



ANNUAL NOTIFICATIONS, 2022 - 2023

ANNUAL DISTRICT REPORT CARDS

The Office of Superintendent of Public Instruction (OSPI) provides school and district reports that include:

- Assessments and Test Scores
- Demographic Information

Information on individual schools and the Marysville School District is available at OSPI (Office of Superintendent of Public Instruction) at www.k12.wa.us. Click on “Data and Reporting” then click on “Report Card” and choose the District or School(s).

AQUATICS PROGRAM

The Marysville School District Aquatics Program (pool) is located on the Marysville Pilchuck High School campus. The pool is a school district and community pool that is open year-round. There are three separate sections of the pool:

- 3’ deep preschool pool
- 3’ - 5’ deep medium pool
- 5’ - 12’ deep large pool, which is 25 yards long with six lanes

Children 6 years of age and younger must be accompanied by an adult in the water – NO EXCEPTIONS.

Learn more at www.msd25.org/page/aquatics

Fees

- Youth (3-17 years) | \$2.75
- Adult (18-54 years) | \$3.25
- Senior (55+ years) | \$2.75
- Family (w/adult)** | \$8.50

**Family = immediate family members and must include at least one parent swimming.

10-Visit Entry Cards

- Youth | \$20.00



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Adult | \$25.00
Senior | \$20.00
Family | \$70.00

POOL RENTALS

Rent the Marysville-Pilchuck pool for an hour of swimming fun! The swim is followed by a half-hour on deck to have a snack and open gifts.

*The medium pool or wading pool can be rented separately for \$40 each on Friday nights. Ask the pool office for details.

FEES

1-50 swimmers | \$125/hr
51-100 swimmers | 150/hr
101-200 swimmers | \$175/hr

SWIM LESSON REGISTRATION

Open Registration

Open registration begins at 3 p.m. on specific dates and continues until classes are full or begin. You may come to the pool to register in person or call the pool using a Visa/MasterCard/American Express/Discover. Please view the current quarterly pool schedule for open registration dates at www.msd25.org

Pre-Registration

On the second to the last night of a lesson session you will receive a swim card for the current session. The card will contain information for placement of your child's next swim lesson. You can go directly to the pool office to pre-register for the next session or if you elect to not register at this time please keep the card for future placement needs. Please view the current quarterly pool schedule for open registration dates at <https://www.msd25.org/o/District/page/aquatics>.

Please contact (360) 965-2035 for more information about swim lessons or rentals.

ASSESSMENT INFORMATION

For information on Washington State Assessments, visit the OSPI website at: <https://www.k12.wa.us/student-success/testing> For local testing information and dates, go to <https://www.msd25.org/page/assessment>.



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ATHLETICS

Annually, students must submit a completed online athletic registration in order to be eligible to participate. The completed registration and the following is required:

- Online registration has replaced paper copies. In order to complete the registration process, the parent will receive an account confirmation email from Final Forms. The parent will create a password and then they will need to select the sports that their student would like to participate in. Once that is done the parents will fill out, sign, and submit all the forms. When the parent is done filling out the forms then the student will receive an email from Final Forms asking them to sign the student portion of the forms. All forms must be signed in order to be eligible to participate.
- Parents/Athletes can now upload a copy of the student's physical to the documents folder on Final Forms. If they are unable to do that then they are required to turn in a hard copy of their physical to their athletic office or middle school athletic coordinator.
- Students **must have a current physical and health insurance to participate**. Physicals are good for 24 months (two years). The District-issued physical form or a signed physical form from the doctor's office must be used. A note with a doctor's signature will not be accepted.
- Marysville School District has implemented an athletic participation fee of \$125 per sport per student with the third sport being free. If your student is on the Free/Reduced lunch program it would cost \$40 for reduced students and \$20 for Free students. We also require athletes to purchase an A.S.B. card. This purchase is necessary as A.S.B. dollars support school sports programs including uniforms and equipment. These fees must be paid before the first contest game of the season if your student makes the team.

Students must meet residence and academic requirements for eligibility. For more information contact the District Athletic Office at (360) 965-0111 or visit the WIAA website at www.wiaa.com.



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ATTENDANCE/TRUANCY REQUIREMENTS

Under state law (RCW 28A.225), students are required to attend school full-time, without unexcused absences, skips or tardiness. When a student accumulates ten (10) days of unexcused absences in any month (one day consists of more than half a school day) or fifteen (15) days of unexcused absences in a school year, they may be referred to a Community Engagement Board, possibly resulting in a Becca Petition being filed with the juvenile court where sanctions can be imposed. These sanctions may include essays, study club, community service, and detention alternatives. Parent or guardian fines may also be imposed of up to \$25 for each day of unexcused absences from school. If a student misses twenty (20) consecutive days of school, they will be withdrawn from their school of attendance.

Becca Bill Notice

The “Becca Bill” is our state’s truancy law. It is intended to stop truancy before it becomes a problem. Schools and families should work together as a team to ensure school attendance and student safety. However, if a student has unexcused absences, this law requires that schools and school districts take the following actions:

1. One (1) unexcused absence. The school must inform the parent when there is one unexcused absence. This is done by a phone call.
2. Three (3) unexcused absences. The school is required to schedule a meeting with the parent or legal guardian and student to discuss the barriers causing the unexcused absences and find solutions to prevent further absences. This is a team effort.
3. Before the fifth (5) unexcused absences. The school must enter into a written truancy agreement with the family, where the parent, student and school agree on the necessary steps to help support the student, overcome barriers and resolve the student’s attendance problem. In middle school and high school, these steps must include application of the Washington assessment of the risks and needs of students (WARNS) or other assessment by a school district's designee under RCW **28A.225.026**.
4. Seven (7) unexcused absences during a month or ten (10) unexcused absences within a school year. The student and family may be referred to a Community Engagement Board, which is a group of citizens, and staff who help families overcome barriers to attendance before court.
5. Ten (10) days of unexcused absences in any month (one day consists of more than half a school day) or fifteen (15) days of unexcused absences in a school year, a Becca Petition will be filed with juvenile court. If a student misses twenty (20) consecutive days of school, they will be withdrawn from their school of attendance.



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Truancy Requirements

The Washington State Legislature passed a law requiring Washington state public schools to provide annual notice to parents for review of the Becca Attendance Requirements. Please provide Becca information by the end of September. The information will be required for each child on an annual basis. Each year you will be given the option to:

- Complete the required Becca information in the Family Access system for each child.

For Family Access information, please refer to the Family Access section on the District's website at <https://www.msd25.org/o/district/page/skyward-family-access--38>

BREAKFAST AND LUNCH PROGRAM

The Marysville School District's food service partner Sodexo and District food service staff work diligently to ensure our students and staff have great-tasting, nutritious meals. All District schools serve lunch and breakfast. If you have questions about the breakfast and lunch program, or would like to see menus or calorie counts, visit <http://bit.ly/MSDFoodService>.

Due to OSPI's Approved Mandate for Community Eligibility Provision from March 2022; all schools within Marysville School District are now eligible for FREE breakfast and lunch, regardless of Free Lunch Eligibility Status. This means that all students enrolled will receive free meals for the 2022-2023 school year. *This does not include ala carte items or items sold through student stores.*

Meal Programs*

	Breakfast	Lunch	Reduced Lunch
Elementary K-5	0.00	0.00	0.00
Secondary 6-12	0.00	0.00	0.00
Reduced Breakfast	0.00	0.00	0.00
Milk	\$0.75		
Adult	\$3.25	\$4.75	

FREE AND REDUCED MEALS



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While meals will be provided at no cost for the 2022-2023 school year, all families are **strongly encouraged** to complete a Community Eligibility Provision - Family Income Survey. In doing so your student and family may qualify for reduced/free fees and admission to sporting events and other school-related events. To qualify for these benefits, please ensure you complete the **Consent to Share** form that will be included within the survey. If you qualified for this program last year, a new survey must be completed at the beginning of each new school year. A Family Income Survey will be mailed to each household in August. Surveys are also available at each school and at the District Educational Service Center, 4220 80th St. NE, Marysville, WA 98270.

Once your survey has been received and processed you will be notified regarding your eligibility status as soon as possible. Students that qualified for this meal program last school year are automatically eligible for the first thirty (30) days of the new school year. Please note: Siblings that were not on the previous year's application do not qualify under the 30-day grace period.

Please complete a new survey form before the first day of school to avoid any interruption of service or accrual of charges for children that were not on last year's application. If you have questions, please call our Food Service Department at (360) 965-0115 or visit <https://www.msd25.org/page/child-nutrition-service>.

UNPAID MEAL CHARGES

While meals are free for the 2022-2023 school year, several families have debt from prior school years that we will begin making weekly notifications once school begins.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

The District will make reasonable, discrete efforts to notify families when meal account balances are low through the use of weekly emails and an automated calling system notifying parents or guardians of low balances and negative balances.

Families will be notified of an outstanding negative balance once their student(s) account enters into the negative. Negative balances of more than \$25 not paid prior to the end of a student's enrollment within the District will be considered delinquent debt and will be turned over to the Superintendent or designee for collection. The District will make reasonable, discrete efforts to collect delinquent (overdue), unpaid meal charges, which is an allowable use of National School Food Service Account (NSFSA) funds and will coordinate communications with families to resolve the charges. Options may include collection agencies, small claims court or any other collection method permitted by law and consistent with the Fair Debt Collection Practices Act.



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BUS ROUTES

NEW TO THE DISTRICT? FIND YOUR SCHOOL AND BUS ROUTE

Please call the Transportation Department at (360) 965-0300 to find out which neighborhood school your child will attend or use our E-Link school and bus locator.

Click [HERE](#) to access E-Link. **The user name is "school1", password is "search"**. Go to School/Transportation.

Note: If the program gives you a bus stop or stops without pick up or drop off times, please call the Transportation Department at (360) 965-0300. Please also note that as student registration numbers change, bus route information may also change. Be sure to confirm pick-up and drop-off information prior to heading out on the first day of school.

BUS SAFETY

The policies or rules for students riding school buses shall include, but are not limited to the following (WAC 392-145-016 Rules for Students Riding School Buses):

1. Identification of the individual who has authority over the passengers;
2. Student riding privileges;
3. Loading and unloading procedures, including that if students must cross the roadway, they shall only cross in front and never behind the school bus;
4. Seat assignment;
5. Student conduct, including acceptable practices with respect to talking, moving around the school bus, use of windows, behavior at highway rail grade crossings, and other behavior;
6. Unacceptable hazards that may cause injury to others, e.g., firearms, breakable containers, etc.;
7. School bus cleanliness; and
8. Emergency exit procedures.

RULES OF CONDUCT FOR STUDENTS RIDING BUSES

- a) Students shall obey the driver and any aide assigned to the bus by the District. The driver is in full charge of the bus and passengers and shall observe the rules. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall obey both the driver and the teacher, coach or other staff member.
- b) Students shall ride only on their assigned bus unless written permission to do otherwise has been received by school officials.
- c) Students shall not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials.



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- d) Students with an assigned seat shall use only that seat unless permission to change is authorized by the driver.
- e) Students shall observe rules of classroom conduct while riding on buses. Noise shall be kept down to avoid distracting the driver. Students shall refrain from the use of obscene language or gestures.
- f) Students shall not smoke, vape or ignite lighters or matches on buses.
- g) Students shall not eat on buses except when specifically authorized and supervised by an accompanying teacher, coach or other staff member. Buses shall be kept clean.
- h) Students shall not open bus windows without the driver's permission.
- i) Students shall not extend any part of their body out of bus windows at any time.
- j) Students shall not carry or have in their possession, items that can cause injury to passengers on the bus. Such items include but are not limited to, sticks, breakable containers, weapons or firearms, laser pens, straps or pins protruding from clothing, large, bulky items which cannot be held or placed between legs/feet, etc. Books and personal belongings shall be kept out of aisles.
Skateboards, scooters, razor boards or similar devices are not allowed on the school bus.
- k) Students shall not have animals on buses except to provide assistance to a disabled student.
- l) Students shall not sit in the driver's seat or to the immediate right or left of the driver.
- m) Students shall refrain from talking to the driver unless necessary.
- n) Students shall go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.
- o) Students shall get on and off the bus in an orderly manner and shall obey the instructions of the driver or staff member. There shall be no pushing and shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.
- p) Students shall never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.
- q) Students shall stand away from the roadway curb when any bus is approaching or leaving a stop.
- r) Students going to and from their bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic whenever possible. Students shall go directly to their home after leaving the bus.
- s) Students shall use seat belts on buses when available.
- t) Students shall follow emergency exit drill procedures as prescribed by the driver.
- u) Students shall not tamper with emergency doors or equipment.
- v) Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.
- w) Student misconduct shall constitute sufficient reason for suspending transportation privileges.



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CAREER AND TECHNICAL EDUCATION

Goal: Every Marysville student will graduate from high school globally competitive for work and postsecondary education and prepared for life in the 21st century. No matter what the student's dream, they can pursue it through CTE.

Vision: Marysville School District (MSD) students are entering a highly competitive workforce based on global knowledge and information economy. To be career and college-ready, MSD students need to be able to integrate and apply 21st-century skills, technical knowledge and skills, and core academic knowledge. With an emphasis on real-world, real-life skills, Career and Technical Education – MSD CTE connects students to academics and training that will help them be successful in the future.

Mission: CTE is at the forefront of innovation in education in Washington. There is nothing more exciting than seeing students engaged in studies that push them to their limits and spark their imaginations. It is our district's responsibility to prepare all students for success in career, college, and life. CTE programs in the Marysville School district are aligned with rigorous industry and academic standards. Teachers participate in meaningful professional development on curricula and instruction, standards and assessment, and academic integration. Program partnerships and advisories communicate this vision with business and industry partners. Such programs meet the demands of the new economy.

CHILD FIND NOTICE

Marysville School District is committed to early identification of children with disabilities. The Marysville School District's Child Find Program is designed to locate, evaluate, and identify children with suspected disabilities who may be in need of Special Education Services, including those who are not currently receiving services. Eligible students between the ages of three and 21 years of age who reside within the Marysville School District may receive special education and related services. Children ages birth to two-years-old are referred to their physicians and community agencies.

We seek to reach:

- Children residing in school district boundaries, including preschool aged children;
- Children attending approved, nonprofit private elementary and secondary schools located within the district boundaries;
- Highly mobile children (such as homeless, foster care and migrant children);



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- Children who have a disability and may need special education services, even though they are advancing from grade to grade; and
- Children at home or homeschooled.

Any person who observes a child they suspect may have a disability may refer the child to the District for screening and possible assessment to determine eligibility. Upon completion of the screening, a member of the evaluation team will explain the results to the child's parents or guardian. If the screening results indicate the child is having difficulty in one or more areas, a referral is made for a comprehensive special education evaluation. Eligible preschool students are entitled to individualized, quality early intervention special education services in accordance with the federal Individuals with Disabilities Education Act (IDEA), Part B.

If you have concerns about your child's development in the areas of language, hearing, vision, social-emotional, cognitive, gross motor, fine motor and self-help skills, you are encouraged to contact:

MARYSVILLE SCHOOL DISTRICT #25
Special Education Services
4220 80th Street NE
Marysville, WA 98270
(360) 965-0170

For an overview on child development and guidance in determining whether to seek help and support, visit <https://www.cdc.gov/ncbddd/actearly/milestones/index.html>

COVID-19

The Marysville School District has health and safety protocols in place to prevent the spread of COVID-19 whenever possible. The District follows the guidelines put forth by the Washington State Department of Health, the Snohomish Health District, and Office of Superintendent of Public Instruction (OSPI). To learn more about the District's efforts, reporting COVID-related health symptoms, resources, and who to call, go to <https://www.ms25.org/page/covid-19-health-and-safety>.

Please help us keep everyone safe by continuing to follow the COVID safety protocols listed below. If you have any questions regarding protocols or testing, please contact Tracy Souza @ 360 965-0076.



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COVID Protocols:

Stay Home if You are Sick: If you are experiencing COVID symptoms or generally not feeling well, stay home, complete the Health Reporting Form, and consider taking a COVID test.

- Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:
- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Other less common symptoms include nausea, vomiting, or diarrhea

Isolate at Home for 5-days if Positive: Students or staff who test positive are still required to isolate for five days. After their isolation period, they can return to school as long as their symptoms have improved and wear a well-fitted mask during days 6-10.

Masks are Optional: Students and staff have the choice to wear a mask at school, with the expectation that others' choices will be respected. As a reminder, our district will not tolerate bullying of any kind against those who choose to continue wearing masks. One should not make assumptions regarding someone's beliefs or health status, nor should they comment on them.

Test Kits are available for all students and staff in every school.

We will continue to communicate any potential COVID exposures in schools and update the COVID-19 Dashboard on the website on a weekly basis.

[DOH K-12 Guidelines](#)

[DOH Flow Chart](#)



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EARLY LEARNING CENTER / EARLY CHILDHOOD EDUCATION ASSISTANCE PROGRAM

The Marysville School District Early Learning Center (ELC) serves preschool-age children and their families in the Marysville community. Within our school, we offer a variety of programs to best suit your child and family's needs. The programs available at the ELC are Special Education Preschool, Peer Community Preschool, and the Early Childhood Education and Assistance Program (ECEAP).

The Early Childhood Education and Assistance Program (ECEAP) is a free preschool program funded by Washington state for children ages 3 and 4 years of age whose parents meet family income guidelines. The program's purpose is to give all children a solid foundation that will provide them with success in school and life. The program's focus goes beyond the classroom experience as it partners with parents by providing family support services, opportunities for parent involvement, child health coordination and nutrition services. For program information or to register, call (360) 965-3300 or visit www.ms25.org/o/early-learning-center.

EDUCATION RIGHTS OF HOMELESS AND TRANSITIONAL CHILDREN (MCKINNEY-VENTO HOMELESS ASSISTANCE ACT)

The McKinney-Vento Act is designed to provide educational services to homeless students which are equal to all other enrolled students, and ensure that homeless children and youth have equal opportunities to enroll, attend, and be successful in school. Your child may qualify as homeless if you:

- Share housing with others due to loss of housing, economic hardship, or similar reason;
- Live in a motel, hotel, trailer park, or campground due to lack of adequate living accommodations;
- Have a child or youth living in an emergency or transitional shelter, abandoned at a hospital, living in a vehicle or substandard housing;
- Have a migrant child or youth living in any of the above situations.

Each school in the Marysville School District has a building point of contact for McKinney-Vento services (school counselor). Please contact your child's school counselor or the District's McKinney-Vento Liaison at (360) 965-0049.



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ENGLISH LANGUAGE LEARNING (ELL) – ESPAÑOL/ РУССКИЙ

In the Marysville School District, consistent, focused, and effective language development instruction is provided through ELL pull-out/push-in instruction or through small group work with the classroom teacher. Language instruction is delivered in English by teachers who have been specifically trained in the field of second language acquisition and strategies. Instruction may occur either individually or in small groups within the mainstream classroom (Push-in) or separate from the mainstream classroom (Pull-out) with the focus of supporting English language development.

Students in this model access grade-level academic content through participation in their mainstream classrooms. ELL teachers are housed at all of our elementary schools and comprehensive middle and high schools.

If you need assistance with obtaining information in languages other than English, please contact the ELL Department at (360) 965-0050.

EQUAL OPPORTUNITY EMPLOYER (EOE)

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, promo, 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 and Harassment Intimidation & Bullying Coordinator - Gregg Kuehn, Director of Risk Management, Facilities, and Maintenance, gregg_kuehn@msvl.k12.wa.us, 360-3-965-0110; 4220 80th St NE, Marysville, WA 98270
- Title IX Officer - Tracy Souza, Director of COVID-19 and Safety, tracy_souza@msvl.k12.wa.us, 360-965-0076; 4220 80th St NE, Marysville, WA 98270



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- Section 504 Coordinator and ADA Coordinator - Stephanie King, Executive Director of Special Education, stephanie_king@msvl.k12.wa.us, 360-965-0174; 4220 80th St NE, Marysville, WA 98270
- Gender Inclusive Coordinator - Eneille Nelson, Executive Director of Equity & Family Engagement, eneille_nelson@msvl.k12.wa.us, 360-965-0008; 4220 80th St NE, Marysville, WA 98270

Address: 4220 80th St. NE, Marysville, WA 98270

Website: www.msd25.org

The Marysville School District is a drug-and tobacco-free workplace.

EQUITY STATEMENT

Working together with Marysville communities and Tulalip Tribes, the Marysville School District holds itself accountable for eliminating group based disparities and barriers and ensures access to support each student in an equitable and inclusive environment. We value and honor the cultural diversity of every student, our families, staff, and community members in helping each student achieve personal and educational goals.

disparities- a noticeable and usually significant difference

barriers - obstacles that can cause hindrance or stop progress completely

equitable - each person receives what they need in the way of resources, attention, and support

inclusive - welcoming spaces and opportunities for all

Read more in the District's [Educational Equity Policy](#).

FACILITIES NOTIFICATION

The 1986 Asbestos Hazardous Emergency Response Act (AHERA) requires school districts to identify buildings that contain asbestos. The act also requires school facilities to maintain written management plans. Management plans are available for review at individual schools as well as at our Facilities Office, located at 4220 80th St. NE, Marysville, WA 98270.

The 2001 Legislature passed House Bill 1451 which requires school districts to notify the public of pest control and herbicide use. An interested person can register with the Facilities Office to receive notification of pesticide application or obtain further information about the Integrated Pest Management Plan (IPMP). The IPMP plan is also available for review at the District Facilities



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Office. For more information about these notices, please contact the Facilities Office at (360) 965-0136.

FACILITY RENTALS

The Marysville School District is committed to making school facilities available for community use. The Facility Scheduling Department administers reservation confirmation permits to the community through an application process for use of District facilities during non-school hours, including evenings and weekends.

Usage fees vary according to the type of space and user group classification. Spaces available include; auditoriums, libraries, gymnasiums, multi-purpose rooms, cafeterias, and play fields.

Interested organizations or community members can learn more and download facility use applications, procedures and fee schedules at www.msd25.org/facility-rentals.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTIFICATION (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Act gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are considered eligible students.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records, unless for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to



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disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for, or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USALEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520**

GUIDELINES FOR RESOLVING CONCERNS

The following guidelines are intended to protect the rights of all individuals and to assist parents and district employees in resolving concerns as outlined in Policy and Procedure 4220; Complaint Resolution. These guidelines are based on the belief that satisfactory resolution of problems most often occurs when those parties directly involved have the opportunity to discuss their concerns with each other and work together to resolve the issues.



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STEP I

If a person has a concern about our schools, or the school district, they should contact the employee directly involved with the situation.

STEP II

If the parent and employee have not resolved the complaint at Step 1, either party may request the principal or immediate supervisor to assist with resolution.

STEP III

If the problem is not resolved to the parent/guardian/community member's satisfaction, they can:

- Call the District Office at (360) 965-0018, and a staff member will take the report; or
- Complete the online form: [Parent/Student/Community Resolution Form](#)

The complaint will be routed to the most appropriate staff person. Once the complaint is received, parties will be notified within three business days.

If the complaint/concern is not resolved through these steps a formal process will be followed as outlined in Policy 4220.

HEALTH SERVICES

Marysville School District's Health Services function as an integral part of the academic environment. The District's Health Service team includes Certified School Nurses, Registered Nurses, and health room assistants. Each school has a health room assistant who works under the supervision and delegation of the School Nurse. An exception to this being MPHS and Kellogg Marsh which currently each have a registered nurse in the healthroom. The nurses provide expertise to identify, assess, plan, implement and evaluate the health needs of the student. The role of Health services is to provide a quality program of safe, effective delivery of care and establish a balance promoting optimum health and wellness for the students educational success.

For more information, go to <https://www.msd25.org/page/health-services>.

IMMUNIZATIONS & REQUIRED VACCINES FOR CHILDREN ENTERING SCHOOL

The following are the minimum vaccines required for the current school year attendance according to the State of Washington (WAC 246-100-166):

[School Immunization Chart - click to view.](#)



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*The attendance of every student at every public school in the state is conditioned upon proof of immunization as set forth in RCW **28A.210.080** due on or before the students first day of attendance. The **Certificate of Immunization (CIS)** must show proof of full immunization or a plan to initiate a schedule for obtaining immunizations.*

WA State law removed the personal/philosophical option to exempt children from the MMR vaccine required for school and child care attendance. Based on this law, children without a medical or religious exemption will need two doses of MMR vaccine to be allowed into school. Because MMR vaccine doses must be administered at least a month apart, your child may be entered into school if they have paperwork showing at least one dose of MMR vaccine by the beginning of the school year. This will place your child under conditional status for up to 30 days, at which point you will need to provide records showing your child received the second dose of vaccine.

Parents or guardians that chose to exempt their child from immunizations must complete and submit a **Certificate of Exemption (COE)**. The COE must be signed by both a licensed healthcare provider, and parent or guardian. In the event of an outbreak of a vaccine-preventable disease for which the student is exempt, the student may be excluded from school for the duration of the outbreak, by order of the Public Health Officer.

The COE form can be downloaded from:

https://www.doh.wa.gov/Portals/1/Documents/Pubs/348-106_CertificateofExemption.pdf

MyIR

MyIR allows you to manage your family's immunization records securely online. Once registered, you can access the records any time you need them. You can also print your child's Certificate of Immunization Status (in a pdf) for school or child care.

Parents can print your child's CIS form at home without a trip to the doctor's office by signing up with the Washington Immunization Information System and logging in to MyIR at this link:

<https://wa.myir.net/>.

If your medical provider does not use the Washington Immunization Information System you can email waisrecords@doh.wa.gov or call 1-866-397-0337 to request a copy of your child's CIS.

MEDICATIONS AT SCHOOL

Medications should be administered before or after school by a student's parent or guardian. If a student must receive medications at school, Washington state law allows school employees to administer medication when certain requirements have been met. Please note that



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non-medical, trained personnel may be administering medication to your child in the school setting.

Washington state law requires school districts to have a written, unexpired (current school year) prescription from a licensed medical professional in place before the school staff can administer the medication. The written prescription must be signed, dated, and include the name and dose of medication along with instructions for administration. The parent or guardian must also sign the medication form.

The necessary paperwork and medications will be reviewed by the school nurse. "Medication" means all drugs, whether prescription or over-the-counter. If a student requires eye, ear, nose drops or topical medication, please request that the school RN contact you to review and make a plan.

When your child needs to take medication during the school day, the parent or guardian must bring the medication to school in the current pharmacy-labeled container. Upon request, most pharmacies will label an extra bottle for medication that is to be administered by school staff.

Medication forms must be completed for all medication including those that the student will have in their possession during the school day (after-school activities-athletic and non-athletic events) and overnight field trips. Medication requests are valid for the current school year only.

HEALTH SCREENINGS

School personnel provide screenings of vision, both near/distance, and hearing of students in grades K, 1,2, 3, 5, and 7 per RCW 28A.210.020.

STUDENT EMERGENCIES

In case of a serious injury or illness at school, the school will first call the phone number listed as the primary contact. If a parent or guardian cannot be reached at that number, the next person listed on the student's emergency information will be called. Please note: For the safety and well-being of your child, in the event of a serious injury or illness, 911 may be the first call made followed by parent/guardian contact.

If there is a change of address or phone number at any time during the school year, please update the information with your student's school office promptly, or through Family Access.

STUDENT MEDICAL AND DENTAL APPOINTMENTS

Parents or guardians and students are encouraged to make medical and dental appointments for non-school hours or days. When an early dismissal must be made, a note should be presented at the attendance office before school. All students must be signed out by an adult with a picture ID and the person must be listed on the student's contact list.



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HEALTHY YOUTH SURVEY

Every two years the Marysville School District conducts the Healthy Youth Survey. The survey is given to students in grade six, eight, 10 and 12 only each even year. Students may opt out of the survey with parent notification. The survey is conducted in early fall. The next survey is not scheduled until the 2023 - 2024 school year.

HIGHLY CAPABLE PROGRAM REFERRALS

Is your student a highly capable learner? Once a student is identified with the unique learning skill sets, the Marysville School District matches them up with District services to meet their needs. This may include additional support at their neighborhood elementary school, or services housed in our program at Pinewood Elementary or Liberty Elementary. Watch for information about elementary highly capable and middle school testing referrals in order to qualify for the program. Timeline and referral forms are available online and at your child's school. For more information, please contact the Highly Capable Program Office at (360) 965-0050.

INCLEMENT WEATHER AND SCHOOL CLOSURE INFORMATION

In the event of school start time delays or school closure due to inclement weather or emergency, information will be posted on the District's website at www.msd25.org, on Facebook and Twitter, through email, text messages, and robocalls. Local radio and television stations also announce school closure and late start information. Because safety is the determining factor, buses may run behind schedule when fog, ice or snow conditions exist. Parents are urged to make sure their children are adequately clothed so waiting in cold weather is not uncomfortable.

Important: If school has been closed for the day, no after-school meetings, activities, or practices will be held. All evening meetings and functions scheduled to take place in District facilities will be canceled as well. Please make certain that your child's school has your most up-to-date emergency phone numbers and emails.

Late Start Schedule

In the event of a late start, all schools will start two hours later and dismiss at their regular times unless otherwise announced. Additional changes during late start include:

- No morning or afternoon preschool programs or ECEAP



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- No out-of-district transportation
- No morning high school Sno Isle Skill Center
- No secondary zero-hour class

Limited Transportation Schedule

When weather conditions dictate that certain roads are not safely passable, the District will announce that it is providing limited transportation. The Limited Transportation routes are published on the District website at <https://www.msd25.org/page/transportation>. Once a limited transportation schedule has been announced for the day, it will remain in effect for both the morning and afternoon route, even if roads have cleared during the day.

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 employee(s) has been designated to handle questions and complaints of alleged discrimination:

- Civil Rights and Harassment Intimidation & Bullying Coordinator - Gregg Kuehn, Director of Risk Management, Facilities, and Maintenance, gregg_kuehn@msvl.k12.wa.us, 360-3-965-0110; 4220 80th St NE, Marysville, WA 98270
- Title IX Officer - Tracy Souza, Director of COVID-19 and Safety, tracy_souza@msvl.k12.wa.us, 360-965-0076; 4220 80th St NE, Marysville, WA 98270
- Section 504 Coordinator and ADA Coordinator - Stephanie King, Executive Director of Special Education, stephanie_king@msvl.k12.wa.us, 360-965-0174; 4220 80th St NE, Marysville, WA 98270
- Gender Inclusive Coordinator - Eneille Nelson, Executive Director of Equity & Family Engagement, eneille_nelson@msvl.k12.wa.us, 360-965-0008; 4220 80th St NE, Marysville, WA 98270

Discrimination and discriminatory harassment may be reported to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a written complaint. Address: 4220 80th Street NE, Marysville, WA 98270. Website: www.msd25.org.

Policies that address these issues are 3210 "Non-Discrimination," 5010 "Non-Discrimination and Affirmative Action," 3205 "Sexual Harassment of Students Prohibited," 3207 "Prohibition of Harassment Intimidation and Bullying," 3211 "Gender-Inclusive Schools" and 2162 "Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973". These Policies are available online at www.msd25.org at your school or at the District office: 4220 80th Street NE, Marysville, WA, 98270, 360-965-0000.



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POST SECONDARY (COLLEGE AND MILITARY) RECRUITERS

If you do not want the District to release directory information to military or college recruiters, send a written request to the building principal prior to October 1. The recruitment opt out form is available on the District website under the Menu – Documents – Parents – Opt Out Forms.

Military Affiliation Data

The Washington State Legislature passed a law requiring Washington state public schools to collect information on family military affiliation. This required information will be collected annually by the end of September. Each year you will be given the option to:

- Return the completed Military and Becca forms to your child's school. Forms can be found at www.msd25.org

For Family Access information, please refer to the Family Access section. If you have questions regarding Family Access, or the Military forms, please contact your school office. If you have questions regarding the new military law, please visit:

<http://app.leg.wa.gov/billinfo/summary.aspx?bill=5163&year=2015>.

PHOTOGRAPHS AND VIDEO

Occasionally Marysville School District staff members record videos or take photographs of students for use in District or school-produced publications, or for use on the website or in the news media. If you do not wish to grant permission, please check the appropriate box on the enrollment form, update form, or the student emergency card that your student brings home from school. Let the school office staff know in writing prior to October 1 of each new school year.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h) requires the District to notify guardians and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;



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5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities, and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. Please note that this notice and consent/opt-out will transfer from the parents to any student 18 years or older, or an emancipated minor under state law.

PUBLIC RECORDS ACCESS

What public records are available for inspection?

All records maintained by state and local agencies are available for public inspection unless law specifically exempts them. You are entitled to access to public records under reasonable conditions, and to copies of those records upon paying the costs of making the copy. In most cases, you do not have to explain why you want the records. However, specific information may be necessary to process your request. An agency may require information necessary to establish if disclosure would violate certain provisions of law.

Exempt Records

While the state strongly encourages disclosure of public records, state law does allow for some information to be withheld. These “exemptions” are listed in the [Public Records Act \(RCW 42.56\)](#). Other exemptions are found elsewhere in Washington law, and in federal law.

Many of the exemptions are designed to protect the privacy rights of other individuals. Other exemptions are designed to protect the investigative functions of law enforcement and other agencies with investigative responsibilities, as well as the legitimate business interests of other citizens.

You should refer to the [Public Records Act itself](#) for specific exemptions. You may also wish to consult with an agency’s records officer.

Just because part of a record may be exempt does not mean the entire record can be withheld. In those cases, the agency has the obligation to blackout or otherwise remove the information it believes is exempt from disclosure and provide you the rest.



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If you are denied access to a public record, the agency must identify the specific exemption or other law it believes justifies its denial and explain how that exemption applies to your request.

An Agency Is Not Required to Create Records

While, in general, an agency must provide access to existing public records in its possession, an agency is not required to collect information or organize data to create a record not existing at the time of the request. The more precisely you identify the record you seek, the more responsive the agency can be.

HOW TO REQUEST RECORDS

A request for public records can be initiated using the District's Request for Public Records form:

- In person;
- By mail, email, or fax; or
- Online

Each state and local agency is required to provide assistance to citizens in obtaining public records and to explain how the agency's public records process works.

If you request certain public records, the agency must make them available to you for inspection or copying (unless they are exempt from disclosure) during customary office hours of that agency.

You should make your request as specific as you can. A written request helps to identify specific records you wish to inspect. Many agencies have a public records request form they will ask you to use.

After your inspection of records, you may identify those records you desire and, if copying does not disrupt agency operations, copies can be promptly made for you. The agency may enact reasonable rules to protect records from damage or disorganization and to prevent disruption of agency operations. The agency may also collect a per-copy fee of .15 cents per page for records responsive to the request.

SPECIAL EDUCATION SERVICES

The Marysville School District provides special education support for students with disabilities age 3-years through age 21. Specialists including school psychologists, speech and language pathologists, occupational therapists, physical therapists, nurses, and teachers are available to evaluate students and provide services for those who qualify.

Students with disabilities have a range of services available depending on need. Commonly identified areas include delayed development in speech, language or communication, motor development, self-help skills, behavior or social-emotional needs, or learning delays that are affecting the child's ability to understand and use new information. Every student who receives special education services must have a current evaluation and a current signed Individualized



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Education Plan (IEP) that has been developed jointly by teachers, parents and other professionals. Some students may qualify for a "504 Plan". Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that protects students from discrimination based on disability. This law applies to all programs and activities that receive funding from the federal government-including Washington public schools. Go to <https://www.k12.wa.us/policy-funding/equity-and-civil-rights/information-families-civil-rights-washington-schools/section-504-students-disabilities> to learn more about Section 504.

To refer a student for an evaluation or for more information, please call the Student Support Services Department at (360) 965-0170 or contact the school psychologist assigned to your neighborhood school.

STUDENT CONDUCT

The Marysville School District acknowledges that conduct and behavior is closely associated with 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 About MSD/School District Policy and Procedure or at the District Service Center, 4220 80th St. NE, Marysville, WA, (360) 965-0000.

STUDENT INSURANCE

Despite our best efforts to protect them, children get hurt, sometimes seriously. Obtaining the care they need may be expensive. The Marysville School District has arranged for valuable plans to assist you with the expense of unexpected emergencies. Even if your child has other coverage, our plans can help cover the large deductibles, co-pays, and other uncovered expenses so common today. Learn more about plans and sign up at www.myers-stevens.com

STUDENT LEARNING ALTERNATIVES (ALE)

The Alternative Learning Experience (ALE) is primarily distinguished by off-campus instruction. The intent of this type of program is to give schools flexibility to serve a diverse student population. The specific requirements and expectations of these away-from-school learning activities are detailed in a written student learning plan (WSLP) developed and supervised by a public school teacher. The Office of the Superintendent of Public Instruction (OSPI) provides



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general support, consultation, and technical assistance to educators and schools regarding alternative education, with a primary focus on implementing ALE under WAC 392-121-182.

STUDENT RECORDS AND THE LAW

Most information about our students is confidential and cannot be made public without the consent of parents or guardians. The Family Educational Rights and Privacy Act (FERPA) prohibits schools from releasing information without permission, except for what is termed “Directory Information.” Directory information about students may be released by the District without parental consent. The Marysville School District has designated in Policy 4080, Section 8, and the following items as “Directory Information”. This means the District may release, without written consent, the students and parent or guardian’s names, addresses and telephone numbers; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and photographs of students for public information purposes.

This does not mean that this information is freely available to anyone, but rather only for authorized, school-related purposes. A student’s name will be excluded from any such list of students on written request by a parent or guardian received by October 1. Furthermore, a parent or guardian may request that any or all of these categories of information not be released under any circumstances without their consent. Such requests should be addressed in writing to the building principal and need to be updated annually. The District will not release directory information for commercial purposes.

OBTAINING STUDENT RECORDS

Parents and students over 18 years of age have the right to:

- Inspect and review the student’s education records.
- Request an amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.
- Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.



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STUDENTS' RESPONSIBILITIES AND RIGHTS

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 at www.msd25.org or at the District Office, 4220 80th St. NE, Marysville, WA, (360) 965-0000.

STUDENT SAFETY

The Marysville School District is a weapon-free, drug-free, and tobacco-free environment. Firearms and other dangerous weapons (or facsimiles) are not allowed on school property. In accordance with state law, students found in possession of a firearm on Marysville School District property will be expelled from school for no less than one year. School officials will notify the student's parent or guardian and the appropriate law enforcement agency.

Also in compliance with state requirements, Marysville School District properties are alcohol, drug and tobacco-free. This policy applies to students, staff and community members.

You can find the standards and procedures set forth in Policy 4210 – Regulation of Dangerous Weapons on School Premises on the District's website under Board Policies 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 District Office, 4220 80th St. NE, Marysville, WA 98270. Please Note: Other policies that address the same issue are Policy 3200 - Student Responsibilities and Rights and 3240 - Student Conduct. These Policies are also available at www.msd25.org or at the District Office: 4220 80th St. NE, Marysville, WA 98270, (360) 965-0000.



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HARASSMENT, INTIMIDATION AND BULLYING

The Marysville School District uses a reporting system for harassment, intimidation and bullying (HIB) through SafeSchools Alert. Students, parents and community members can report HIB and other unsafe behaviors anonymously through phone, text, email or web. We strongly encourage students, parents and community members to utilize SafeSchools Alert as it creates a record of the report, and each incident must be investigated. Visit www.msd25.org to report an incident.

Report Harassment, Intimidation, Bullying, Racial Discrimination and Other Unsafe Behaviors or Actions

Safety is our top priority. The Marysville School District uses Vector Solutions, a tip reporting system that allows students, staff and parents to submit safety concerns to our administration four different ways; phone, text, email, or website.

1. **If there is an emergency, call 911.** Contact the police if your child has been the victim of malicious harassment. If the act was particularly vicious and the bully seriously injured your child or caused significant physical harm to your child's property, or significant social/emotional harm to your child, the aggressor may be guilty of malicious harassment or other offenses prohibited by law including racial harassment or discrimination.
2. Notify the District using the SafeSchools Alert, the District's tip reporting service. This system allows students, staff and parents to submit safety concerns to the administration in four different ways:
 - Phone: (360) 799-5414
 - Text: (360) 799-5414
 - Email: 1248@alert1.us
 - Web: <http://1248.alert1.us>

Annually

A designee will ensure that a statement summarizing the policy and procedure is included in student, staff, volunteer and parent handbooks. It is also available at each school's front office, at the District Service Center, and on the District's website at www.msd25.org. Students will receive age-appropriate information on the recognition and prevention of harassment, intimidation and bullying at student orientation sessions and on other appropriate occasions. Staff will receive training on the District's policy and procedures. The District will implement a range of prevention strategies including individual, classroom, school, and district-level approaches and evidence-based prevention programs.

Compliance Officer



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The District Compliance Officer Gregg Kuehn, Risk Management Supervisor, is the District's primary contact for harassment, intimidation and bullying, and can be reached at the District Service Center, 4220 80th St. NE, Marysville, WA 98270 or (360) 965-0109.

Staff Intervention

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

Filing an Incident Report

Any student who believes they have 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 their identity (Non-confidential). We strongly encourage the use of the SafeSchools Alert system at <https://msvl-wa.safeschoolsalert.com/> for reporting as it will create a ticket and log an ongoing record of incidents.

Receiving an Incident Reporting Form

All staff members 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 practical 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 or guardian and 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 or 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 during an investigation, a principal or principal's



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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 or 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 decision 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 the council's decision will be the final District decision.

Discipline and 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 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 of 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 any unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that they 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:



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- 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 and Procedure 3205 - "Sexual Harassment of Students Prohibited" and 5011 - "Sexual Harassment of District Staff Prohibited" are available online at www.msd25.org, at your school, or at the District Service Center, 4220 80th St. NE, Marysville, WA or (360) 965-0000.

Complaint Options: Discrimination and Sexual Harassment

If you believe you or your child 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 District's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator. This is often the fastest way to resolve your concerns.

File a Complaint

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 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



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demand a lengthier investigation, the District will notify you in writing to explain why staff needs 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 Process

If you disagree with the District's decision, you may appeal to the 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 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).

TITLE I/LEARNING ASSISTANCE PROGRAM

Schools that have a free and reduced lunch percentage at or above the District average qualify for additional funding through a Title I federal grant. Funds are used to support students who need additional academic assistance. In the Marysville School District, two of our ten elementary schools qualify for Title I federal funding: Liberty Elementary, and Quil Ceda Tulalip Elementary. Totem Middle and Heritage High School also qualify for Title 1 funding. If your child attends one of these schools, Title I information is available from the school office or you can request information from the Categorical Programs Office at (360) 965-0053 for the Director of Title I, or (360) 965-0052 for the Title I Program Assistant.

The Learning Assistance Program (LAP) provides targeted assistance to students below grade level in reading or math, and in some cases for behavior. All ten of our elementary schools provide LAP services, as well as all middle schools and Heritage High School. Information about the LAP program can be found on our website, or by contacting the LAP Director at (360) 965-0052.



ANNUAL NOTIFICATIONS, 2022 - 2023