



2022-23 MMS Student Handbook

MISSION STATEMENT

We collectively ensure that all students grow and learn at high levels academically, socially, and emotionally.

IMPORTANT – ACTION REQUIRED

Hey Wildcat, please:

1. Review this handbook with your parent/guardian
2. Sign and date the areas below
3. Turn in the signed sheet to your PAWS teacher

By signing below, I acknowledge that I have read and understood the student handbook:

(Print Student's Name)

It is the student and parent/guardian's responsibility to read, discuss, and understand the information, rules, and procedures enclosed.

Signing below, the student and parent/guardian acknowledge that we have read and understand the student handbook.

(Parent Signature) (Date)

(Student Signature) (Date)

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MISSION STATEMENT

We collectively ensure that all students grow and learn at high levels academically, socially, and emotionally.

<p>Physical Address 4923 67th Street NE Marysville, WA 98270</p>	<p>Main Office: 360.965.0900 Fax: 360.965.0904 Attendance Line: 360.965.0901</p>	<p>District Website: www.msd25.org MMS Website: https://bit.ly/marysvillems</p>
<p style="text-align: center;">Administration Principal: Mary Ingraham - mary_ingraham@msd25.org Assistant Principal: Kim Necaie - kim_necaie@msd25.org Dean of Students: Kari Hollands - kari_hollands @msd25.org</p> <p style="text-align: center;">Counselors 6th Grade: Elizabeth Farley - elizabeth_farley@msd25.org 7th Grade: Jennifer Beede - jennifer_beede@msd25.org 8th Grade: Cimal Irwin-Rainey - cimal_irwin-rainey@msd25.org</p>		

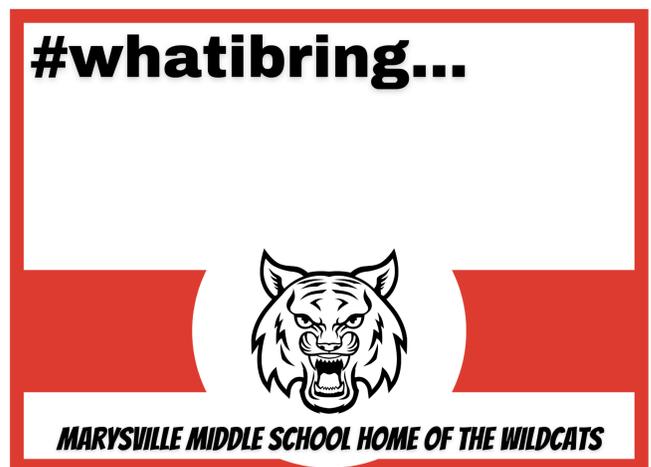
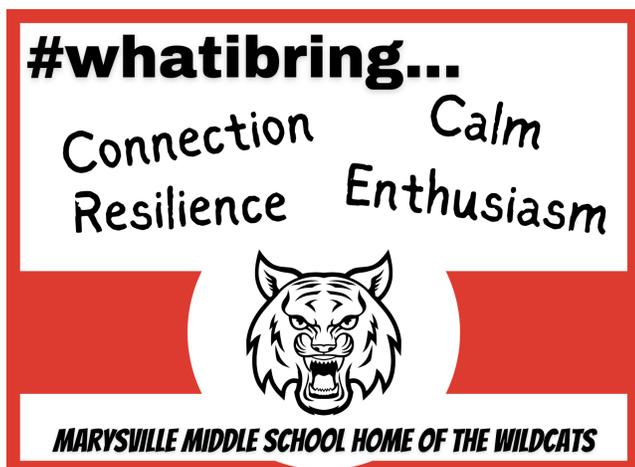
Welcome Wildcats,

As we start the 2022-2023 school year, I want to welcome some of you back and others newly joining us here at MMS, home of the Wildcats. We are a home and not a house because a home is a place where someone belongs. Know that you belong at Marysville Middle School! Whether you are a cheetah, tiger, lion, panther, or lynx, you belong here and your unique qualities, experiences, and personalities make us richer and better.

We are wildcats who Create safety, Act respectfully, and Take responsibility (C.A.T.) so that each and every one of us can be our best selves leading all of us to greater success and achievement together. Beyond keeping these agreements and to know a little bit about all that you contribute to our community, please share a hashtag below for what you are bringing to the home of the Wildcats this school year. I have shared a part of what I bring below as an example. I am excited to get to know each of you better this school year and all that you bring. Welcome home Wildcats!

Your principal,

Mrs. Ingraham



MARYSVILLE MIDDLE SCHOOL

SCHOOLWIDE

EXPECTATIONS

BE A CAT!



CREATE SAFETY
ACT RESPECTFULLY
TAKE RESPONSIBILITY

Describe what it looks like, sounds like, feels like to Be A C.A.T. in these spaces

HALLWAYS	
BATHROOMS	
LUNCH ROOM	
COMMONS	
LIBRARY	
GYM	
PLAY FIELDS COVERED AREA	



WHERE EVERYONE BELONGS - We believe all students belong here at MMS, and you make us better because you are here. We wholeheartedly follow the districts resolution on inclusion which states:

We recognize that words are just rhetoric until they are turned into action, our response and responsibility must be to evoke actual change within our school district and community by dismantling the social structures and systems of power that marginalize and oppress members of our community;

We believe racism, bigotry and hate have no place in our schools or our society, we must protect the constitutional civil rights of every person who lives, works, and learns in our community.

To see the entire resolution you can use the QR code or this link <https://tinyurl.com/equityresolution>.

MMS Hours and Bell Schedules

- Office Hours: Monday-Friday 8:00 AM-3:45 PM
- School Hours: 8:30 AM-3:05 PM
- Bell schedules subject to change

Regular bell schedule - Monday through Thursday

Period	Start	End		Total time
1st	8:30	9:27		57 min
2nd	9:31	10:22		51 min
P.A.W.S	10:26	10:51		25 min
3rd	10:55	11:46		51 min
4th and lunch - Lunch is assigned by 4th period teacher.	1st lunch 11:46 - 12:16	Period 4 11:50 - 12:16	Period 4 11:47-12:46	56/52/56 min
		2nd Lunch 12:16 - 12:46		
	Period 4 12:20 - 1:16	Period 4 12:50 - 1:16	3rd lunch 12:46 - 1:16	
5th	1:19	2:10		51 min
6th	2:14	3:05		51 min

Early Release Friday bell schedule

Period	Start	End		Total time
1st	8:30	9:13		43 min
2nd	9:17	9:56		39 min
3rd	10:00	10:39		39 min
4th and lunch - Lunch is assigned by 4th period teacher.	1st lunch 10:39 -11:09	Period 4 10:43 -11:09	Period 4 10:43-11:39	56/52/56 min
		2nd Lunch 11:09 - 11:39		
	Period 4 11:13-12:09	Period 4 11:43 - 12:09	3rd lunch 11:39 - 12:09	
5th	12:13	12:52		39 min
6th	12:56	1:35		39 min

ATTENDANCE - To report an absence, the student’s parent or guardian must call into the attendance line at 425.965.0901 or submit a signed note stating the reason for the absence, within three days of the student’s return to school. Washington State compulsory attendance law RCW 28A.225 requires 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 hold students, parents, and schools more accountable for truancy and to request court intervention to assist the district or parent to reduce a child’s absences from school. Successful students arrive at each class on time and are ready to learn when the bell rings.

LATE ARRIVAL/EARLY DISMISSAL If students arrive after the start of school or need to leave before the end of the day, they must go through the Attendance Office. Those picking up students must be prepared to show ID. If a student is sick and wishes to go home, they must check out with the school nurse. Students should not contact parents to pick them up without the nurse’s knowledge.

Students are required to stay on campus, in assigned areas and classrooms, throughout the school day. Due to safety issues, students must remain on campus from the time of arrival until school ends.

For the safety of our students, it is expected that all students leave campus within 15 minutes of the dismissal bell (unless they are participating in a school-sponsored event that is supervised by a staff member).

ACADEMICS & GRADES - Our commitment is that each and every student learns and grows during their tenure at MMS. Student learning is our focus, and all policies and procedures at MMS are considered through the lens of how student learning and well-being is impacted.

“The primary purpose of grades ... is to communicate student achievement to students, parents, school administrators, post secondary institutions, and employers.” In order for the communication of student achievement to be of maximum value or use, we are striving for the grades we give to be:

- **C**onsistent - the same grade assigned by two teachers teaching the same subject should mean the same thing.
- **A**ccurate -the grade should be a true reflection of what a student has learned and what a student can do presently.
- **L**earning-Focused - the grade should provide insight into what the student needs to do to grow and improve.
- **M**eaningful - The grade should be based on a set of shared and clearly understood standards or learning expectations.

(Bailey, J & J. McTighe, “ Reporting Achievement at the Secondary School Level: What and How?” in Guskey T. R. [Ed.] Communicating Student Learning: ASCD Yearbook 1996, 120)

SKYWARD FAMILY ACCESS - Parents and students can access student grades and progress 24/7 via a secure internet based system called Skyward Family Access. Parents and students each have access through a username and password. Usernames and passwords are located in the main office at MMS. Family Access is also available as an App for iOS and Android devices. We strongly recommend parents utilize the built-in features of Family Access to sign up for weekly progress reports via email.

Skyward online:



Skyward App for Android:



Skyward App for iPhone/Apple



Teachers are available to speak with parents and students about progress and grades in person, on the phone, or by email. To set up a conference contact the teacher directly. If you would like to set up a meeting with all of your student’s teachers, contact the counseling office at 360-965-0900. To reach a staff member by email please use the following format: **firstname_lastname@msd25.org**

PROGRESS REPORTS/REPORT CARDS - Progress reports will be sent home with students following the end of each quarter. Report cards will be sent home at the end of each semester period.

HOMEWORK - Homework has been shown to increase student achievement at the middle school level, provided it is used to reinforce and practice skills that students have already learned. If you find you are consistently doing more than 1 hour per night, please talk with your teachers and counselor so we can work together towards optimal learning.

HEALTH SERVICES - If you become ill at school, you should report to the Health Room in the Main Office Area. If you are ill or injured and not able to walk to the health room safely, notify a staff member to call the office or health room for assistance. Students who are ill and feel like they need to go home must first go to the health room for safety, permission, and attendance purposes. To maintain an orderly learning environment, please refrain from calling home regarding illness from the classroom or your personal phone.

Medication

If there is a need for you to take medication (over the counter or prescription) during school hours, contact the health room for required paperwork to be signed and on file. If a student has a known health condition/injury, please notify school health services for coordination of appropriate assistance/accommodations.

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, or another adult.
- Health room assistant/school nurse will notify your parents and appropriate staff members for follow-up regarding the accident/incident.

DISCIPLINE/MMS CODE OF CONDUCT - Compliance with standards of conduct is mandatory. Violations of any district, building, and classroom rules and regulations may result in discipline, suspension, expulsion and /or criminal charges under local, state, or federal law. SCHOOL RULES APPLY:

- On school premises, district-owned & operated vehicles, or other vehicles used for district purposes.
- While engaged in school-sponsored activities.
- Away from school grounds if such conduct would directly affect the good order, efficiency, management, and welfare of the school.

DRESS CODE and APPEARANCE - Maintaining the standards for personal appearance and dress is a responsibility of the individual student, parents, and the school administration. The purposes of this standard are reflective of the business community and are to:

1. Help students be college and career ready.
2. Reduce potential distractions and increase opportunities for learning.
3. Differentiate social dress from professional dress.

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not:

- Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
- Create a health or other hazard to the student's safety or to the safety of others;
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence;
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school or personal property or one's person.

The dress policy is in effect for all school activities. The principal, in connection with the sponsor, coach, or other person in charge of an activity, may regulate the dress and grooming of students if the principal reasonably believes the student's dress or grooming :

- Creates a hazard to the student's safety or to the safety of others;
- Will prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable, the school will request the student make appropriate corrections by changing their clothing, wear clothing provided by the school, or call home for a change of clothing. School Board Policy: 3224P available here: <https://tinyurl.com/studentdress> or the QR code to the right.



STUDENT RIGHTS AND RESPONSIBILITIES

- We believe that for every right there is a responsibility. This responsibility includes the freedom to exercise individual rights in a manner that is not offensive or harmful to others. We trust that students will respectfully accept and adhere to the following: (Procedure 3200P)

RIGHTS

- Students have the right to a safe environment free from intimidation, sexual harassment and assault.
- Students have the right to a productive learning environment.
- Students have the right to clean and safe classrooms, hallways, restrooms and lunchrooms.
- Students have the right to safe passage to and from school, and while on campus.
- Students have the right to expect staff to help them solve their problems.
- Students have the right to engage in the grievance process.
- Students have the right to remain anonymous when reporting a violation of school rules.
- Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.
- Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.
- Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.

RESPONSIBILITIES

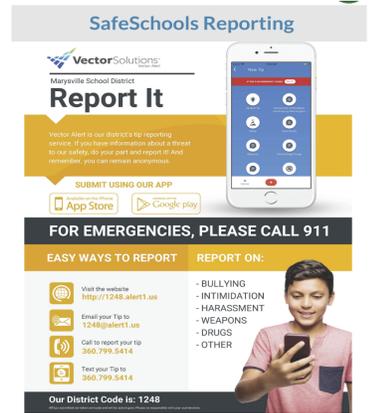
- Students are responsible for their own behavior.
- Students are responsible for respecting the property of other people and school property.
- Students are responsible for attending school and all classes daily and on time.
- Students are expected to exhibit conduct that is courteous, cooperative, and responsible, and that displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.
- Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).
- Students are responsible for informing staff of behavior that may be harmful to an individual or themselves.
- Students are expected to make a determined effort to learn.
- Students are expected to follow the instructions of teachers and other school staff.
- Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.



COUNSELING - Counseling services are available for every student. These services include assistance with educational planning, study skills, home, school and/or social concerns, or any other question the student would like to discuss with the counselor. Students wishing to see a counselor should sign up for an appointment using this QR code or the link on the MMS school website or this one: <https://tinyurl.com/MarysvilleCounselor>. Counselors will send a pass for the student as soon as possible.

HARASSMENT/BULLYING/INTIMIDATION - Marysville School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" is an intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by race, religion, creed, color, national origin, age, marital status, honorably discharged veteran or military status, sex, sexual orientation, including gender expression or identity, 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, or other distinguishing characteristics, that:

- 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; and/or
- Has the effect of substantially disrupting the orderly operation of the school.



You can report Harassment, Intimidation or Bullying using this form: <https://msvl-wa.safeschoolsalert.com> or by using the QR code to the left.

The entire Marysville School District HIB policy is available using the QR code to the right.



EMERGENCY PROCEDURES - (Policies and procedures subject to change to ensure safety)

All of these procedures are for student safety and well-being. Students must listen to their teacher and stay with their class.

Building Evacuation Procedure - When the emergency alarm goes off, follow your teacher to exit the building and assemble with your P.A.W.S. class on the FOOTBALL FIELD. Listen to adult instructions for information on returning to the building.

My P.A.W.S. Teacher:	Line up spot number: _____ (_____ yard line)
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Intruder Alert / Lockdown Procedure

In cases where someone on or near campus poses a threat to the safety of students, a lockdown of the school will be announced. Students are to follow the directions of school staff should this occur.

Earthquake Procedure

Drop, cover, and hold under your desk. Stay calm. When instructed by school staff, exit the building using the evacuation procedures and assemble with your PAWS class on the football field. Stay with your teacher and class until other directions are given.

SCHOOL BOUNDARIES - To help maintain a safe and secure campus, some areas of the school such as the parking lots, fields, around the portables, etc., are off limits. As a general rule any area without adult supervision is off limits.

WEAPONS, ALCOHOL, TOBACCO, AND OTHER DRUGS - MMS is a weapons-free, tobacco-free, and drug-free environment. In addition, state law and Marysville School District Policy 3240 prohibit weapons, drugs, and/or tobacco on campus at any time. This includes items that look like weapons or drugs and includes drug-like behavior such as mimicking huffing, snorting, vaping, or pretending to be under the influence, etc. Students who violate these policies will be subject to discipline, including possible expulsion.

VISITORS ON CAMPUS - There will be no student visitors or student guests allowed on campus during the regular school day. For the safety of our staff and students, adult visitors must check in at the front office and obtain a visitor badge prior to interacting with students and staff.



ASB/PHOTO ID CARD - All Marysville Middle School students will receive a photo identification card at no cost. Every student can be a member of the Associated Student Body (ASB) at MMS. ASB cards, which are sold throughout the year, and allows students to participate in ASB sponsored activities. Students must have an ASB/Photo ID Card to participate in all sports and extracurricular activities. ASB cards may be purchased during lunches or online.

In May, student body officer elections are held for the next year. Candidates must complete an application process. ASB meetings are open to students, parents, and community members. Please contact our ASB Secretary or ASB Advisors for additional information.

BACKPACKS/BAGS - Each student should have a backpack they are able to easily and safely carry throughout the day; students no longer use lockers at MMS. Students are responsible for the safety of their own backpack/belongings and for keeping them out of walkways. Backpacks are not permitted in the cafeteria at any time.

BUS PASSES - A bus pass may be obtained at the front office before school or during lunch to ride a different bus home with a friend. Your communication should include the student's name, name of the friend, the bus number and the bus stop. Please be aware that bus passes are limited by space available on the buses. It may not be possible to honor all requests for passes. Also, for security reasons, requests made over the phone cannot be honored. Bus passes will not be given to students after lunches are over.

BUS TRANSPORTATION - The entire School Bus Transportation Guide for Students and Parents is available via QR code at the right. This document includes information about procedures, conduct, and discipline for students riding school district transportation and is determined by the Marysville School District. Riding school district vehicles is a privilege, which can be denied to a student for serious or repeated violations of conduct/safety rules. Students are expected to be respectful of the rights and the safety of others. To ensure safety following circumstances are prohibited: loud talking, throwing of materials or objects in or from the vehicle, standing or moving about the vehicle while it is in motion, obstructing the aisle or exits with objects, legs, feet, etc., body parts beyond the window ledge of the vehicle, opening of windows without permission from the driver, animals, weapons, breakable containers, flammable substances, explosives, balloons, or other conduct which could or does adversely affect the safety of others or other proper operation of the vehicle being ridden in.



CELL PHONES/ELECTRONIC DEVICES - Cell phones are "OFF, OFF, AND AWAY" in students' backpacks during instruction time from 8:30-3:05 unless instructed otherwise by an adult. Students may use their cell phone independently and individually only in the lunch room during their assigned lunch. Marysville Middle School is NOT responsible for damage or theft of cell phones or any other electronic items.

It is inappropriate to use filming/recording devices in places of assumed privacy (ex: locker rooms, bathrooms). Inappropriate use of electronic devices (sexting, texting, cheating, inappropriate photos, etc.) may result in discipline (including confiscation), police notification, and/or legal action depending on the severity of the event. State law requires MMS to contact local authorities in situations involving minors and pornography. Please know that if these items are used or heard during the school day (8:30-3:05 p.m.), except for during monitored instructional time approved by the teacher, students will be referred to an administrator.

COMPUTER NETWORK ACCESS - MMS students have the opportunity to access the district computer network for electronic mail and to use the Internet. To gain access, students and their parents first sign a copy of the district's Acceptable Use Policy, and agree to adhere to the Marysville School District Internet and E-Mail rules. The network is provided for students to conduct research and communicate professionally with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege; not a right. Access entails responsibility.

- *District Technology Webpage* - <https://www.msd25.org/page/technology>
- *Domain Log In*
 - first five letters of last name, first initial, middle initial, last two digits of lunch number
 - Domain password: default is lunch # with 00 in front
 - Example:
 - Name: Sam Adam Jones
 - Student ID: 112233
 - Domain Log In: JonesSA33
 - First-time Domain Password: 00112233
- *School Google Email*
 - Students have a school Google Email account connected to their domain log in
 - Google Login: domain_stu@msvl.k12.wa.us ex: JonesSA33_stu@msvl.k12.wa.us
 - Google Password: Same as domain log in



FINES/SCHOOL PROPERTY - Fines will be given during the year for items damaged, lost, or not returned.

<p>FEES</p> <ul style="list-style-type: none"> ● ASB Cards ● Yearbooks ● PE Uniforms 	<p>FINES</p> <ul style="list-style-type: none"> ● Lost / Damaged Library Books ● Lost / Damaged Technology ● Damaged property
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GUEST/SUBSTITUTE TEACHERS - Substitute teachers are guests to the middle school; please cooperate and be as helpful as possible. They have the same authority as regular staff. Students who do not meet behavior expectations are subject to disciplinary consequences.



HALL PASSES - Students who need to leave class need to gain permission from the teacher, sign-out on the sign-out list and obtain a hall pass. Hall passes are required for all students in the hall during class time. Students will need to sign-in once they return to class.



LOST AND FOUND - Items found on campus can be placed in lost and found near the attendance office. Small items can be turned into the Main office. All items will be donated to local charities at the end of each quarter so check often for items that might be yours.

LUNCH POLICIES - Students are expected to take the lunch of their 4th period teacher. **Free and Reduced Meals** applications are available from the school offices, on the district website (<https://tinyurl.com/MSDFoodServices>) as a downloadable form, or by calling the Food Service Office at (360) 965 - 0912. See QR code on the left. **Los formularios para almuerzo gratis o reducido están disponibles en español. Vea el código QR a la izquierda.**



Lunchtime Boundaries

We want you to have fun and enjoy your lunch break. All students are expected to eat lunch in the cafeteria for the first 10 minutes of their lunch break. After that, we encourage students to play outside or join a lunchtime activity.

PASSING PERIOD - You have four (4) minutes passing time between each class to get a drink, and be on time to your next class. You will not be excused to go to the restroom or get a drink during the first 5 minutes or the last 5 minutes of class unless it is an emergency. Remember to have a hall pass. ☺

WHEELED TRANSPORTATION/BIKES - Items with wheels (skateboards, scooters, etc..) can cause a safety hazard on campus. Skateboards, scooters, and skates can be stored with permission in the main office and cannot travel with the student during the school day.

For the safety of all students, please walk your bike on campus at all times. Upon arriving on campus, students will secure their bikes at the northeast corner of campus with a bike lock at the bike rack. As with any valuables that students bring to school, parents must be aware that MMS and Marysville School District are not responsible for student belongings that are missing or stolen.

CLUBS/ORGANIZATIONS - MMS offers a variety of clubs for student participation. All students are encouraged to participate in school clubs, and school rules still apply. Here is a list of current or possible offerings. If you do not see a club you would like to join, write down clubs you might be interested in starting. To start a club you need to get a form from the ASB teacher.

Current and Other Possible Offerings		
Asian American / Pacific Islander	Black Student Union	Drumline
GSA	Homework Club	Jazz Band
Latinx Student Union	National Junior Honor Society	Soccer Club

SOCIAL ACTIVITY EXPECTATIONS - Associated Student Body-sponsored social activities are open to all MMS students and are considered to be a part of the overall MMS educational program.

To be eligible to participate the student must:

- Met behavior expectations at previous activities AND on the day of the activity.
- Have served all disciplinary consequences.
- Have attended more than half of the school day
- Follow all behavior expectations and adult directions

MARYSVILLE MIDDLE SCHOOL

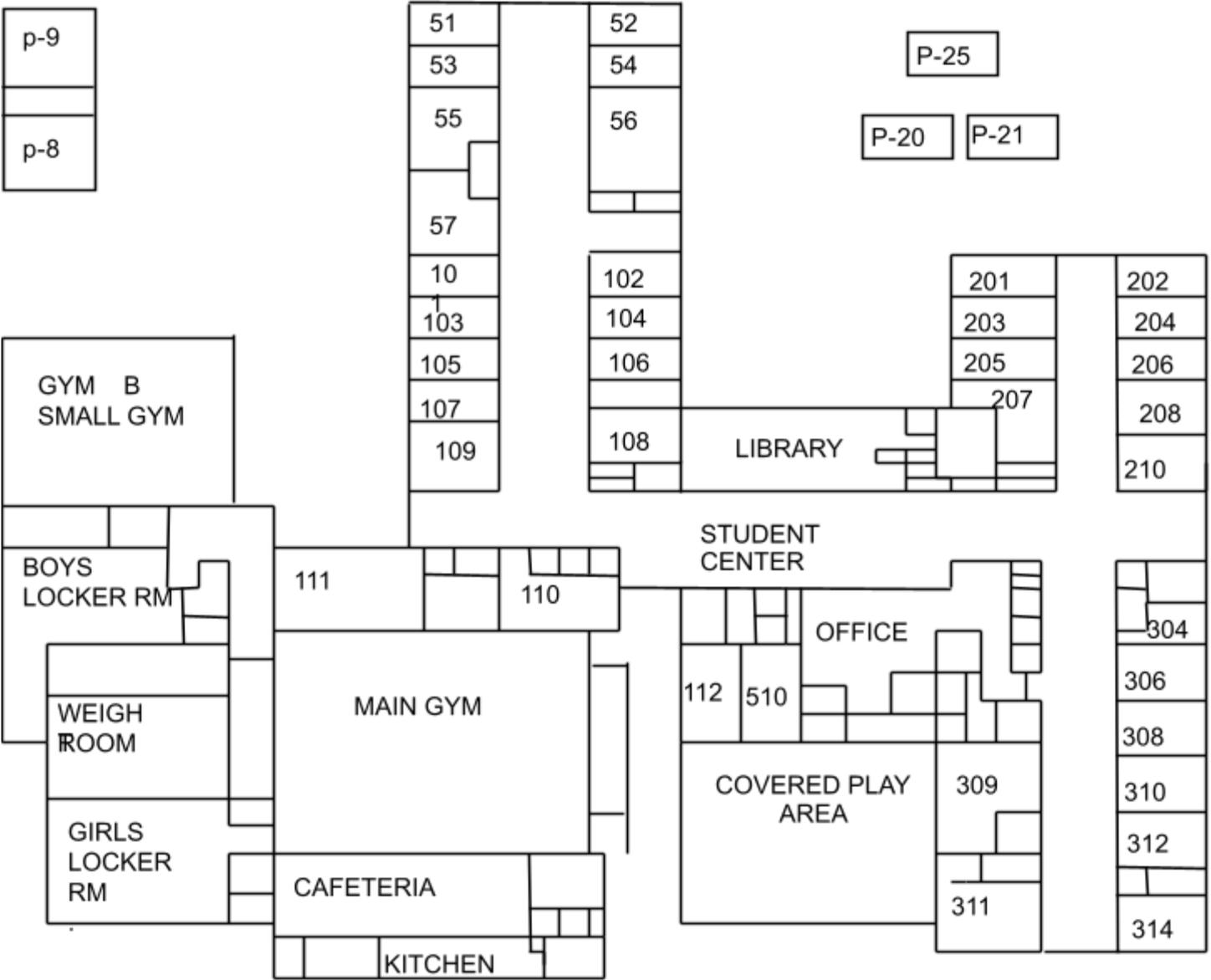
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