

MARYSVILLE-PILCHUCK HIGH SCHOOL



STUDENT/PARENT HANDBOOK 2020-21

Welcome to the 2020-21 school year. This year we are proud to welcome over 1,200 Tomahawks to our campus.

This handbook provides information regarding:

- Academics
- Activities
- Athletics
- Attendance
- Bell Schedules/Calendar
- Emergency Procedures
- Student Conduct
- Library
- Guidance/Counseling
- Student Computer and Network Access
- Prohibition of Harassment, Intimidation and Bullying
- Disciplinary Consequences

Our staff is here to assist and guide you as you navigate your way through the variety of possibilities you can experience at MPHS. With so many opportunities before you we are confident that you will have an exciting and rewarding school year. We look forward to working with you and your family.

M-PHS FIGHT SONG

Cheer, cheer for ol' M-P High

We'll do our best

And never say die

We'll fight for

The red & white

'cause we're gonna win

This game tonight.

(Chorus)

Whether the odds

Be great or be small

Marysville-Pilchuck

Wins over all

As our mighty Tomahawks

Go marching to victory.

T-O-M-A-H-A-W-K-S

TOM-A-HAWKS !!!

(Repeat Chorus)

ALMA MATER

To you, our Alma Mater

Colors red and white

To you, our Marysville-
Pilchuck

We now our praises sing

To you, our Marysville-
Pilchuck

We learn to love you so

And through the years we'll
praise you

Where ever we may go.

Be Respectful, Be Responsible, Be Engaged

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CONTACT INFORMATION

Main Office

Marysville-Pilchuck High School 360-965-2000

Principal	Christine Bromley	(A-G)	360-965-2005
Assistant Principal	Jeff Ingram	(P-Z)	360-965-2006
Assistant Principal	Brian Tinsley	(H-O)	360-965-2007
Office Manager	Jeanette Weaver		360-965-2002
Student Attendance/ Discipline	Sue Olson		360-965-2001
ASB Secretary/Cashier	Wendi Jones	ASB Payments/Paperwork Fine Lists Fee Payments	360-965-2014

Counselors	Wendi Thomas	Freshmen	360-965-2037
	Randy Vendiola	Sophomores	360-965-2018
	Nicole Marcus	Juniors	360-965-2019
	Sue Sullivan	Seniors	360-965-2020
Counseling Secretary	Aimee Thompson		360-965-2016
Registrar	Marcia Erwin	Records	360-965-2024
Career Center	David Carpenter	Career Education Résumés, Cover Letters	360-965-2043
Security	Mike Rainwater		360-965-2064
Activities Office	Josh Roehl	Activities Information	360-965-2022
Athletic Office		Athletics Information	360-965-2010
Health Center	Stephanie Bach		360-965-2048
Library	Amy Hooper/Shannon Waggoner		360-965-2053
BECCA/Chromebook			

WHERE TO GO FOR INFORMATION/WHAT TO DO IF ..

General Information, administrative help and/or appointments	Main Office
Schedule Principal appointments	Main Office
Questions about bus schedules; bus passes	Main Office
Athletics	Athletics Secretary
Reporting absences, turning in notes, pre-arranging absences	Sue Olson, Attendance Office
Activities, Clubs, School fees and/or fines	Wendi Jones, Cashier
Theft and vandalism reports	Mike Rainwater, Security
Report cards, transcripts, permanent records	Marcia Erwin, Registrar
Information concerning medical questions and/or problems	Health Room
Class schedules, course offerings, graduation, parent appointments with teachers, social/and or personal problems	Counselors, Counseling Office
Scholarships, résumés, cover letters, training resources, and career education	David Carpenter, Career Counselor

You are late for school: Report to the attendance office if you have a note; otherwise, go directly to class. Students more than 5 minutes late to class are considered absent.

You are late to class: Get a pass from the person who detained you. If no one detained you, go directly to class, and a tardy will be recorded. Students more than 5 minutes late to class are considered absent.

You are absent from school due to illness: Bring a note signed by parent/guardian stating the reason and date of absence, or the parent/guardian may phone the attendance office (360-965-2023). If no excuse is received within 3 days of the absence, it/they shall be considered unexcused.

You are going to be absent from school in the future: Have your parent/guardian contact the school explaining the reason for the absence. Obtain a special pre-arranged absence form from the attendance office. As you obtain the signatures from each of your teachers, make arrangements with each teacher for obtaining and completing the assignments and tests you will be missing.

You are ill and need to go home: Go to the health room, and they will contact your parent/guardian.

You have to leave school during the day: A parent/guardian must notify the school in advance of the absence. Stop at the attendance office before school, and pick up a pass to leave. When you return (if it is the same day), stop at the attendance office with your pass, and check in.

You lose something or have something stolen: Check the lost and found bin outside the north entrance to the TAC. If something is stolen, file a report with campus security.

Parent/Guardian Information

This section of the MPHS Student/Parent Handbook includes information related to parental involvement.

Parent/Guardian Involvement

Both experience and research tell us that a student's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your student completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your student's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your student.
- Reviewing the requirements and options for graduation with your student.
- Monitoring your student's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment or contact the appropriate person via email.
- Becoming a school volunteer (contact the main office for information)
- Being aware of the school's bullying and harassment policy.
- Contacting school officials if you are concerned with your student's emotional or mental well-being.

Parent/Guardian/Teacher Conferences

Parents/guardians are encouraged to keep in contact with their student's teachers.

Parents/guardians may call the teacher directly or contact the teacher via email. Teacher email addresses are found in the Skyward system or you can use the following format:

FirstName_LastName@msvl.k12.wa.us

If you would like to have a meeting with all of your student's teachers please contact your student's counselor and inform him/her you would like to schedule a meeting with your student's teacher(s). The counselor will establish a convenient meeting time for all parties.

If the parent/guardian is not satisfied with the parent/teacher conference, then a meeting can be scheduled with an administrator. Please call the main office to schedule meetings with administrators.

Skyward

All students and parents/guardians have access to the online grading system. In addition to grades Skyward shows additional information about students, such as schedules and attendance. Contact the main office (360) 965-2000 if you need to retrieve your password.

Bell schedule:

Regular Bell Schedule		
1st	7:30 - 8:30	60
2nd	8:35 - 9:35	60
3rd	9:40 - 10:35	55
1st Lunch	10:35 - 11:05	30
4th	11:10 - 12:10	60
4th	10:40 - 11:40	60
2nd Lunch	11:40 - 12:10	30
5th	12:15 - 1:10	55
6th	1:15 - 2:15	60
PGF Friday with Advisory		
1st	7:30-8:10	40
2nd	8:15-8:50	35
3rd	8:55-9:30	35
Advisory	9:35-10:05	30
4th	10:10-10:50	40
1st Lunch	10:50-11:20	30
5th	11:25-12:05	40
5th	10:55-11:35	40
2nd Lunch	11:35-12:05	30
6th	12:10-12:45	35

PGF Friday Bell Schedule		
1st	7:30-8:15	45
2nd	8:20-9:05	45
3rd	9:10-9:55	45
4th	10:00-10:45	45
1st Lunch	10:45-11:15	30
5th	11:20-12:00	40
5th	10:50-11:30	40
2nd Lunch	11:30-12:00	30
6th	12:05-12:45	40

Perpetual Calendar approved by the Board of Directors on April 20, 2020

Non-School Days

Sep 2 and 3: No School/Prof Lrng

Sep 7: Labor Day

Sep 8: No School/Prof Lrng

Nov 11: Veterans Day

Nov 26 - 27: Thanksgiving

Dec 21 - Jan 1: Winter Break

Jan 18: Martin Luther King, Jr. Day

Feb 1: No School/Teacher Workday

Feb 12: No School

Feb 15: President's Day

Apr 5 - 9: Spring Break

May 31: Memorial Day



School Calendar

2020 - 2021

Marysville School District No. 25

4220 80th Street NE, Marysville, WA 98270

Website: www.msd25.org

Email: communications@msd25.org

(360) 965-0000

Legend:

- No School / Non-School Days
- Early Release: Conferences - ALL GRADES Follow Conference Schedule
- Early Release: Conferences - ELEMENTARY Only
- Professional Learning Day - Teacher Work Day (no students)
- Early Release: Follow Early Release Friday Schedule
- Early Release: Follow Conference, Grading and Finals Schedule

Start and End Dates of School

Sep 9:	First Day of School GRADES 1-12
Sep 14:	First Day Kindergarten , Early Lrng Ctr
June 10:	Last Day of School, Early Lrng Ctr
June 18:	Last Day of School Grades K-12

June 21 - 25 = Additional make-up days, if necessary*

*If these dates are not needed as make-up days, then there will be no school.

2020 September

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(14 days)

October

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

(12 days)

November

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

(17 days)

December

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

(14 days)

Elementary Key Dates

Conferences - Fall:	Nov 18 - 24
Conferences - Fall Evening:	Nov 24
Conferences - Spring:	Mar 29 - Apr 2
Conferences - Spring Evening:	Mar 30
End of Quarters 1-3:	Nov 13, Jan 29 and Apr 2
End of 1st Semester:	Jan 29
Grading 1st Semester:	Jan 27 - 29
Grading 2nd Semester:	Jun 15 - 18

Middle School Key Dates

Conferences - Fall:	Nov 18 - 20
Conferences - Fall Evening:	Nov 19
End of Quarters 1-3:	Nov 13, Jan 29, and Apr 2
End of 1st Semester:	Jan 29
Grading and Finals 1st Semester:	Jan 27 - 29
Grading and Finals 2nd Semester:	Jun 15 - 18

High School Key Dates

Fall Conferences:	Nov 18 - 20
Fall Conferences - Evening:	Nov 19
End of Quarters 1-3:	Nov 13, Jan 29 and Apr 2
End of Trimesters:	Dec 4 and Mar 19
End of 1st Semester:	Jan 29
Grading and Finals 1st Semester:	Jan 27 - 29
Grading and Finals 2nd Semester:	Jun 15 - 18

Class of 2021 High School Graduation Dates

June 11: Heritage

June 11: Legacy

June 17: Marysville Getchell

June 17: Marysville Pilchuck

2021 January

Su	M	T	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(18 days)

February

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

(17 days)

March

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(17 days)

April

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

(17 days)

May

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(21 days)

June

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(14 days)

Revised 8/11/2020

School District Calendar (Check the district website-the final version will soon be available there)

Study Habits the MP Way!

Effective Time Management

Organizing time is important for positive outcomes as a student. Create a schedule! Study and complete your homework each day during the same time of the day. Ensure that you prioritize your assignment load while still reviewing material. **Homework completion is not studying.** Purchase a basic **planner** to list assignments. Do not rely on your memory for assignments!

Basic Study Habits

Here are a few simple habits when studying:

- **Come to each class on time** with your materials out and ready before the bell rings.
- **Do all** of your assignments and **turn them in on time**. If you are absent see your teacher as soon as possible to receive your make-up work and notes.
- **Review regularly**. Avoid cramming for a test the night before. Cramming does not lead to long term memory retention!
- Even if you do not have a test **review material each day**.

Take Good Notes in Class

Note taking takes some practice. **Focused Notes** are a proven focused note-taking method. When used appropriately, students are guaranteed to increase their knowledge and raise their grades in any given class. **Focused Notes** include:

- Full heading
- Specific topic
- Notes in the right side highlighted with key words or phrases
- Main ideas and high level questions in the left column
- A summary at the end of the notes

Setting Goals and Meeting Them

Goal setting is a life skill that is important to be your best. **Set short and long term goals related to your studies**. Some short term goals such as regular study time and 100% homework completion. Long term goals such as a specific GPA that is realistic to achieve. Goal setting is a great way to track your success.

Staying Organized

Stuffing assignments in the bottom of your backpack will not lead to organization or the ability to turn in each assignment on time. **Organize your assignments and notes each day**. Make this part of your daily habit! **Ask for help if you are struggling to keep organized**. There is no harm in receiving assistance in organization and studying. It is a must to be successful.

Commitment to Learning

High school is important for post-high school opportunities. Your success now will open doors for the future! Whether your desire is to attend a vocational college or attend a four-year university, high school is an important step to fulfill your goals and dreams. Commit to learning in all of your classes. Learning challenging material will allow you to solve complex problems and be well-prepared for life!

Student Behavior Expectations

MPHS utilizes school-wide Positive Behavior Interventions and Supports (PBIS). PBIS focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all students. Our aim is to explicitly teach behavioral expectations and then recognize the positive behaviors shown by students.

To support success, we will educate all students about acceptable school behaviors. Our PBIS implementation plan includes clearly defined expectations, research-validated practices, supportive administrative systems, and information for problem-solving behaviors.

All staff members at MPHS will establish regular, predictable, positive learning and teaching environments. The staff members will serve as role models to students as they teach expected behaviors. MPHS recognizes and rewards positive behaviors. By improving the school environment, we hope to increase learning time and promote academic and social success for every student.

The techniques used by educators for addressing when a student fails to abide by classroom expectations are unique to each teacher. Although it is impossible to anticipate all possible situations, general plans will be in place for dealing with any behaviors that detract from the learning environment and will be used consistently. This will be the first line of defense in dealing with inappropriate behaviors that are considered to be minor. Note: students who persistently disrupt learning with minor offenses may require administrator involvement.

We have three clearly defined expectations for students: Be **Respectful**, **Responsible**, and **Engaged**. Every student will be taught our three expectations in multiple settings throughout our school. We have a curriculum in place that will discourage inappropriate behaviors and teach the expected behaviors.

By working together, parents and the M-PHS staff will reinforce to our students the necessary tools in order to be a productive citizen. Home and school communication is a must when it comes to providing a consistent environment with high, but reasonable expectations. We encourage parents to use the expectations at home as well.

On the following page, you will find our Student Behavior Expectations (The MP Way) that defines how to **Be Respectful**, **Be Responsible**, and **Be Engaged** in the different settings on campus.

The MP Way

(Behavior Expectations)

Marysville-Pilchuck High School

	Classroom	Other
Be Respectful	<ul style="list-style-type: none"> ● Follow directions. ● Use appropriate language and tone with self, teachers, and others. ● Respect others' personal space, property, and beliefs. ● Treat books and equipment with care. 	<ul style="list-style-type: none"> ● Follow directions. ● Use appropriate language in any communication with others. ● Respect others' personal space, property, and beliefs. ● Display affection appropriately. ● Represent yourself, your class, and your school in a positive manner.
Be Responsible	<ul style="list-style-type: none"> ● Know and follow classroom rules. ● Arrive on time and be ready to work. ● Be prepared with assignments and materials. ● Take responsibility for actions and accept consequences graciously. ● Show integrity. 	<ul style="list-style-type: none"> ● Know and follow school rules. ● Keep MP neat and clean. ● Have a pass when out during class time. ● Follow bus and parking rules. ● Manage yourself and the people around you.
Be Engaged	<ul style="list-style-type: none"> ● Create high expectations for yourself. ● Take an active, positive role in classroom activities. ● Put cell phones/electronics away during class. ● Stay on task and give your best effort ● Use free time appropriately. ● Set and obtain goals. ● Ask for help when needed. 	<ul style="list-style-type: none"> ● Alert staff members of unsafe situations ● Use free time appropriately. ● Join extracurricular activities. ● Attend school events and sports ● Volunteer. ● Demonstrate a positive spirit and attitude. ● Be part of the solution.

ACADEMICS

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 descriptions, prerequisite skills, and graduation requirements are found in this guide.

College Credit while in High School

Several programs are available to high school student that allow them to earn college credit while they are still attending high school. See the "Guide to Graduation" for details.

Credit Requirements

The total number of credits required to earn a diploma from MPHS this year is 23. Beginning with the class of 2021 (Juniors), the total number is 24 (to meet the requirements of WA State Law). One-half (.5) credit is earned for each semester subject successfully completed. With the 6-period day, a student can earn 3 credits per semester. To stay on-track for graduation, 6 credits should be earned per year.

At MPHS, grade level designation is a function of total graduation credits earned. The following shows the minimum number of credits required to attain grade level status:

- 10th grade – 6 credits
- 11th grade – 12 credits
- 12th grade – 18 credits

Naviance

Naviance is a comprehensive college and career readiness program that helps students align their strengths and interests to postsecondary goals, improving learning and connecting learning to life. Participation in High School and Beyond Planning is required for graduation.

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 MP, this plan is completed through

Naviance. Certain graduation requirements must also be completed to earn the MPHS 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 counselor to make sure that all graduation requirements have been met.

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 the principal, who will consider only extreme emergencies. Students will not receive commencement tickets until all fines are cleared, practices attended, and all state and district requirements have been met.

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 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.

Textbooks

All basic texts are loaned to students for their use during the school year. Students pay for other supplies. Textbooks are to be kept clean and handled carefully. Fines will be assessed for abuse, misuse, or lost books.

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. There is no tuition for the classes, although students are expected to purchase their own books and materials, pay regular lab fees, and pay the one time matriculation fee. Students are responsible for their own transportation and lunches. Please see your guidance counselor for more information.

Fees

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

Teacher Assistants

Juniors and seniors may be a teaching assistant. Ordinarily, no student will be allowed to carry more than one class as a teacher assistant. Teacher assistants will be graded based on S or U. 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. A student generally will earn 0.5 credit/semester.

Early dismissal and late arrival

The principal will grant final approval.

Changing Classes

To change a class: (1) obtain a class change form from the Guidance Office; (2) fill in required information; (3) parents must sign their approval to change class after the semester begins; (4) return the form to the appropriate 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 Guidance Office. **The final day for any student-initiated change will be five (5) days after the beginning of the semester.**

Withdrawing from a Class

Dropping a class after the first (5) days will result in a failing grade for the semester. Only in unique circumstances may a student appeal this regulation. Appeals should be made in writing to

the principal before the anticipated withdrawal date.

Student Repeating Classes

Generally, students may receive credit for the same class only once, see the Course Description Guide, or consult with your guidance counselor. 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.

Tech Prep-College Credit for Taking High School Classes

The Technical Preparation Program or Tech Prep provides an opportunity for students to earn college credit by achieving competencies in a high school class. Motivated students that qualify can apply for college credit upon completion of the course. Students receive a college transcript showing the college course and the credits earned. Look for classes marked "Tech Prep College Credit class" in the current Course Description Guide or contact the career counselor at (360) 965-2019.

College in the High School-College Credit for Taking High School Classes

The College in the High School (CHS) program is a cooperative program between local school districts and the community college. The program allows high school students the opportunity to earn college credit while simultaneously earning their high school credit for approved advanced high school courses. Courses are taught by qualifying high school teachers who work closely with college faculty mentors to insure that the work that the students perform in the high school course is equivalent to a similar course taught on campus. Look for classes marked "College in the High School" in the current Course Description Guide.

ACTIVITIES**Activity Card**

Student activity cards can be purchased before school, during lunch or after school in the cashier's office. There will be no ASB transactions in the cashier's office during class time. Every MPHS student should support MPHS by purchasing an ASMP card. Students will receive the following benefits:

- Discount on yearbook
- Free admission to all home games
- Reduced admission to away games
- Reduced admission to school dances
- Reduced admission to other school activities

The ASMP card supports ASMP activities and offers students a substantial savings—up to \$200 or more depending on how many activities you attend.

M-PHS Dance Policy

Only M-PHS students with current ASMP cards are allowed to attend. Some dances allow for guests with a completed guest pass.

YOU MUST HAVE CURRENT picture ID/ASB CARD at the entrance door in order to attend ANY DANCE. Without a current year ID, you will NOT be allowed to attend.

Admission doors will close 1.5 hours after the beginning of the scheduled dance time. No admittance will be allowed once the allotted time has expired.

Guest passes will be available the week before a dance through an administrator. Tickets must be purchased **BEFORE** asking for guest pass. Ticket receipt must have name of guest on it. Guest must bring school ID (or driver's license if not in school).

All school rules apply to student and to guest. As such, please dress appropriately (please see dress code section for more details). **Appropriate dancing styles** are also expected (please see M-PHS Dance Rules for more details).

Students age 21 or over are not allowed to attend dances as guests of M-PHS. An exception to this rule is made for the Senior Prom only. This guest will be made aware of the exceptions and school rules that apply to all attendees and will be requested to sign a statement that signifies both their knowledge of and agreement to abide by the rules. Additionally, they will submit their driver's license to the principal at least two (2) weeks before the prom. A background check may be run on guests. If the check is acceptable, the student may be a guest at the Senior Prom.

M-PHS Dance Rules

- All school rules are in effect at school-sponsored dances whether they occur on or off campus.
- School picture I.D. is required for entry at the door.
- No guest passes to after-game dances.
- No student shall leave and return to the dance. 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.)
- Guests for formal dances must complete the proper pre-dance forms. Guests over 21 (Senior Prom only) must file a letter of request with the school principal prior to ticket purchase.
- Guests, if allowed, must have proper identification and follow all school rules. The host is responsible for their guest's conduct
- Dancing must be appropriate:
 - Sexually provocative dancing is prohibited.
 - Hands will be kept in appropriate areas at all times.

Adhering to these rules will create a fun and respectful environment for all.

Students who violate the appropriate dancing rules listed above, can expect the following consequences:

- The first offense at an M-PHS dance in the student's high school career: Warning.
- The second offense at an M-PHS dance in the student's high school career:
 - The night of the dance, call home, send home.
 - Banned from all remaining dances during that school year except prom for seniors.
 - The following and subsequent school year, the student must bring a parent chaperone to the first dance that they choose to attend. Upon the first infraction during that school year, once again, the student is out of all dances for the remainder of that school year except prom for seniors

Clubs available at MP

Following is a list of clubs that have been available at MP. Check the updated list for current clubs.

American Sign Language
 Anime Club
 Auto Club
 Avid Club
 Band
 Color Guard
 DECA
 Drama Club
 Drama Club Productions
 FCCLA
 French Club
 Guitar Club
 Glee Club
 Be The Change
 Hi-Q/Knowledge Bowl
 Honor Society
 Japanese Club
 Native American Club
 NJROTC
 Open Mic Club

Why participate in activities?

- Activities support the academic mission of schools. Students who participate in activity programs tend to have higher grades, better attendance records, lower dropout rates, and fewer discipline problems.
- Activities are inherently educational. Activities provide valuable lessons for many practical situations - teamwork, sportsmanship, group process, and 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.

These statements come from the National Federation of State High School Associations. There are several case studies that validate the above statements and we would welcome you to visit the Activities Office so we can share of this information.

ATHLETICS**Sports Offered****Fall**

Women's and Men's Cross Country
 Football
 Women's Swim and Dive
 Women's Soccer
 Men's Tennis
 Women's Volleyball

Winter

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

Spring

Baseball
 Fast Pitch Softball
 Women's and Men's Golf
 Men's Soccer
 Women's Tennis
 Women's and Men's Track

Athletic Eligibility

Students 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
 - Current ASB Card
 - Residency in the Marysville School District.

Online registration is through your Family Access account.

Why do athletes need an ASB card? The athletic equipment and uniforms are purchased from ASMP monies. This is an excellent way to support the program and receive great benefits. The card allow free admission to all home athletic events and discounts at all away, district, and state events. The ASMP provides over \$25,000 to athletics.

Academic Eligibility

- Completed previous semester by attending a minimum of 15 of the 18 weeks.
- Passed at least five (5) classes in the preceding semester.
- Passing all classes in the current semester.

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.

Ticket Prices

The Western Conference 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/students without ASB	\$6.00
Students with ASB (visiting students)	\$4.00
Students from Home High School with ASB	Free
Senior Citizens	\$4.00
Elementary and Middle School Students	\$4.00
Under 6 years old	Free
Punch pass (good for 10 admissions)	\$45.00

ATTENDANCE

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

Attending MPHS is a right that requires certain duties and responsibilities of all students. State law and School Board Regulations require daily attendance. The family and student hold full responsibility for attendance. Failure to attend classes may result in: court involvement, loss of credits, reduction in course grade, or removal

from class and/or school. Refer to the following for additional information:

- Court involvement-see section below titled "Attendance Laws"
- WAC 392-400-233 and District Policy allow a student's grade to be affected by his or her attendance and/or participation in the class.
- WAC 392-400-233 allows for the suspension of students for unexcused absences if other forms of corrective action have failed to stop the unexcused absences from occurring.

Absences

Students who are absent from class for more than 5 minutes will be considered absent. This applies to both early dismissals and tardiness.

If a student is absent from class, she/he must do one of the following:

- Bring a note signed by parent/guardian stating the reason and date of absence

-or-

- The parent/guardian may phone the attendance office.

If parent contact is not made with the attendance office absences shall be considered unexcused. An unexcused absence is no different from any other school absence in that a valuable learning opportunity has been missed. However, an unexcused absence is a violation of school rules and state law; students may be subject to disciplinary action or contact with the juvenile court.

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.

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 Laws

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 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 10 unexcused absences, the school is bound by law to inform Juvenile Court that the student appears to be in violation of State Law.

Washington State compulsory attendance laws RCW 28A.225 require schools to file a petition with the juvenile court when a student accrues 7 unexcused absences in a month or 10 unexcused absences during the current school year. The purpose of the law is to make students, parents, and schools more accountable for school attendance and to request court intervention to assist the district or parent to reduce a child's absences from school.

Excused Absence: Absences due to illness or injury, family emergency, pre-arranged 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 Absence: An absence from school is unexcused if it does not constitute an excused absence as defined above or if a signed note or oral statement was not submitted by the parent, guardian or adult student within 3 days of the return of the student from an absence. This type of absence is also defined as truancy.

Before filing a petition to juvenile court, schools will attempt to:

- Inform parents after each unexcused absence.
- Schedule a conference with the parent and/or child upon the second unexcused absence to analyze the cause of the child's absences.
- Take action/steps to eliminate or reduce the student's absences in the future.

If the actions taken are not successful in reducing or eliminating the absence problem, and the student continues to accrue unexcused absences, the school must file a petition with juvenile court alleging a violation of the compulsory attendance law by (1) the parent; (2) the child; or (3) the parent and the child. If the school fails to file the petition, the parent of a child with 7 unexcused absences in a month or 10 unexcused absences during the year may file the petition.

Marysville School District is required to comply with the above compulsory attendance laws. Parents are encouraged to stress the importance of good school attendance to their children and to send a note or call school officials excusing the absence of their child within 3 days of his/her return to school. Call if you have questions.

Tardies

At MP we use one school-wide policy for tardies. We want students to know and learn the value of being on time and know we expect students to be ready to engage in learning. We believe in forming habits of punctuality and commitment because they are required for college, a career, and life as a part of a larger community.

Teachers will mark all students who are late as tardy. Our practices will then proceed as follows:

- After three tardies in a semester students are assigned a 1/2 hour detention.
- After five lunch detentions a referral will be written to an administrator and more consequences may follow.

Tardy Sweeps. Periodically we will have tardy sweeps. Any student not in their classroom without a note from the previous teacher/counselor/etc. or a pass will be escorted to class and a tardy assigned.

Detention

Students assigned detention from either the office or an individual teacher may make up that detention during lunch (school lunch detention), or after school (after school detention).

Student Passes

Any student out of class during class time must have a pass (this includes teacher assistants).

Students without passes will be walked back to class and are subject to disciplinary action.

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 attendance office.
- Receive a white student pass to be shown to teacher.
- Upon return, student will sign in and receive a pass to class.

Failure to follow the above procedures will result in truancy.

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 attendance 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 attendance office.
- Emergency absences must be excused by the principal when students return.

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 an intermittent 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. Students are to proceed directly to the designated area. 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 at signal. Stay with your teacher/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*: Students should proceed directly to the designated area. Stay with your teacher/class.
- For *Earthquakes*: Drop, Cover, and Hold. Stay calm. Exit the building to designated area at signal. Stay with your teacher/class. Listen for further instructions.
- For *Lockdown*: Students who are outside should go to the nearest building (classroom, library, cafeteria, office, etc.)
- All of these procedures are for your safety and well-being. Be sure to listen to your teacher, and stay with your class.

Listen for any alternate instructions given by your teacher or over the PA system.

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.msd25.org or at the District Office: 4220 80th Street NE, Marysville, WA, 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 @ msd25.org or at the District Office: 4220 80th Street NE, Marysville, WA, 360-965-0000.

Behavioral Expectations for Students

Students are expected to Be Respectful, Be Responsible, and Be Engaged. *The Marysville School District Discipline Matrix is currently being updated. This document will include that piece as soon as it is ready.*

Failure to Work in Class

Classwork and homework are fundamental to the business of learning. Each student should work to his/her best ability to gain the greatest possible growth while in school. Students who make little or no effort to do class work or to complete assignments will be counseled by the administration upon referral by the teacher. Possible consequences may include parent conference up to suspension from school.

Profanity and Obscene Gestures

A student will not use in verbal or written form profane, violent, vulgar, abusive, insulting, sexual, or disrespectful language at any time. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts.

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 during class.** Electronic devices may be turned on and operated only during non-class time, unless an emergency situation exists that involves imminent physical danger or a school staff person authorizes the students to do otherwise.
- **Devices shall not be used in a manner that disrupts the educational process,** including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.
- **Devices shall not be used to threaten, harass or intimidate:** Violators are subject to both school, and legal consequences.

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.

Marysville Pilchuck High School Cell Phones & Electronic Policy:

Marysville Pilchuck High School recognizes the importance of communication and collaboration, and provides devices (Chromebooks) for all students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school will enforce the following effective September 4, 2019.

All personal electronics – including cell phones - need to be turned off and out of sight during class time and in all offices. Cell phones can be used for educational purposes only with prior permission from the teacher. If cell phones are seen, they will be confiscated and kept until the end of the period, the end of the day, or until a parent or guardian has a conference with the administration.

- Technology must not distract from the learning environment.
- Misuse of cell phones will result in confiscation in any classroom
- Teachers reserve the right to tell students to put away any technology (including school-issued chromebooks) they deem to be distracting in the classroom.
- Teachers may confiscate students' cell phones and return them at the end of the period, or turn them into the office for students to retrieve at the end of the day. In this case security and/or administration will send an email home to parents reminding them of the policy.
- If a student continues to violate the policy, their cell phone will be confiscated and may only be retrieved by the parent/guardian at the end of the day.
- Students may not wear headphones unless given permission by a teacher to complete an academic task.
- If students have an emergency and need to use a phone they may come to the Main Office to do so.

Consequences

- First Offense: Students who "forget" are warned the first time.
- Second Offense: The teacher will confiscate the device and return at the end of the period.
- Third Offense: The device will be taken to the front office for the remainder of the day and may be picked up when a student is ready to leave school.
- Fourth Offense: The device will be taken to the front office and must be picked up by a parent/guardian.
- After the fourth offense, the device will be taken to the front office and a meeting will be set up which may result

in the device being required to be left in the front office daily.

- Students who do not follow teacher directives will be acting in defiance which could result in a disciplinary referral.

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 including those that have been confiscated.

Chromebooks

Chromebooks are laptop computers designed to work with Google Apps for Education, which is something all of our students have. Google Apps can be used to create documents, spreadsheets, presentations, blogs, and a host of other functions including built-in collaboration tools.

The Chromebooks will be treated in much the same fashion as a textbook assigned to a student for use during the school year. Students will be responsible for caring for and maintaining their machine just like they would a textbook. Understanding there is a potential risk for loss or damage for machines slightly more expensive than a typical textbook; we are making an optional, sliding scale insurance plan available to mitigate potential financial risk to families.

- **Students should bring their Chromebooks on a daily basis with a full charge.**
- Chromebooks should be used in class only when directed by the instructor.

Dress Code

Dress restrictions are imposed when they relate to intimidating behaviors or interfere with the learning of others. We wish to work cooperatively with students and parents to clarify dress standards at school or any school-sponsored event.

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:

- No clothing that shows bare skin between the upper chest and mid-thigh.
- Undergarments of any kind should not be exposed at school.
- No clothing that shows profanity, obscenity, weapons, violence, symbols of hate, demeaning images, or content which disrupts the educational process.
- No clothing that advertises or depicts drugs, tobacco products, or alcohol; this includes jewelry.
- Bandanas with paisley/motif patterns or anything else that MSD administrators or security personnel consider gang related will not be worn or displayed in any manner.

Students who are in violation of the dress guidelines will be given three choices:

- Change their clothing.
- Wear clothing provided by the school.
- Call home for a change of clothing.

Repeated violations may include disciplinary action.

Closed Campus

All students must remain on campus from 7:30 a.m. to 2:15 p.m. unless they have permission through the Attendance Office or Health Room to leave campus.

Off-limit Areas. Students are not allowed in certain school areas after 7:30 a.m. and before 2:15 p.m. These include:

- All parking lots including the shop parking lots
- All wooded areas
- Area north of OC, LS and PS buildings, plus east of the field house and stadium
- Area west of AC, OC, and cafeteria
- Area to the side and behind portables
- Area south of swimming pool

Exception. Students enrolled in programs requiring students to come or go from campus during the day must have a special pass.

To enter or leave campus during the school day students must use the main access drive. The parking lot supervisor will allow only those students displaying their pass to leave the parking lot.

Examples of such programs might be Sno-Isle Skills Center and Running Start.

Campus Driving

Driving a private vehicle to school and parking on campus is a privilege, not a right. Campus driving regulations are for the safety and convenience of all people on campus. It is important that all abide by local, county and state laws and observe the posted signs while driving and parking on campus.

Regulations:

- Maximum speed limit on campus roads 15 m.p.h.
- Maximum speed limit in parking lot 5 m.p.h.
- Maximum speed in loading/unloading area 5 m.p.h.

Violations of the school driving regulations may result in driving privileges suspended from one week up to full semester.

Parking

Driving a private vehicle to school and parking on campus is a privilege, not a right. All students wishing to drive to school and park on campus will be required to register their vehicle and get a parking permit. The parking permit must be displayed in the vehicle at all times.

See the Students Rights and Responsibility booklet for more information on vehicle searches.

Students will park in the North Parking Lot.

Marysville School District Security monitors the north lot during school hours. Once parked, students may not return to the lot until the end of the school day without administrative permission.

Parking violations will result in progressive discipline.

Students who violate driving and parking policies will be subject to loss of driving privileges and the car may be towed at owner's expense.

Health Services

If a student becomes ill at school, he/she should report to the Health Room in the Health Services 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 are 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.

Payment of school-related fines

All outstanding school related fines must be paid in full before students can participate in school athletics or purchase:

- ASB Cards
- Yearbooks
- Dance Tickets
- Spirit Wear

Examples of fines:

- Lost/damaged books
- Charges for vandalism
- Unpaid parking tickets
- Unpaid course related fees
- Non-returned athletic uniforms

Distribution of published materials

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

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 health room, assistant principal, or security.
- The staff member who receives the report is to direct the 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.

Emancipated Student Status

Students who are 18 or older may be granted emancipated student status by applying through the Main 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.

Lost and Found

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

Skateboards/Roller blades/Hoverboards

Skateboards, roller blades, and hoverboards are not to be used on campus. If they are used for transportation, they must be carried on and off campus. Students riding bicycles and motorbikes must park them in an appropriate place. Violators are subject to progressive discipline.

Visitors on Campus

There will be no student visitors or guests allowed on campus during the regular school day.

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

Cosmetics, face paint, masks, or anything else that conceals a person's identity is prohibited at school and at all school-sponsored events.

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 progressive discipline.

Spitting and Littering

M-PHS is trying to maintain a healthy environment for all of its students. Therefore, any actions deemed to be unsanitary or unhealthy such as spitting or littering will be subject to progressive discipline.

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.

LIBRARY

The purpose of the 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.

Hours

The library is open from 7:15 a.m. to 2:45 p.m.

Passes

Students must have a pass signed by their teacher to use the library during class time.

Regulations

5 books at a time	4 weeks
1 reference book	overnight

Overdue Books and Fines

The library loan period for most books is 30 days.

Additional borrowing is not allowed if you have library overdue books or fines. Report cards will be held if you have library fines over \$2.00. Fines are charged for lost or damaged books.

Behavior

- No food or drink is permitted.
- Students are expected to keep voices at a low level.
- The library is to be used for reading, studying, researching and borrowing material.
- Students must remove their hoods and headphones before entering the library.
- Electronic devices are to be used for educational purposes only.
- During class time, students must have a signed, dated pass from their teacher to use the library.
- Library bathrooms should be used only by students currently using the library.

GUIDANCE/COUNSELING

Guidance services are available for every student in the school. These services include assistance with educational planning; test score interpretation; occupational information; studies; home, school and/or social concerns, or any question the student may feel s/he would like to discuss with the counselor. Students wishing to see a counselor should do so in the following ways:

- A student may sign up for an appointment at the counseling center/counselor's 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)
- Teachers may issue a pass for a student to *sign up to see a counselor*. Counselors will then send for a student by means of a pass and will see the student as soon as possible.
- The counselors may initiate the process and send for a student by means of a pass.

All students' records are available through the Counseling Office.

STUDENT COMPUTER AND NETWORK ACCESS **(AUP –ACCEPTABLE USE POLICY)**

M-PHS 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 M-PHS policies regarding use of computers unless the student and/or parent sign a waiver to opt out. Those wishing to opt out should contact the M-PHS main 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
- 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 M-PHS.

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

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.

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.msd25.org, at your school, or at the

District Office: 4220 80th Street NE,
Marysville, WA; 360-965-0000.

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 Out 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).

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.

DISCIPLINE/CONSEQUENCES

Following this section is the discipline matrix. The Marysville School District High 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.

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

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.

Non-Discrimination Statement

Marysville School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, or 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. District programs will be free from sexual harassment. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator - Gregg Kuehn, Risk Management Supervisor, gregg_kuehn@msd25.org, 360-965-0109; Title IX Officer - Jason Thompson, Executive Director of Human Resources, jason_thompson@msd25.org, 360-965-0070; Section 504 Coordinator, Stephanie Zikopoulos, Director of Categorical Programs, stephanie_zikopoulos@msd25.org, 360-965-0049; ADA Coordinator - James Stevens, Executive Director of Special Education, james_stevens@msd25.org, 360-965-0170. Address: 4220 80th Street NE, Marysville, WA 98270. Website: www.msd25.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 deal with this issue are Policy 3210 "Non Discrimination" & 5010 – "Non Discrimination and Affirmative Action." These Policies are available online at www.msd25.org, at your school, 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.msd25.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.msd25.org or at the District Office: 4220 80th Street NE, Marysville, WA, 360-695-0000.



Marysville-Pilchuck High School | Marysville School District

Acknowledgement of Review of 2020-2021 Student/Parent Handbook

Student's Name _____

Please review the *Student/Parent Handbook* (located on the MPHS webpage) with your student. His/her teacher has discussed it in class, as the *Behavior Expectations* and the policies it references are an important part of daily student life, supporting a safe and secure learning environment. It is so central to success in school that there will be periodic review of important sections of the *Behavior Expectations* throughout the year.

It is essential that the school and home work together to assure that all students meet the high expectations for behavior established in the *Behavior Expectations*. This enables students to succeed in school and the community. Your support is vital in this process.

After you have reviewed the *Student/Parent Handbook* with your student, please sign and submit this form.

As a parent/guardian of _____ (student's name), I have read and discussed the *Student/Parent Handbook* with my student. I understand that it and the policies it references apply to all students at all times on all Marysville School District property, including in school buildings and on school grounds; on all school vehicles; and at all school, school-related, or Marysville School District sponsored activities; including but not limited to school field trips and school sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

Parent's/ Guardian's Signature:

Date:

Student's Signature:

Date:
