

Marysville Getchell

2018-2019
Student Handbook



8301 84th Street NE Marysville, WA 98270

Phone: 360.965.2300 Fax: 360.965.2304

Richard Zimmerman – Principal

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MG Bell Schedules 2018-2019

BIO & SFE Regular Bell Schedule				ACE & ISC Regular Bell Schedule			
Period 1	7:10 AM	8:08 AM	58 min	Period 1	7:10 AM	8:08 AM	58 min
Period 2	8:13 AM	9:13 AM	60 min	Period 2	8:13 AM	9:13 AM	60 min
Period 3	9:18 AM	10:16 AM	58 min	Period 3	9:18 AM	10:16 AM	58 min
Lunch*	10:16 AM	10:46 AM	30 min	Period 4	10:21 AM	11:19 AM	58 min
Period 4	10:51 AM	11:49 AM	58 min	Lunch*	11:19 AM	11:49 AM	30 min
Period 5	11:54 AM	12:52 PM	58 min	Period 5	11:54 AM	12:52 PM	58 min
Period 6	12:57 PM	1:55 PM	58 min	Period 6	12:57 PM	1:55 PM	58 min
BIO & SFE Advisory Schedule				ACE & ISC Advisory Schedule			
Period 1	7:10 AM	8:00 AM	50 min	Period 1	7:10 AM	8:00 AM	50 min
Advisory	8:05 AM	8:50 AM	45 min	Advisory	8:05 AM	8:50 AM	45 min
Period 2	8:55 AM	9:45 AM	50 min	Period 2	8:55 AM	9:45 AM	50 min
Period 3	9:50 AM	10:40 AM	50 min	Period 3	9:50 AM	10:40 AM	50 min
Lunch	10:40 AM	11:10 AM	30 min	Period 4	10:45 AM	11:35 AM	50 min
Period 4	11:15 AM	12:05 PM	50 min	Lunch	11:35 AM	12:05 PM	30 min
Period 5	12:10 PM	1:00 PM	50 min	Period 5	12:10 PM	1:00 PM	50 min
Period 6	1:05 PM	1:55 PM	50 min	Period 6	1:05 PM	1:55 PM	50 min
BIO & SFE PGF Bell Schedule				ACE & ISC PGF Bell Schedule			
Period 1	7:10 AM	7:53 AM	43 min	Period 1	7:10 AM	7:53 AM	43 min
Period 2	7:58 AM	8:43 AM	45 min	Period 2	7:58 AM	8:43 AM	45 min
Period 3	8:48 AM	9:31 AM	43 min	Period 3	8:48 AM	9:31 AM	43 min
Period 4	9:36 AM	10:19 AM	43 min	Period 4	9:36 AM	10:19 AM	43 min
Lunch*	10:19 AM	10:49 AM	30 min	Period 5	10:24 AM	11:07 AM	43 min
Period 5	10:54 AM	11:37 AM	43 min	Lunch*	11:07 AM	11:37 AM	30 min
Period 6	11:42 AM	12:25 PM	43 min	Period 6	11:42 AM	12:25 PM	43 min
BIO & SFE PGF Assembly				ACE & ISC PGF Assembly			
Period 1	7:10 AM	7:45 AM	35 min	Period 1	7:10 AM	7:45 AM	35 min
Period 2	7:50 AM	8:25 AM	35 min	Period 2	7:50 AM	8:25 AM	35 min
Assembly	8:30 AM	9:15 AM	45 min	Assembly	8:30 AM	9:15 AM	45 min
Period 3	9:20 AM	9:55 AM	35 min	Period 3	9:20 AM	9:55 AM	35 min
Period 4	10:00 AM	10:35 AM	35 min	Period 4	10:00 AM	10:35 AM	35 min
Lunch*	10:35 AM	11:05 AM	30 min	Period 5	10:40 AM	11:15 AM	35 min
Period 5	11:10 AM	11:45 AM	35 min	Lunch	11:15 AM	11:45 AM	30 min
Period 6	11:50 AM	12:25 PM	35 min	Period 6	11:50 AM	12:25 PM	35 min

*Student lunch is based on their 4th period teacher

*Student lunch is based on their 5th period teacher on Friday schedules

Marysville Getchell Phone Numbers

The MGHS main office is located in the ACE building. All parents, guardians, students, and visitors must check in at the main office. All parent and student interactions must be made at the main office, this includes attendance.

MG Main Office: 360.965.2300
Fax: 360.965.2304

Principal	Richard Zimmerman	360.965.2302
Head Secretary:	Brooklyn Stevenson	360.965.2302
Asst. Principal: 10th & 12th	Keri Lindsay	360.965.2502
Secretary to the Asst. Principal	Carmen Clark	360.965.2502
Asst. Principal: 9th & 11th	Nick Allen	360.965.2603
Secretary to the Asst. Principal	Kelly Swanson	360.965.2603

Main Office: 360.965.2300
Attendance: 360.965.2301

MG All Campus Wide Contacts

ASB Coordinator	Theresa Borgford	360.965.2707
ASB Secretary/Cashier	Monique O'Brien	360.965.2706
Athletic Coordinator	Kurt Hollstein	360.965.2616
Athletic Secretary	Lexy Smith	360.965.2702
Registrar	Shannon Millar	360.965.2602
Career Counselor	Monica Lane	360.965.2529
Kitchen Manager	Donna Geise	360.965.2713
Health Room	Cheryl Malmstead	360.965.2710
Lead Custodian	Andy Noble	360.965.2708
Librarian	Jeanne Olsen	360.965.2524
Security	Chuck Anderson	360.965.2715
School Resource Officer	Officer Wood	360.965.2316
Student Support Advocate	Carlyn Odegard	360.965.2606
Counselor Freshmen	Shauna Kopischka	360.965.2322
Counselor Sophomores	Kathy Carroll	360.965.2431
Counselor Juniors	Shanna Pyzer	360.965.2507
Counselor Seniors	Brian Edenholm	360.965.2418

Marysville Getchell High School Staff List

Wmail addresses use the format: first name_last [name@msvl.k12.wa.us](mailto:msvl.k12.wa.us) i.e. Nicholas_Allen@msvl.k12.wa.us

<u>Staff</u>	<u>Subject</u>	<u>Staff</u>	<u>Subject</u>
Martina Adams	World Language	Dean Lambert	English Language Arts
Tarek Al-Rashid	English Language Arts	Monica Lane	CTE/Career Counselor
Kristina Bailey	PE/Health	Emily Lefstad	Math
Mark Bond	Science	Eric Lefstad	Science
Theresa Borgford	ASB/Leadership	Jaci LeGore	Physical Education
Craig Brewster	Special Education	Shelley Lima	Social Studies
Bruce Brown	Math	Davis Lura	Special Education
Ben Casteneda	World Language	Kate Manis	Science
Ron Chapin	CTE/Video	Travis Marsh	PE/Health
Steven Cross	English Language Arts	Tim McTee	CTE/Sports Med
Chris Cull	PE/Health	Mitch Meyers	English Language Arts
Kim Edens	Social Studies	Kris Mikesell	CTE/Business/Yearbook
Stephanie Fischer	Science	Bev Mowrer	Science
Andrea France	PE/AVID	John Natterstad	Social Studies
Ryan Gilbertson	Science	Meagan Nemra	Math
Debby Graham	World Language	Sidney Ocheltree	Science
Rudy Grandbois	Physical Education	Carlyn Odegard	Student Advocate
Shannon Grandbois	Social Studies	Jeanne Olsen	Librarian
Jeremy Gross	Math/AVID	Glenn Owen	CTE/Art
Todd Grubb	World Language	Tony Perkins	Special Education
Travis Hammond	English Language Learners	Bill Perry	CTE/GraphDes/Comp Ops
Brandon Harms	Special Education	Cathleen Pettelle-Price	CTE/Art
Steve Haynack	Math	Jeremiah Ripley	Social Studies
Rick Heavin	Science	Mitch Ryiter	Social Studies
Kerry Hill	English Language Arts	Gina Sanchez	English Language Arts
Layla Hines	Special Education	Dara Schmoe	Math
Charles Hinton	World Language	Corby Schuh	Math/AVID
Kurt Hollstein	CTE/Art/Athletics	TJ Seiber	Music/Band
Debbie Hovik	Special Education	Marjorie Serge	Social Studies
David James	English Language Arts	Nelida Serrano-Arroyo	World Language
Geoff Kittle	English Language Arts	Jim Strickland	18-21 Program
Joe Klomparens	World Language	Kyle Suits	English Language Arts
Gary Knowlton	English Language Arts	Janis Uilenberg	English Language Arts
Dennis Kogge	Special Education	Kenneth Webb	Math
Dana Krsnadas	CTE/Business/Student Store	Kit Zell	Physical Education
Jeremy Lail	Math		

Student Information

CELL PHONES / PERSONAL ELECTRONIC DEVICES

Students in possession of electronic devices (electronic devices include but are not limited to cell phones, MP3 players, games, and headsets) shall observe the following conditions:

- **Electronic devices shall not be on or out upon entering or exiting the classroom. This includes before and after the bell has rung.** Electronic devices may be turned on and operated only during passing times and lunch, unless an emergency situation exists that involves imminent physical danger, or a school administrator authorizes the students to do otherwise. Teachers may also give students authorization to use their cellphones in class for specific times and activities, such as internet research. **Headphones/cords cannot be out or seen at any time during class time.**
- Any type of speakers or projection of music that can be heard by others is not permitted.
- Devices shall not be used in a manner disrupting the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.
- Students who violate this policy will be subject to disciplinary action including confiscation and losing the privilege of bringing the device onto school property. After repeat offenses, the device may only be returned to the student's parent/guardian.
- Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property.

CLOSED CAMPUS

By School Board Policy, our school is a closed campus. Students are to remain on campus from time of arrival until the close of the school day. Violation of this policy will result in progressive discipline.

OFF LIMITS AREAS

During the school day, off-limit areas include all parking lots, all wooded areas, east/west access roads, all athletic fields/courts and SLC's that do not share the same lunch period, and any other areas not supervised. Violation of this policy will result in progressive discipline.

COURSE CHANGES/DROPS

Student requests for legitimate class changes will be honored within the first five (5) days of each semester. To change a class: (1) obtain a class change form from the school office; (2) fill in required information; (3) parents must sign their approval to change class after the semester begins; (4) return the form to your counselor for approval; (5) if approved, take the change form to the class you wish to enter for that teacher's signature; (6) return form to school office.

Withdrawal from a Class: Dropping a class after the first five (5) days will result in a failing grade for the semester. Only in unique circumstances may a student appeal the regulation. Appeals should be made in writing to the principal before the anticipated withdrawal date.

Student Repeating a Class: Students may repeat classes (as indicated in the Course Description Guide) and receive credit without any penalty attached. Students repeating classes in order to improve their grade will be assigned the grade earned the second time the class is taken whether it improves the initial grade or not.

DANCES

MG DANCE RULES

- All school rules are in effect at school sponsored dances whether they occur on or off campus.
- A MGHS School picture I.D. is required for MG student entry at the door.
- Guests for formal dances must complete the proper pre-dance forms. Guests over twenty-one are not allowed to attend dances as guests of Marysville Getchell students. Guest approval forms are available one prior to the dance in the cashier's office and must be approved by the sending and receiving principal.
- Guests, if allowed, must have proper identification, school pre-approval, and follow all school rules. The host is responsible for their guest's conduct
- Guests must bring current school picture ID (this is preferred) or a current driver's license.
- Ticket receipts will not be accepted without printed guest names are present.
- No student shall leave and return to the dance, and doors will be closed one and a half hours after the start of the dance. (Once a student leaves, they will not be allowed back in.)
- Dancing must be appropriate:
 - Sexually provocative dancing is prohibited. Front to back dancing is not acceptable at school dances.
 - Hands will be kept in appropriate areas at all times.
 - Standard slow dancing is acceptable.
- All school rules will be in effect.

DISTRIBUTION OF PUBLISHED MATERIAL

Any published material (written or electronic) must be cleared through the principal's office before distribution.

EARLY DISMISSAL

If a student must leave campus during the school day, he/she must have permission. This can be granted through parent request by note or phone call. The following procedures should be followed:

- In the morning, present a note from parent/ guardian to school office
- Receive a student pass to be shown to teacher, and
- Sign out in the school office when leaving.
- Upon return, student will sign in and receive a pass to class.
- Failure to follow the above procedures will result in truancy.

BUS PASSES

Students wishing to take a bus home that is not their usual route must complete a Bus Pass Form (available in the office). They will need to fill out the form and return it to the office, along with a written note from their parent/guardian, giving them permission to ride a different bus home.

EMANCIPATED STUDENT STATUS

Students who are 18 or older may be granted emancipated student status by applying through the school office. The student and parents/guardians must complete and sign a form releasing the student from the custodial care of the parents/guardians and informing the parents/guardians that official school business will be conducted through the students rather than the parents/guardians. Parents/guardians are advised that receiving emancipated status is more than just allowing a student to write their own excused absence notes. Parents/guardians give up the right to transact school business for discipline, attendance, and academic matters if they so choose to give up custodial care by declaring their student emancipated.

EMERGENCY PROCEDURES

Procedures vary according to the emergency. Your teacher will explain to you where you are to report during the emergency. **DO NOT RETURN TO THE CLASSROOM UNTIL THE ALL CLEAR IS GIVEN.**

- For evacuation (fire, etc.): Designated by a steady buzzer. Students are to walk quickly to the exit designated for their use. All students should get clear of the buildings. Teachers will close classroom doors and accompany students as they leave the building. Stay with your teacher/class. At the close of the emergency, the bells will ring as a signal to return to the building.
- For Earthquake: Designated by announcement. "Drop, Cover, Hold." Stay calm. Exit your building and go to the designated area for your class at signal. Stay with your teacher and class.
- For Lockdown: Designated by announcement. Get down against an inside wall-flat on the floor. Be silent. Teacher will lock door, turn off lights, and cover windows. Stay calm. Listen to your teacher.
- During non-class time:
 - For evacuation: Report to designated 3rd period teacher area on football field, quickly and orderly.
 - For earthquakes: Drop, Cover, and Hold. Stay calm. Exit the building to designated student gathering area at signal. Listen for further instructions.

ETIQUETTE

Remember there are many people—staff and students alike—sharing our campus and your behavior reflects not only on yourself, but on everyone at our school. You can help by:

- Cleaning up after yourself—in the cafeteria, in the classroom, in the common areas, or wherever else you may go.
- Treating others with respect—say please, thank you, and excuse me, give your attention to speakers in class or at assemblies, etc.
- Recognizing that our common areas are sometimes crowded—step to the side to have conversations during passing periods so you don't block the pathway of others, etc.
- Swearing and discriminatory statements of any kind are not permitted on campus.

FAMILY/STUDENT ACCESS

Family access provides student and parent access to a variety of student information, such as attendance, grades, food service balance/history, and student and family demographics. Parents and students have different logins and passwords with a different level of access to this information. Students are encouraged to use Family Access to monitor their grades and attendance. Parents or students may pick up their login and password from the Front Office between 6:45 a.m. and 2:45p.m. Photo ID is required.

GANG ACTIVITY OR GANG ASSOCIATION

By definition, a gang is a group of three or more people who met for antisocial or illegal activity. This would include recognized gangs and/or groups who gather to mimic gang activity. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol or other attribute or implies membership or affiliation with a gang is prohibited because gang symbols change frequently we will take our lead from law enforcement. Students will be asked to change clothing or refrain from gang behavior. Failing to do so will result in suspension.

GRADES, CREDIT, AND G.P.A.

Progress reports serve as a continuous evaluation of the students' performance. Progress reports will be sent home with students on the final Monday of each month. Official grades will be mailed home at the end of each semester.

All letter grades except for F earn credit towards graduation. G.P.A. points will be assigned as follows:

Grade	GPA	Grade	GPA	Grade	GPA	Grade	GPA
A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	F	0.0
B+	3.3	C+	2.3	D+	1.3		

The following grades earn credit, but do not impact the GPA: P,S

The following grades do not earn credit and do not impact GPA: NC, I, U

GUESTS/VISITORS

Student guests are not allowed on campus during the school day. Guest speakers for classes must check in at the Main Office and receive a visitor's badge before proceeding to the classroom.

HALL PASSES/TA PASSES

Students who have teacher permission to leave the classroom for any reason, including restroom, health room, another building on campus, are to have a visible and identifiable hall pass. TA's are expected to display a TA badge while out of the classroom on an assigned task.

HARASSMENT/ANTI-BULLYING STATEMENT

Prohibition of Harassment, Intimidation and Bullying Annual Summary Statement

The Marysville School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its recurrence.

For an action to be considered bullying, it needs to meet the following definition:

Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, sensory handicap or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- 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.

How do I report bullying?

If you believe your child is being bullied:

- Obtain a copy of your school's anti-bullying policy and procedures. All schools are required to publish their anti-bullying policies and procedures.
- Contact the police if your child has been the victim of malicious harassment. If the bullying act was particularly vicious and the bully seriously injured your child or caused significant physical harm to your child's property, the bully may be guilty of malicious harassment.
- Follow your school's procedures for filing a written complaint. The school is required to conduct an investigation.
- Notify SafeSchools Alert, our District's Tip Reporting Service. Safety is one of our district's top priorities. This tip reporting system allows students, staff, and parents to submit safety concerns to our administration four different ways:
 1. Phone: 360.799.5414
 2. Text: Text your tip to 360.799.5414
 3. Email: 1248@alert1.us

- 4. Web: <http://1248.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip 24/7 online or by telephone. Thanks in advance for helping to make our school community a safer place to work and learn!

Annually

The superintendent or designee will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district's website.

Students will receive age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying at student orientation sessions and on other appropriate occasions. Staff will receive training on the school district's policy and procedure.

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches and evidence-based prevention programs.

Compliance Officer

The district compliance officer (Gregg Kuehn, Risk Management Supervisor) will serve as the district's primary contact for harassment, intimidation, and bullying. The Risk Management office is located at the District Service Center, 4220 80th St. N.E., Marysville, phone 360-965-0109.

Staff Intervention

All staff members must intervene when witnessing or receiving reports of harassment, intimidation, or bullying.

Filing an Incident Reporting Form

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying may report incidents verbally or in writing to any staff member. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential). Please feel free to use the SafeSchools Alert system.

Receiving an Incident Reporting Form

All staff are responsible for receiving oral and written reports and must take appropriate action.

Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation, and Bullying

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee will respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor.

If the incident cannot be resolved at the school level, the principal or designee will request assistance from the district.

Corrective Measures for the Aggressor

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation, or bullying, that student may be subject to corrective measures, including discipline.

Targeted Student's Right to Appeal

If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5th) school day following the date upon which the complainant received the superintendent's written response.

An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final district decision.

Discipline/Corrective Action

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation, or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Support for the Targeted Student

Persons found to have been subjected to harassment, intimidation, or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student will be addressed and remedied as appropriate. Retaliation is prohibited and will result in appropriate discipline.

THIRD-PARTY HARASSMENT

Be advised that bystanders overhearing offensive conversations or actions are entitled to protection under the harassment law. Students and staff who are offended, threatened, or intimidated by the actions of others have the right to file harassment complaint as a third party victim.

SafeSchools Alert

Our District's Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

- 1. Phone: 360.799.5414**
- 2. Text: Text your tip to 360.799.5414**
- 3. Email: 1248@alert1.us**
- 4. Web: <http://1248.alert1.us>**

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1248.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

Complaint Options: Discrimination and Sexual Harassment

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

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

Complaint to the School District

Step 1. Write Our Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

HEALTH SERVICES

If a student becomes ill at school, he/she should report to the Health Room in the E/F building. If a student is ill or injured and not able to walk to the health room safely, notify a teacher to call the office or health room for assistance. Students who are ill and feeling like they need to go home must first go to the health room for safety, permission and attendance purposes. If student has a known health condition/injury, please notify school health services for coordination of appropriate assistance/accommodations.

If there is a need for student to take medication (over the counter or prescription) during school hours, contact the health room for required paper work to be on file. Appropriate paperwork must be signed and on file in the health room (if student has medication at school) to avoid disciplinary action.

Accidents and Injuries:

- The procedure to follow any injury is listed below (except for emergencies):
- Report any accident/injury to the teacher immediately. If not in a supervised area, report to the appropriate health room, principal or security.
- The staff member who receives the report is to direct student to the health room and assist student in filling out the accident form as able.
- Health room assistant/school nurse will notify the parent and appropriate staff members for follow-up regarding the accident/incident.
- The Washington Interscholastic Activity Association requires all students who participate in inter-school athletics be covered by insurance. If you need assistance in obtaining health insurance, please contact school health services (school nurse) for assistance.

INTERNET ACCESS (AUP – ACCEPTABLE USE POLICY)

MGHS students have the opportunity to access the district computers and network for class work, research, and use of the Internet. All students have access to the internet and use of district computers at school and agree to adhere to the Marysville School District Internet and E-Mail Rules as well as the MGHS policies regarding use of computers unless the student and/or parent sign a waiver to opt out. Those wishing to opt out should contact their school office and fill out an opt-out form. Students who have an opt-out form on file will not be allowed to use any district computer for any reason.

Access to computers and network services is given to students who agree to act in a considerate and responsible manner and is a privilege not a right.

Violations include but are not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Installing software onto district computers
- Using another's password
- Intentionally allowing another to use your password to gain unauthorized access
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Giving personal information or making appointments to meet people in person who have been contacted via the network
- Employing the network for commercial purposes
- Running games or other non-school software
- Copying files that are not your own work
- Using the CD ROM to play personal CDs
- Streaming audio or video
- "Chatting" or participating in a Chat Room

Students violating these rules will be subject to the following penalties as well as school discipline.

Category 1 violation: A relatively minor violation of rules, which does not harm the network or other users, is punishable by suspension from network privileges from one to four weeks. For example, a student guilty of installing unauthorized software would be guilty of a Category 1 violation if the installation of the software violates no copyright laws.

Category 2 violation: A more serious violation of rules in which a student misuses network resources, harms other students (in the form of harassment or "hacking"), violates the law, or is guilty of multiple Category 1 violations is punishable by suspension of network privileges for one month to the remainder of the school year. For example, a student guilty of installing unauthorized copyrighted software would be a Category 2 violation because it violates copyright laws. Any student refusing to show ID while using the computer will be guilty of a Category 2 violation.

Category 3 violation: The most serious violation of rules are those that damage the network, prevent other students from appropriately accessing the network, uses the computer system to maliciously harass and/or intimidate other users, uses the network for commercial purposes, or repeatedly engages in Category 1 or Category 2 violations. Category 3 violations are punishable by termination of network privileges for the remainder of the student's time at MGHS.

LIBRARY

The purpose of the learning center/library is to provide materials that supplement and enrich the curriculum, provide materials for recreational reading, and provide a place in which to use these materials.

Learning center/library resources include books, magazines computer CD's, pamphlets, clippings, newspapers, videos, and online resources.

Regulations:

Limit of 5 books at a time - two weeks

Limit of 1 reference book - overnight

Overdue and Fines:

The library loan period for most books is 30 days. There is a \$5.00 limit on overdue charges. Additional borrowing is not allowed if you have library over dues or fines. Fines are charged for lost, damaged or late library material.

LOST AND FOUND

Items of value, found on the campus, should be turned into the school office. These items will be stored for a quarter and then disposed of.

LUNCHESES

We are a closed campus. Students may not leave the campus at any time. During lunches, students may be in the cafeteria, common area between schools, in the SFE school commons area during 1st lunch or the ISC school commons area during 2nd lunch. Off-limit areas include all parking lots, all wooded areas, east/west access roads, all athletic fields/courts and SLC's that do not share the same lunch period, and any other areas not supervised. Students are prohibited from the ACE and BIO school common areas during both lunches unless supervised by a adult for academic supports. To maintain student safety, students are prohibited from engaging in unsupervised sports on all athletic fields and the bus turnaround.

Cafeteria Behavior: The school cafeteria and other eating areas are maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

The lunchroom management and fellow students will appreciate your cooperation in:

- Depositing all litter in wastebaskets
- Leaving the table and floor clean.
- Continued neglect of these responsibilities may result in denying you the privilege of eating in the cafeteria.

MESSAGES

Our office is always willing to deliver messages to students regarding family emergencies (i.e. serious health issues). Please understand our preference is to not disturb the classroom environment with the delivery of notes, flowers, balloons, or reminders to students. They will be held in the office until the end of the school day if delivered.

MISCONDUCT AT SCHOOL SPONSORED ACTIVITIES

Misconduct at co-curricular events either home or away may result in suspension from school and/or exclusion from further spectator activity. COSMETICS, FACE PAINT, MASKS or anything else that conceals a person's identity is prohibited at school and at all school-sponsored events.

PAYMENT OF SCHOOL RELATED FINES

All outstanding school related fines must be paid in full before students can participate in student athletics or purchase: ASB Cards, Pay to Play fees, Yearbooks, Dance Tickets, and Spirit Wear.

Examples of fines:

Lost/Damaged books/Chromebooks, charges for vandalism, unpaid parking tickets, unpaid course related fees, non-returned athletic uniforms, etc. Fine payments may be made to the school cashier in the E/F building or school office.

SEARCHES OF STUDENT AND PERSONAL PROPERTY

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student may be subject to search by school officials if reasonable suspicion exists to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct. Two (2) adults must be present for all personal searches.

SKATEBOARDS

Skateboards and rollerblades are not to be used on campus. If they are used for transportation, they must be stored in a secured area and carried on and off campus. **Arrangements for storage must be made prior to the start of the school day and is the student's responsibility.** If arrangements for storage cannot be made, skateboards are not permitted to be on campus. Students riding bicycles and motorbikes must park them in an appropriate place. Violators are subject to progressive discipline.

SNO-ISLE SKILLS CENTER, CULINARY, NJROTC, AND AUTOTECH

Students who attend classes at the Sno-Isle Skills Center **must** ride the Marysville School District bus to and from the Skills Center. Families are responsible for reporting their own absence(s) directly to Sno-Isle. Students are not allowed to drive themselves to or from Sno-Isle Skills Center.

In addition, students who attend classes at Culinary, NJROTC, or AutoTech **must** ride the Marysville School District bus to and from the designated location. Students are not allowed to drive themselves to or from Culinary, NJROTC, or AutoTech.

If students miss their bus or the schedule prohibits their attendance, all students must check in with the main office located in the ACE building.

STUDENT LOCKERS (P.E.)

Student lockers are the property of the school district. They are subject to search when either reasonable suspicion exists or for a general random inspection of all lockers. A fee will be imposed for excessively damaged lockers. The school does not supply locks for PE lockers, however locks may be purchased through our student store (Charger Station in the SFE building) or students are encouraged to bring a combination lock from home. Notification of one week will be given for all locks to be removed. Failure to do so will result in all remaining locks to be cut off without liability of replacement.

STUDENT PARKING/STUDENT CARS:

Students authorized to park in designated areas must display a valid parking pass. Students are required to complete all necessary paperwork and obtain a permit to park on campus; this includes all students regardless of Running Start, Sno-Isle, or Late Start. Failure to meet requirements/expectations may result in disciplinary action including a fine. The 2018-2019 pass is only valid for the 2018-2019 school year—older permits are invalid and may result in a parking violation. Students with parking permits are expected to display the permit while on campus, park in the designated student lot, and follow our rules. Students may retrieve items from vehicles with administrative approval. Cars in the student parking lots are subject to search when reasonable suspicion exists. **The school and district are not responsible for theft or vandalism of the contents of the vehicle or the vehicle itself.**

Consequences for parking violations are outlined in the parking permit application and the Student Discipline Frameworks.

From 6:30 a.m.-2:30 p.m., cars without the appropriate parking permit displayed that are parked in the staff or student lot may be ticketed or towed.

Students are **NOT** allowed to drive to Sno-Isle Skills Center, field trips, or any other school-sponsored events; exceptions might be made for athletics.

STUDENT DRESS

It is an established fact the attire of students has an important influence on the attitude toward learning within any school. Although matters of taste should appropriately be left up to students and their parents, we feel a strong responsibility as a school to provide guidelines for parents and students to use in determining what is and is not appropriate, the key guideline is that dress should never interfere with anyone's right to learn or teach, or endanger health or safety.

Due to current fashion trends, we believe it is important to emphasize the following dress guidelines for our students.

School Appropriate Attire:

- Clothing should be sufficiently modest and not revealing
- No spaghetti straps (straps on dresses or shirts must be at least 2-inch thick)
- No strapless tops
- Shirts should touch the top of pants when standing or sitting
- Undergarments of any kind should not be exposed at school
- Garments should be worn that do not expose cleavage
- No short shorts, short skirts, halters, tank tops, or tube tops.
- No clothing that advertises or depicts drugs, tobacco products, or alcohol; this includes jewelry
- No clothing that has sexual or violent overtones, profanity, or obscenities
- No sleepwear (pajamas, slippers, etc.)
- No hoods or “sagging” pants that expose undergarments
- Each teacher will establish their own classroom rule with regards to hats. It is expected that students respect each individual teacher’s expectations.
- Bandanas, hairnets, do-rags or anything else that MSD administrators or security personnel consider gang related will not be worn or displayed in any manner. The district security and MSD administrators reserve the right to identify those factors that they deem to be a threat to student safety.

Counseling Services

Your school counselor provides counseling services to both you and your family with regard to personal, career and academic issues. They are here to help you make your years in high school as positive and productive as possible. Students seek out their counselor when they have conflicts with friends, other students, teachers, and parents. They also seek help in the areas of depression, suicide, assault, eating disorders, drugs and alcohol, teen pregnancy, and many more.

Your counselor can help you decide what courses to take to meet graduation requirements, how to get into a good university, technical school, or prepare for a job after high school. They can provide you with a great deal of information about college testing, admission requirements, financial aid, and scholarships. Some students know where they are going after they graduate, but many don’t. Your counselor can help you explore potential careers. See them early in your high school years and they’ll advise you on how to keep your options open.

Guidance services are available for every student in the school. Students wishing to see their counselor should do so in the following ways:

- The counselors may initiate the process and send for a student by means of a pass.
- Teachers may issue a pass for a student to see a counselor. The purpose of the visit and the time the student left the class should be indicated on the pass. Students must have prior permission from each teacher whose class time they will be missing to go to their counselor. Students who do not have prior permission will be considered truant.
- A student may sign up for an appointment with their counselor in the school office or counselor’s office door list. Counselors will send for a student by means of a pass and will see the student as soon as possible.
- Students may drop in during non-class time (i.e. before school, after school, lunch).
- All students’ records are available through the school office.

Attendance Procedures

This handbook section is based on the Laws of the State of Washington and Marysville School District Policy 2070. Consult the Student Responsibilities and Rights section for more information.

ATTENDANCE REPORTS

Parents concerned about attendance should log onto Family Access or call their attendance secretary of the students SLC for a current status report.

ATTENDANCE POLICIES AND PROCEDURES

A student is considered absent when he or she is more than 10 minutes late to class. Consistent with WAC 180-40-010, all students will attend and be punctual at regularly scheduled classes unless officially excused.

Teachers will review the attendance policy with students at the beginning of each semester. Teachers’ course objectives will contain criteria for attendance and grading. Those objectives will indicate when make-up work must be submitted and the grading requirements. Teachers are not required to accept make-up work for unexcused absences.

Teachers will release students at the end of the scheduled period. Prior approval of the next period teacher is required if a student is to be held for any reason. If a student is held in class after the bell rings and is late to his or her next class, the teacher in whose class he or she was detained will issue a pass to the next class. If a student is late for a class and does not have a valid note excusing his or her tardiness, he or she will be marked tardy in the teacher’s grade book. It is the student’s responsibility to get this pass from the teacher.

ABSENCES AFFECT SCHOOL WORK

As stated in the procedures for Board Policy 3122, students with excused absences will be allowed one makeup day for each day of absence. The school has no such obligation for unexcused absences.

EXCUSING ABSENCES

Parents may excuse a student's absence by calling the attendance secretary, or by sending a written note. Students must provide a parental excuse within three school days of returning to school in order for their absences to be excused. After that, an absence remains unexcused. Students who have not been excused via a parent phone call or do not have a written excuse from parents will be automatically unexcused. Students who are 18 years or over may seek information from the attendance secretary about writing their own absence notes.

TARDY DEFINITION

A student will be marked tardy if he/she is not in their assigned seat and prepared for class as described by the teacher when the bell rings or the scheduled time of the class has begun. Failure to adhere to the Tardy Policy may result in disciplinary action.

ABSENCE DEFINITION

A student who misses ten or more minutes of a class is considered absent. The following descriptions of absences apply:

- **Excused Absences:** Include illness or injury, family emergency, prearranged medical or dental appointments, school-approved activities, religious observances when requested by parents, and other absences pre-approved by the principal, shall be excused by the parent, guardian, or adult student submitting a signed note or oral statement to the school within 3 days after returning to school. Suspensions or other disciplinary actions that occur before BECCA involvement, that cause the student to miss school, are considered excused absences.
- **Unexcused Absences:** Include absences without excuse, skipping, or when a student fails to submit a note or parent phone call within the time limit of reporting an absence.
- **School-Related Absences:** Include in-school appointments and meetings, field trips, athletic trips, and suspensions. Students must obtain a field trip form from their teachers for planned and extended school-related absences, and they must have their forms signed by their teachers and their parents prior to departure.
- **Arranged Absences:** We ask that any trips be planned outside school time. If a family trip must occur during school time, the following should be closely followed:
 - Student must bring a written request to the school office at least two days before the planned absence. He/she will be given an ARRANGED ABSENCE FORM to be taken to each teacher.
 - On the form, teachers will indicate the expectations for makeup work/time to be done before leaving, during the absence, or upon return from the planned absence.
 - At least one day before the absence, the student must return the completed form to the school office.
 - Emergency absences must be excused by the principal when students return.

BE AWARE that absences or tardies for any reason may impact the letter grade earned in courses. The course syllabus will provide details of how attendance affects grades in each course.

ATTENDANCE LAW

RCW 28A.225.010 states that students must be in school until the age of 18 or completing a high school diploma program. For students under the age of 18, the "Becca Law" applies which requires schools to petition the juvenile court on students who accumulate five unexcused absences in a calendar month or ten unexcused absences in a school year if the school district's interventions have not been successful in eliminating unexcused absences.

In an effort to keep parents informed, a computer-generated phone call will be made to the home of every student who misses one or more periods of any school day. This phone call will be made the same day of the absence. A letter will be sent home after five (5) unexcused absences in a school year. The letter will warn/inform about the BECCA bill and invite the student and their family to a conference to learn more. After ten (10) unexcused absences, the school is bound by law to inform Juvenile Court that the student appears to be in violation of State Law.

PROCESS OF RETRIEVING LOST CREDIT

Medical reasons supported by a doctor's excuse will be given special consideration. When a student has lost credit, one of the following will result:

1. Student remains in class and learns, earns a passing grade and receives an F
2. Student is scheduled to a late arrival or early dismissal with F grade.
3. Student ordered by the court to attend classes may be in a position of continuing to attend scheduled classes without the possibility of earning credit. A passing grade must be earned for either credit or an "I" (Incomplete) to be assigned. The student has two weeks to complete the work required in the class to be considered for credit.
4. Every effort will be made to keep students and parents informed of the current attendance record through the following methods:
 - Family Access
 - Automated calling
 - A letter after 3 and 5 absences
 - Additionally, teachers are encouraged to call home

Students and parents may request an attendance record at anytime. It is in the student's best interest and their responsibility to maintain an accurate record.

Student Discipline

Rules regarding student discipline have been established to insure that the optimum learning atmosphere in each classroom is maintained. And that the environment at school or on school-related activities fosters mutually respectful interactions in an atmosphere of collaboration and cooperation. All students shall obey the board policy, administrative procedures, school rules, and regulations and directives from district personnel. Failure to comply with rules and regulations established for the governing of the school district shall constitute sufficient cause for discipline (corrective action, exclusion, detention), suspension (short term, long term) or expulsion. Methods of student control for misconduct generally shall be progressive in nature with the exception of exceptional misconduct. There is no requirement, however, that each potential disciplinary step be tried before resorting to suspension.

Moderate Behavior Violations include, but are not limited to:

- Bus citations
- Chronic Misbehavior (such as excessive tardies, disruptions, etc.)
- Disrespectful Behavior
- Disruptive Behavior
- Inappropriate Displays of Affection
- Inappropriate Dress
- Inappropriate use of Technology
- Name calling, put downs
- Out of class without a pass
- Off-Campus violation
- Reckless endangerment
- Break-Dancing **anywhere** on campus

Severe Behavior Violations include, but are not limited to:

- Cheating
- Forgery
- Harassment
- Immoral conduct
- Insubordination
- Lying
- Plagiarism
- Fighting
- Refusal to identify self
- Use of Vulgarity or profanity
- Theft
- Use or possession of tobacco
- Use or possession of any illegal substance
- Violations of Computer Acceptable Use Procedures and Code of Conduct

EXCEPTIONAL MISCONDUCT

“Exceptional Misconduct” is that misconduct which the school district determines to (a) be of such frequent occurrence, notwithstanding past attempts of district personnel to control such misconduct through the use of disciplinary actions, as to warrant an immediate resort to suspension or expulsion and/or (b) be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the schools as to warrant an immediate resort to suspension or expulsion. Disciplinary actions and hearing officers may grant exceptions in cases involving extenuating circumstances.

MARYSVILLE SCHOOL DISTRICT DISCIPLINE MATRIX

Students are responsible as citizens to observe the laws of the United States, the state of Washington, and its subdivisions. The District understands and affirms that conduct and behavior are closely associated to learning. An effective instructional program requires an orderly school environment. The District requires that each student adhere to the rules of conduct established by the District and its various schools and programs, and to submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable on school property, on school-sponsored transportation, at school events off school property, and off school property if the conduct materially and substantially affects the educational process or District operations. Refusal to comply with written rules and procedures established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion. Any conduct which materially and substantially interferes with the educational process is prohibited. The following list of offenses included in the middle and high school discipline matrixes generally describes such conduct, but is not intended to be exclusive. Each is specifically prohibited on school grounds, on school sponsored transportation, at school events off school grounds, and off school grounds if the conduct materially and substantially affects the educational process or District operations. **Conduct marked with an asterisk (*) requires Police Notification and is designated as exceptional misconduct and has been judged to be; (a) so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school, or (b) is of such frequent occurrence, notwithstanding past attempts to control such misconduct with other forms of corrective action, that students may be subject to suspension (short- or long-term), emergency expulsion or expulsion for a first-time offense.**

The Marysville School District Secondary School Discipline Matrix has been developed to provide internal guidelines to our staff members who must respond to disciplinary issues. One expected outcome is to increase the consistency of consequences we give to students. It is not, however, intended to replace individual decision-making by staff, who must respond to unique situations, and take multiple factors into consideration when determining consequences. The following chart shows examples of infractions and their **suggested** consequences. In addition, this matrix is design to support and augment the minor and major infraction frameworks in place at each school. A glossary of terms for consequences follows this matrix.

Infraction / Offense Code	Guidelines for progressive consequences for continued offenses.		
Aggressive Behavior / AG (A form of physical or verbal behavior leading to self-assertion; angry and destructive and intended to be injurious, physically or emotionally)	Conference to STS	Detention to STS	5 – 9 STS to LTS
*Alcohol / ZDA (Consumption, possession, use, under the influence of)	10 days LTS (may be reduced to 5 days STS with drug and alcohol assessment and re-entry contract) Police Notification	LTS for the remainder of the semester Police Notification	Expulsion Police Notification
*Assault / ZVO violence w/o major injury (ZVW violence w/major injury (Any act which is intended to cause pain or injury or which is intended to result in physical contact which is insulting or offensive to another, any act is intended to place another in fear of immediate physical contact, which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute act)	9 Days STS to Expulsion Police Notification	LTS to Expulsion Police Notification	Expulsion Police Notification
Academic Dishonesty/Plagiarism / ZAD (Academic dishonesty, illegal copying, plagiarism, forgery, etc.)	Redo assignment, parent or guardian notification/conference	Potential loss of credit on assignment, meeting with counselor, parent/guardian. School level discipline assigned.	Loss of credit on assignment, meeting with administration and parent/guardian. School level discipline assigned.
Computer Network Violations / NT (Misuse of computer equipment or other technologies.)	As per Acceptable Use Policy, days of restricted usage	Denial of computer usage for the semester	Denial of all computer usage.
Disruptive Conduct / ZDC	Conference to Student Success Services	Student Success Services and police	STS
Disrespectful Behavior / DIS (Exhibiting a lack of respect; rude and/or discourteous)	Conference to Student Success Services	Student Success Services and police	STS
Dress code violation / DCV	Student options: 1. Change clothing 2. Wear clothing provided by school 3. Call home for change	Parent conference and change of clothes	1-day STS
*Destruction of Property/*Vandalism / ZD	Conference to STS and Restitution and Police Notification	STS and Restitution and Police Notification	STS to LTS and Restitution and Police Notification
Traffic Violation, driving w/out permission dangerous driving / TV	Loss of parking/driving on campus up to one month	Loss of parking/driving on campus > 1 month	Loss of parking/driving on campus 2 months; remainder of school year
*Drugs (Possession, use, under the influence or drug paraphernalia) / ZD illicit drugs not marijuana or ZDM marijuana	10 LTS (Reduced to 5 if D&A Assessment and re-entry contract) Police Notification	LTS for remainder of semester. Recommended D&A Assessment and re-entry contract. Police Notification	Expulsion Police Notification
*Drugs with intent to sell / Distribute / ZD ZDM	Expulsion Police Notification		
Failure to Complete Discipline Consequences FCC	Increase or reassignment of disciplinary action	Increase of disciplinary action	
*Fighting / ZF fighting w/o major injury (Mutual participation in an incident involving physical violence)	1 - 3 SSS or STS w/Student Success Services. Police Notification	4- 9 days SSS or STS w/Student Success Services. Police Notification	LTS - Expulsion w/Student Success Services. Police Notification
*Gang Activity / GR	Conference/warning, Police Notification, (Administrative Discretion STS, LTS, Expulsion)	1 – 3 days STS Police Notification, (Administrative Discretion STS, LTS, Expulsion)	3 – 10 days STS to LTS Police Notification, (Administrative Discretion STS, LTS, Expulsion)
Bullying / ZB	Conference to STS HIB Compliance Officer	STS to Expulsion/SST FBA HIB Compliance Officer	LTS to Expulsion HIB Compliance Officer

	Notification	Notification	Notification
*Discriminatory Harassment / ZHD	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS/SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Harassment based on Disability / ZH1	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS/SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer Notification and Police Notification
*Bullying Based on Disability / ZB1	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS/SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer Notification and Police Notification
*Bullying based on Gender / ZB2	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS/SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Harassment based on Race / ZH2	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS/SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Bullying based on Race / ZB3	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS/SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Harassment based on Race / ZH3	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS/SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Bullying based on Religion / ZB4	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS/SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Harassment based on Religion / ZH4	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS/SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Bullying based on Sexual Orientation / ZB5	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS/SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Harassment based on Sexual Battery / ZH5	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS/SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Discriminatory Harassment / ZHS	Conference/ detention to 3 days STS HIB Compliance Officer and Police Notification	3 –5 days STS/SST FBA HIB Compliance Officer and Police Notification	LTS to Expulsion HIB Compliance Officer and Police Notification
*Sexually Inappropriate Conduct / ZSI	Conference/ detention to 3 days STS and Police Notification	3 –5 days STS/SST FBA and Police Notification	LTS to Expulsion and Police Notification
*Theft or Possession of Stolen Property / ZT	Conference/ detention to 3 days STS Police Notification and restitution	3 –5 days STS/SST/FBA and Police Notification and restitution	LTS and Police Notification and restitution
Multiple Minor Accumulated Incidents / ZM	PBIS Intervention/SST/SSS	PBIS Intervention/SST/FBA /SSS	SST/FBA/SSS/STS
Inappropriate Language / IL	Conference / Warning	Conference / Parent notification Detention	Parent notification / Detention to STS
Inciting a Fight / IAF	Conference/ detention to 1 –3 days STS	3 –5 days STS	5 – 9 STS
Lewd, abusive, indecent, obscene act, profanity, pornography (oral, written or gestured). / LIO	Conference / 1 – 3 day STS	5 – 9 day STS	LTS for remainder of semester
Off limits Areas, off-campus, unauthorized	Detention	Detentions to 1 day STS or SSS	1-3 days STS or SSS

areas / OL			
Parking Violations (no parking pass, failure to display parking pass/parking illegally) / PV	\$10.00 fine up to 3 violations	Suspension of parking privilege	Towing of vehicle
Possession of a Dangerous Object / PDO	Conference/ detention to 1 –3 days STS	3 –5 days STS	5 – 10 STS to LTS
*Possession of Knife or dagger / ZWK	5 days STS and Police Notification	9 days STS Police Notification	LTS Police Notification
Profanity Toward a Staff Member / PTS	1 –3 days STS	3 –5 days STS	5 – 9 STS
Reckless Behavior / RB (Acting with a lack of care or caution; careless or irresponsible)	Conference / Warning	Conference / Detention	Detention to STS
Refusal to follow Directions / RFD (Failure to comply with the reasonable request of district employee)	Conference / detention or Student Success Services	1 – 3 days STS or Student Success Services	3 – 9 STS
*Threats / THR	Conference to Expulsion Police Notification		
*Tobacco / ZT (Smoking, use of, possession of tobacco products, including alternative smoking devices, electronic cigarettes, vapor cigarette or other paraphernalia or devices)	1 day OSS/Student Success Services. Police Notification	3 days STS. Police Notification	5 - 9 days STS. Police Notification
*Weapons / ZWO (Possession and/or use of dangerous weapons/explosive devices, firearms, etc.)	Expulsion Police Notification		
Notation	Description		
Detention	<p><u>A lunch detention</u> may be assigned by a teacher or administrator as a disciplinary action; failing to complete assigned detention results in progressive discipline including up to a suspension from school.</p> <p>After school detentions may be assigned by a teacher or administrator as a disciplinary action; failure to make up assigned detention results in progressive discipline including up to a suspension from school.</p> <p>*There is no afternoon activity bus to take students home.</p>		
FBA	<p><u>A Functional Behavioral Assessment</u> is a problem-solving process for addressing student problem behavior.</p>		
SST	<p><u>The Student Support Team</u> is a collaborative, school-based, problem-solving team that is organized to address academic, medical, behavioral/emotional and/or other problems which may interfere with a student's ability to obtain an appropriate education.</p>		
PBIS Intervention	<p><u>Positive Behavior Interventions and Supports</u> is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success.</p>		
Suspension	<p><u>A suspension</u> is the denial of attendance for a stated period of time. A suspension also may include denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.</p>		
SSS	<p><u>Student Success Services</u> provides a variety of student academic and social - emotional resources to help our students be successful.</p>		
STS	<p><u>Short term suspension</u> is a suspension for any portion of a calendar day up to and not exceeding consecutive school days.</p>		
LTS	<p><u>Long-term suspension</u> is a suspension which exceeds a "short-term suspension" (ten days or more).</p>		
Expulsion	<p><u>Expulsion</u> is a denial of attendance at any single subject or class or at any full schedule of subject classes for a period of no more than one calendar year. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.</p>		
Police Notification	<p><u>Notification</u> includes but is not limited to: phone consultation, in-person consultation, request for assistance, email, voice mail, and request for arrest.</p> <p>All notifications and results will be noted in the electronic student discipline system.</p>		

The additional infractions listed below are also subject to corrective action or punishment, which may include suspension or expulsion depending on the circumstances: Assembly Disruption, Displaying the Confederate Flag in any manner, Inappropriate Bus Behavior.

Common Consequences Defined

AFTER SCHOOL DETENTION

Students assigned to after school detention (60 minutes) by school district staff are to make transportation arrangements prior to serving. Failure to complete an after school detention may result in further disciplinary action, including but not limited to Saturday School, and/ or out of school detention.

SATURDAY SCHOOL

Students will be assigned Saturday School as a result of a disciplinary action. Students must provide transportation to and from school. The student must report to the main office at ACE by 7:00am. The student will be supervised by a district staff member and bring schoolwork or be prepared to work on a given school related assignment. Saturday school ends at 10:00am and the student will leave the campus by prior arranged transportation.

LUNCH CLEAN UPS

Students are assigned to clean the campus during the last 10 minutes of their lunch; failing to complete their assigned duty may result in one day out of school suspension.

DESIGNATED LUNCH TIME AREAS

All students will remain in the E/F building or on the first floor level of assigned buildings during lunch.

SUSPENSION FROM SCHOOL

As a disciplinary measure, students may be suspended from school. (OSS)

Students who are suspended from school may not participate in any school activity as a participant or as a spectator. This includes athletic events, practices, music performances, field trips, dances, etc.

REFERRAL TO AUTHORITIES FOR VIOLATION OF FEDERAL, STATE, AND LOCAL LAWS

Violation of Federal, State and Local laws is also a violation of school rules and regulations. The school district reserves the right to deal with these violations by referral to the proper law enforcement.

Marysville School District complies with all federal and Washington State rules and regulations and does not discriminate on the basis of race, color, creed, national origin, gender, marital status, age, disability, Vietnam-era Veteran status, or disabled Veteran status. Applications from all groups are encouraged. Inquiries regarding compliance and/or grievance procedures may be directed to the Executive Director of Human Resources, Title IX/RCW 28A.640 and Affirmative Action Officer; the Learning Support Services Director, Section 504 Coordinator; and the Maintenance Supervisor, ADA Coordinator. Address: 4220 80th St. NE, Marysville, WA 98270. Telephone: 360.965.0000. Marysville School District is a drug- and tobacco-free workplace. Marysville School District is an Equal Opportunity Employer.

Academics

FEES

Fees are charged students for material costs in some courses. Refer to the Course Description Guide for an estimate of the fees for each course.

GUIDE TO GRADUATION

The use of the Guide to Graduation is essential in the planning of your semester's work as well as your long-range plans for your high school education. Course description, prerequisite skills, and graduation requirements are found in this guide.

TO EARN A HIGH SCHOOL DIPLOMA A STUDENT MUST:

- **Earn High School Credits:** The total number of credits required to earn a diploma from MSD is 23 credits. Starting with the class of 2021, 24 credits are required for graduation. One-half (.5) credit is earned for each semester subject successfully completed. With our six period day, a student can earn three credits per semester. Ideally, six credits would be earned per year.
- **Pass State tests or approved alternatives:** Certificate of Academic / Individual Achievement
- **Complete Naviance: High School and Beyond Plan:** This is a plan that students make for how they will meet all high school graduation requirements and for at least one year after high school. At MG, this plan is completed through our Naviance curriculum.

Certain graduation requirements must also be completed to earn the diploma. A Four-Year Plan Guide is provided to assist students with their high school plan. We suggest that students plan their high school experience to complete graduation requirements and to prepare for post high school opportunities as well. It is important for students to work closely with their class counselors to make sure that all graduation requirements have been met. More information available at <https://app.eduportal.com/publicfolders/1110787/list/47107> (MSD Policy No. 2410)

QUALIFICATIONS FOR PARTICIPATING IN COMMENCEMENT

Only students who have completed all required graduation requirements will be allowed to participate in the commencement ceremony. Any senior wishing to participate in the commencement ceremony must be present during each scheduled practice session. If a student must miss a commencement practice, they must be excused by their principal, who will consider only extreme emergencies. Students will not receive their diploma until all fines are cleared.

RUNNING START

Students who have at least 12 credits and a 2.5 G.P.A. are eligible to apply for enrollment as Running Start student at a community college. Under this program, classes at the community college may be counted for both college and high school credit simultaneously. Students are expected to purchase their own books and materials, pay regular lab fees, and pay any other potential expenses or fees. Students are responsible for their own transportation and lunches. Please see your guidance counselor for more information.

SNO-ISLE SKILLS CENTER

Sno-Isle Skills Center, located near Paine field in Everett, is a cooperative effort of 14 local school districts. The basic purpose of this technical high school is to provide students with skills that will prepare them for entry-level jobs after graduation from high school or for related post high school education or training. Students interested in attending the skills center should have a good attendance record at their sending high school and should give careful consideration to their degree of interest in making a commitment to a particular program. This is especially important because the programs are one or two years in length.

TEACHER ASSISTANTS

Ordinarily, no student will be allowed to carry more than one class as a teacher assistant. Teacher assistants will be graded based on P/F. Teachers are responsible for monitoring the conduct and taking the attendance of their T.A.'s. Responsibilities should be clearly understood early in the year in order to eliminate possible behavioral problems. Fourth period T.A. will be granted by principal permission only. A student generally will earn 0.5 credit/semester. All T.A.'s are to remain in the room they are assigned.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. The students pay for other supplies. Textbooks are to be kept clean and handled carefully. PLEASE be sure your name, grade and school are written in the book in case they are misplaced. Sorry, but we do charge you a fine based on the teacher's judgment for abuse, misuse, or lost books.

Marysville Getchell Associated Student Body (ASB) & Activities

All student organizations are collectively known as the ASB (Associated Student Body). By law and district policy, the ASB must meet to handle all business related to student activities. As such, we have several subgroups that make up our ASB. Each club creates and maintains a constitution for governance and structure. The Student Senate is comprised of ASB Officers Class President, Vice President and Historian from each SLC. Executive Board members are the elected officers for the ASB as well as several appointed positions. Together each group makes their own decisions related to their membership. The executive board grants final approval

ASB ACTIVITY CARD

Student activity cards are available in the ASB office. Every MGHS student should support MGHS by purchasing an ASB card. You can get a discount on your yearbook purchase. ASB cardholders will be admitted free to all home games (each time it's worth \$5 for each game) and at reduced price for away games. Admission to school dances (usually \$3 or more each time) and other school activities are also reduced for the ASB cardholder. The ASB card supports ASB activities and offers you, the holder, a substantial savings. So overall, an ASB card can save you \$200 or more, depending upon how many events you attend.

ASB CLUBS & ACTIVITIES

A list of MGHS clubs, advisors, and contact information will be available at the front office of each SLC. The MGHS ASB/Leadership advisor is Tammy Caldwell at 360.965.2707

ASB CONSTITUTION

The ASB Constitution is available, upon request, and may be picked-up in the Activities office located in the E/F building.

ASB OFFICES

The governing officers of the Associated Student Body are listed below. All officers must have maintained a 3.0 accumulative G.P.A. or in the immediately preceding semester. The President must be an incoming senior. All officers must have attended MGHS the prior semester. Appointed officers will be selected by application and interview

BUDGETING/SPENDING PROCESS

In the spring of each year, all clubs, athletics, classes, and the ASMG Executive Board plan a budget for the following school year. Each group is asked to anticipate income, expenses, carry-over and projects that they plan to participate in. This is a student activity and minutes of each meeting will be submitted with budget to show that the budget/spending plan has student approval. This information is placed on the school provided form

and the entire budget has to be approved by the student council and submitted to the school board for final approval. Student approval is required before all spending and disbursement of funds

SCHOOL ACTIVITIES

The school activities enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Each student also has the opportunity to join the many clubs open every year. It is possible for students to request a new club or activity if enough students are interested, if it is tied to the curriculum, and a faculty sponsor is available, it is approved by Student Council, has constitution and bylaws, and if space and facilities can be provided.

The Case for High School Activities:

- Activities support the academic mission of schools. Students who participate in activity programs tend to have higher grades, better attendance records, lower drop out rates and fewer discipline problems.
- Activities are inherently educational. Activities provide valuable lessons for many practical situations - teamwork, sportsmanship, group process, hard work. Through participation in activity programs, students learn self-discipline, build self-confidence, and develop skills to handle many situations.
- Activities foster success in life. Participation in high school activities is often a predictor for later success in college, career and becoming a contributing member of society.

Athletics & Activities

ATHLETIC/ACTIVITY CODE OF CONDUCT

Participation in interscholastic athletics at MGHS is a privilege and is governed by the WIAA, WESCO 3A Athletic Conference, and the Marysville School District Athletic Codes and Standards. Our athletes are expected to be familiar with the athletic codes and will be held accountable to these standards.

ATHLETIC ELIGIBILITY

All students participating in any activity are subject to the general school rules, the athletic/activity code, and the WIAA regulations. All participants must have:

- Valid Athletic Registration packet, which includes:
 - Athlete's address, last school, etc.
 - Proof of insurance (School or your own)
 - Physical (Within the last 24 months)
 - Parent and student signature
 - Paid ASB card for 2015-2016
 - *Residency in the Marysville School District

Applications are now entered online and physicals will still need to be turned into the Athletics office in the E/F Building – These **must be completed for each school year.**

- Academic Eligibility
 - Completed previous semester by attending a minimum of 15 of the 18 weeks.
 - Passed at least five classes.
 - Passing all classes in the current semester
- Why do the athletes need an ASB card? Our equipment and uniforms are purchased from ASB monies. This is an excellent way to support the program and receive great benefits. The card allows free admission to all regular season home games and discounts at all away, district, and state events. Several other discounts occur because of purchasing the ASB card. The ASB provides over \$25,000 to athletics alone. MG students wishing to attend MP home events will be charged regular student rates for admittance.

SPORTS OFFERED

FALL

Women's & Men's Cross Country
Football (begins August 17th)
Women's Swim & Dive
Women's Soccer
Men's Tennis
Women's Volleyball

WINTER

Men's Basketball
Women's Basketball
Men's Swim & Dive
Wrestling

Fast pitch Softball
Women's & Men's Golf
Men's Soccer
Women's Tennis
Women's & Men's Track

SPRING

Baseball

TICKET PRICES

The Western Conference 3A has a policy that any contest that begins after 5:00 p.m. and involves varsity/junior varsity teams will have a gate fee. The WESCO 3A and the Northwest District have adopted the following ticket price schedule.

Adults:	\$6. ⁰⁰ (students w/o card)
Students w/ASB card	\$3. ⁰⁰ (visiting students)
Senior Citizens	\$3. ⁰⁰
Elem. & Middle	\$3. ⁰⁰ (Under 6 years/ free)
Home High School	No Charge with ASB card
Preschool	No Charge
Punch pass	\$40.00 / 10 admissions (\$20. ⁰⁰ savings)

TRANSPORTATION

We encourage all athletes to travel to and from contests with the team. This is considered a team activity and quality experiences occur on trips to and from competition. However, there are extenuating circumstances, and a note will be required from the parents with approval from the coach, Activities office and principal. We need this note at least 24 hours in advance. A copy of note will be kept on file

Students Rights and Responsibilities POLICY 3200 ADMINISTRATIVE PROCEDURES

Student Rights and Responsibilities

The Marysville School District's "Student Responsibilities, Duties and Rights Handbook" is now available on line. You can find it by clicking the Rights and Responsibilities Handbook link on the District's web page found at www.msdsd25.org. The standards and procedures set forth in this policy have been adopted by the Marysville School District. The document describes the types of misconduct for which corrective action or punishment (i.e., discipline, suspension and expulsion) may be imposed and prescribes the substantive and procedural due process rights of students serviced by the school district. Paper copies may be requested in the office of your child's school or at the receptionist's desk in the School District's Service Center, 4220 80th Street NE (360.965.0000).

Students' Rights and Responsibilities

The Marysville School District is dedicated to achieving academic excellence while developing self-directed, lifelong learners, respecting individual differences, and preparing responsible citizens. To provide information to parents regarding the policies and regulations for students we have developed a Student Rights and Responsibilities Handbook in accordance with Policy 3200 - Students Responsibilities and Rights, which describes:

- the responsibilities of students to maintain a school attitude and behavior which is safe, orderly, and promotes a positive learning climate;
- the rights of students to humane, professional, and legal treatment in school;
- additional policies and regulations that affect students.

A copy of Policy 3200 "Student Rights and Responsibilities" is available online @ www.msdsd25.org or at the District Office: 4220 80th Street NE, Marysville, WA, 360-965-0000.

Sexual Harassment

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

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer. You also have the right to file a complaint. A copy of Policy & Procedure 3205 "Sexual Harassment of Students Prohibited" & 5011 "Sexual Harassment" are available online at www.msdsd25.org, at your school, or at the District Office: 4220 80th Street NE, Marysville, WA; 360-965-0000.

Student Conduct

The Marysville School District acknowledges that conduct and behavior is closely associated to learning. An effective instructional program requires a wholesome and orderly school environment. The district requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

A copy of Policy 3240 "Student Conduct Expectations and Reasonable Sanctions" is available online at www.msdsd25.org or at the District Office: 4220 80th Street NE, Marysville, WA, 360-965-0000.

Weapon Free, Drug-Free, and Tobacco-Free

The Marysville School District is a Weapon-Free, Drug-Free, and Tobacco-Free environment. You can find the standards and procedures set forth in Policy 4210 - "Regulation of Dangerous Weapons on School Premises" on the District's website at www.msds25.org. The document describes the regulation for which corrective action or punishment (i.e., discipline, suspension, and expulsion) may be imposed. Paper copies may be requested in the office of your child's school or at the receptionist's desk in the School District's Service Center, 4220 80th Street NE.

Please Note: Policies that deal with this issue are Policy 3200 - Student Rights and Responsibilities & 3240 - Student Conduct. This Policy is available online at www.msds25.org or at the District Office: 4220 80th Street NE, Marysville, WA, 360-695-0000.

Non-Discrimination Statement

Marysville School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to address questions and complaints of alleged discrimination: Civil Rights Coordinator - Gregg Kuehn, Risk Management Supervisor, gregg_kuehn@msds25.org, 360-965-0110; Title IX Officer – Tracy Souza, Human Resources Director, tracy_souza@msds25.org, 360-965-0071; Section 504 Coordinator, Nancy Smith, Director of Categorical Programs, nancy_smith@msds25.org, 360-965-0051; ADA Coordinator – Ginger Merkel, Executive Director of Special Education, ginger_merkel@msds25.org, 360-965-0174. Address: 4220 80th Street NE, Marysville, WA 98270. Website: www.msds25.org Marysville School District is a drug- and tobacco-free workplace.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint.

Please Note: Policies that address this issue are Policy 3210 "Non Discrimination" & 5010 – "Non Discrimination and Affirmative Action." These Policies are available online at www.msds25.org, at your school, or at the District Office: 4220 80th Street NE, Marysville, WA, 360-965-0000.

Equal Opportunity Employer

Marysville School District complies with all federal and Washington State rules and regulations and will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. The following employees have been designated to address questions and complaints of alleged discrimination: Civil Rights Coordinator - Gregg Kuehn, Risk Management Supervisor, gregg_kuehn@msds25.org, 360-965-0110; Title IX Officer – Tracy Souza, Human Resources Director, tracy_souza@msds25.org, 360-965-0071; Section 504 Coordinator, Nancy Smith, Director of Categorical Programs, nancy_smith@msds25.org, 360-965-0051; ADA Coordinator – Ginger Merkel, Executive Director of Special Education, ginger_merkel@msds25.org, 360-965-0174. Address: 4220 80th Street NE, Marysville, WA 98270. Website: www.msds25.org Marysville School District is a drug- and tobacco-free workplace.