for illegal substances. At no time will a police dog be used to sniff students or the personal possessions they may carry.

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.

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 and for the appropriateness and content of all data stored/transmitted on school computers via their account. Accounts and passwords are not to be shared with anyone else; staff or students. 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.

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.

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.

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 advertises drugs, tobacco products, weapons, violence, or alcohol, 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.

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.

Drugs/Illegal Substances (also see “Alcohol”)

Duty to Report Students who witness or have knowledge of school policy 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.

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. 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 below) 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, and verbal abuse are not allowed and violations will result in disciplinary action up to and including suspension. Depending upon the severity, harassment may result in a referral to law enforcement.

Sexual Harassment (also see below) 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.

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.

Parking Students are not to visit cars or 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 secured through the parking lot auction. A permit must be visibly displayed within the car. Permits may be obtained during the auction the second week of school for a cost ranging from \$40 to \$150. 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.

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.

Skateboarding, Rollerblading, Bicycling, Scooters, etc. Skateboarding, rollerblading, scootering, 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 Weapons By state law, it is a crime for any person to carry a dangerous weapon, firearm, or certain other devices which may cause harm to others or self, onto public or private school premises. This includes school transportation and areas of non-school facilities that are being used exclusively for school activities. It is important to know that a student carrying a dangerous weapon may be expelled and a student carrying a firearm must be expelled. Students who possess a weapon or carry, exhibit, display or draw any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, intimidates another or warrants alarm for the safety of others will be subject to discipline up to and including expulsion. "Possession" includes, but is not limited to, having a weapon on district property or at a district-sponsored event located: (a) in a space assigned to a student such as a locker or desk; (b) on the student's person or property (e.g. in his/her clothing, purse, backpack, gym bag or vehicle); or (c) under the student's control or accessible or available, such as hidden by the student.

Edmonds District Harassment Policies (School Board Policies 8207 & 8207-R1)

The Edmonds School District is committed to a safe and civil educational environment free from harassment, intimidation, or bullying for all students, employees, volunteers, and patrons. "Harassment, intimidation, or bullying" is an intentional written, verbal, electronic, or physical action which:

Physically or emotionally harms a student or damages the student's property; or

--Has the effect of substantially interfering with a student's education; or

--Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

--Has the effect of substantially disrupting the orderly operation of the school.

The act of bullying is repeated negative and intentional actions, such as exclusion and intimidation designed to target and hurt a specific person. In bullying situations an imbalance of power exists in which the target has difficulty defending him or herself. Bullying can be physical, verbal, non-verbal or psychological and may be done by a single individual or a group. Bullying, harassment, or intimidation can also be carried out via electronic means by a student on school grounds during the school day.

Harassment, intimidation, or bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, electronic, verbal, or physical actions. These acts may be motivated by characteristics in RCW 9A.36.080(3) including race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or by other distinguishing characteristics such as physical appearance, clothing or other apparel, socio-economic status, gender identity, and marital status. The target does not actually have to possess the characteristic for which he/she is being bullied, harassed, or intimidated. (8207)

School district employees, students, parents or volunteers who have witnessed or have reliable information that a student has been subjected to harassment, intimidation, or bullying are encouraged to report such an incident to the appropriate school official.

School district personnel may use intervention, counseling, discipline, and/or referral to law enforcement to address the behavior of the perpetrator. They may also use intervention, counseling, and support to mitigate the impact on the victim target and others impacted by the violation and to restore school climate. False reports or retaliation for harassment, intimidation, or bullying will receive consequences under District Policy #8220.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Other District policies or school, classroom, or program rules may still prohibit many behaviors that do not rise to the level of harassment, intimidation, or bullying.

Complaints of harassment, intimidation, or bullying will be investigated as described in Administrative Regulation #8205-R1. Complainants should not be promised confidentiality at the onset of an investigation. Disciplinary action may be taken against any individual(s) engaged in harassment, intimidation, or bullying (#8220-R1). The district superintendent or designee, at the request of the building administrator or parent, may conduct an investigation when there is a denial, lack of reliable evidence or other cause to extend the scope of the investigation beyond the disciplinary procedures.

No school district employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim target, witness, or one with reliable information about an act of harassment, intimidation, or bullying.

Staff will be provided information on recognizing and preventing harassment, intimidation and bullying. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, and bullying, and their rights and responsibilities under this and other District policies and rules at student orientation sessions, in student handbooks, and/or other appropriate occasions. Information shall be given to parents or made available via the district's web site regarding the seriousness of all forms of bullying. The materials must include information on safe internet use and the options available if a student is being bullied via electronic means. Electronic means are communications where there is the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means; i.e., cell phone, email, text messaging, internet. (8207 R-1)

Edmonds District Sexual Harassment

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" is 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.

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. (8207)