Mountlake Terrace High School

Student Handbook

“Home of the Hawks”

21801 44th Ave West
Mountlake Terrace, WA 98043

Main Office - 425-431-7776

Fax - 425-431-7771

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Welcome Back Resources

- Check Skyward Qmlativ for Your Schedule (directions)
- Back to School Supply/ Checklist
- School Map

Bell Schedules

Monday - Thursday Schedule			
Period	Begin time	End time	Minutes
Passing	7:15 AM	7:20 AM	0:05
1st	7:20 AM	8:12 AM	0:52
2nd	8:17 AM	9:08 AM	0:51
PASS	9:13 AM	9:38 AM	0:25
3rd	9:43 AM	10:34 AM	0:51
1st Lunch (A)	10:34 AM	11:04 AM	0:30
4th (A)	11:09 AM	12:00 PM	0:51
4th (B)	10:39 AM	11:30 AM	0:51
2nd Lunch (B)	11:30 AM	12:00 PM	0:30
5th	12:05 PM	12:56 PM	0:51
6th	1:01 PM	1:52 PM	0:51
7th (optional)	1:57 PM	2:48 PM	0:51

Friday Early Release Schedule			
Period	Begin time	End time	Minutes
Passing	7:15 AM	7:20 AM	0:05
1st	7:20 AM	8:03 AM	0:43
2nd	8:08 AM	8:51 AM	0:43
3rd	8:56 AM	9:39 AM	0:43
4th	9:44 AM	10:26 AM	0:42
1st Lunch (A)	10:26 AM	10:56 AM	0:30
5th (A)	11:01 AM	11:45 AM	0:44
5th (B)	10:31 AM	11:15 AM	0:44
2nd Lunch (B)	11:15 AM	11:45 AM	0:30
6th	11:50 AM	12:35 PM	0:45

26-27 Teacher Roster

Main Office: 425-431-7776

Call this number if you need help contacting staff, general questions regarding anything related to the school, and arranging early dismissals. We are here to help.

Other Main Office Contacts:

Principal	David Friedle	425-431-7777
Assistant Principal	Rosemarie Burke	425-431-7779
Assistant Principal	Peggy Aguilar	425-431-7780
Office Manager	Jessica Jacobs	425-431-5600
Academic Secretary	Kelsey Eyer	425-431-5605
Attendance/Health Room	Nakisa Karimi	425-431-5604

Attendance Office: 425-431-7781 Fax: 425-431-7771

As a parent or guardian, you can report your student absent via the Skyward Mobile Access app. This request will be seen by your student's school office. Please allow time for processing. Please visit our website here for other attendance reporting options.

An absence can be excused only if reported within 2 school days of a student's absence.

ASB Cashier's Office: 425-431-5694

The Associated Student Body is a non-profit organization for the support of the school districts extracurricular activities. All Students who participate in ASB sponsored activities are required to purchase an ASB card for $50. Activities fees, ASB cards, yearbooks, sports participation fees, dance tickets, and MTHS spirit gear may be purchased at the ASB Cashier's Office.

ASB Office Contacts:

ASB/Activities Director	Jonathan Schaeffer	425-431-5033
ASB Specialist/Bookkeeper	Stephanie Collins	425-431-5694

Athletics Office: 425-431-5693

The Athletics Department exists to help clear athletes for participation in sports as well as facilitate communication between athletes, coaches, parents, staff, and the community. The athletic trainer is the medical professional covering all after school athletics. She is trained in all aspects of injuries, from preventing, evaluating, to rehabilitating; physical, mental and emotional.

Athletic Office Contacts:

Athletic Coordinator	Sharalee Mathews-Malloy	425-431-5693
Athletic Secretary	Emily Crum-Smith	425-431-5078
Athletic Trainer	Saboora Deen	425-431-5595

Chromebook Support:

Students can contact our student support tech located in the HUB Monday to Friday from 7 am – 2pm.

Fees/Fines Office: 425-431-5605

If you need to pay for class fees, assessed fines, you can go to the main office or visit the payments link.

Counseling Office: 425-431-5663, Fax 425-431-7771

Academic, post high school planning, social/emotional services are provided through our counseling center. Guidance counselors are advocates for the students as well as a liaison and resource for families and faculty. Parents are invited to call their student's counselor to discuss concerns and/or to request a conference. **It is imperative that you provide the school with a phone number where you can be reached at any time.** Students should request a pass from the counseling secretary in order to be able to leave class.

Who is my counselor? Counselor is assigned by your last name:

Counselor for A - Cn	Allison Hong	425-431-1738
Counselor for Co - G	Rebecca Brennan	425-431-5665
Counselor for H - L	Chase Bennett	425-431-4280
Counselor for M - Mt	Leanne Castillo	425-431-4104
Counselor for Mu - Sg	Alan Waite	425-431-5659
Counselor for Sh - Z	Amy Barrett	425-431-5658

Other Important People in Counseling Office:

Registrar	Gustavo Nicasio	425-431-4297
Career Specialist	Alexis Nicholson	425-431-5590
Family Resource Advocate	Kara Andersen	425-431-5077
Counseling Secretary	Tamara Becker	425-431-5663

Attendance Policy

Student Attendance is in alignment with RCW 28A.600.030 enacted in 2006

Students are expected to be in school and in class daily. Punctual attendance is the first requirement for success both here and in the “real” world. Your teachers use instructional methods that require student participation and if you are absent, you miss out on that learning.
Consult individual course syllabi to learn how attendance may affect grades for specific courses.

Students (in cooperation with their parents) have the responsibility for establishing and maintaining prompt and regular attendance as prescribed in the Compulsory Attendance Law of the State of Washington for RCW28A.225.010.

Students are expected to be in:

- Their classroom seat and prepared to begin working when the bell rings.
- School every day. Student participation is key to many instructional methods—when students are absent they miss out on that learning.

If a student has excessive absences, a BECCA petition may be filed.

Tardiness

Good attendance is necessary for success and safety in school. The same is true for being on time. The expectation is that students are on time to each class. "On-time" is in a seat, ready to learn when the bell rings. Students not in a classroom when the late bell rings or under the direct supervision of a staff member in the hallway, must get a Tardy Pass from a staff member before entering their class, and

cannot enter a class without a pass. At the beginning of the school day, Tardy Passes are distributed by staff at the main entrance and in the hallways. During the remainder of the school day, Tardy Passes are distributed by staff members in the hallway. If you cannot find a staff member at either of these locations, you can get a tardy pass from the Attendance Office. Tardy Passes are time stamped and students are required to go directly to class once they have a pass. Students who demonstrate a pattern of tardiness or fail to comply with the school tardy procedure are subject to school discipline, including family contact, meetings with administrators and detention.

Excused Absences

Excused absences require teachers to offer the student additional time to complete the work and/or alternative work to meet the learning goals. This does not excuse students from doing the work.

Unexcused Absences

Excused absences can lead to lower grades and diminished participation points in classes. Teachers are not required to provide make-up assignments or tests for unexcused absences. Unexcused absences directly impact a student's progress toward the learning goals of the course.

Items to Remember

- Students and parents/guardians may check attendance at any time via Skyward Qmlativ Family Access.
- Students and parents/guardians will be officially notified in writing by the district office when they have accrued their 3rd unexcused absence in a month. Policies, Guidance, and Data Reporting

BECCA LAW

https://www.k12.wa.us/student-success/support-programs/attendance-chronic-absenteeism-and-truancy/policies-guidance-and-data-reporting

This communication provides updates on the changes to the Office of Superintendent of Public Instruction's (OSPI) absence rules (Chapter 392-401 WAC – Definition of Absence, Excused and Unexcused). This bulletin also provides reminders to school districts regarding law changes that impact the truancy process due to the passage of Engrossed Substitute House Bill 1113.

Procedures for Excused Absences

All absences should be excused through the attendance office from a parent/guardian via phone call to 425-431-7781, an email, or by written note. Absences must be excused within 2 school days of the absence. To excuse an absence, include the student's name, the dates of the absences, the reason for the absence and the parent/guardian signature. Notes that are turned in excessively late will be coded as "Late Note - Unexcused" and may count against the student for BECCA purposes.

The following are District approved reasons for an excused absence:

(a) Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;

(b) Family emergency including, but not limited to, a death or illness in the family;

(c) Religious or cultural purpose, including observance of a religious or cultural holiday or participation in religious or cultural instruction;

(d) Court, judicial proceeding, court-ordered activity, or jury service;

(e) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;

(f) State-recognized search and rescue activities consistent with RCW 28A.225.055;

(g) Absence directly related to the student's homeless or foster care/dependency status;

(h) Absences related to deployment activities of a parent who is an active duty member consistent with RCW 28A.705.010;

(i) Absences due to suspensions, expulsions or emergency expul-sions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;

(j) Absences due to student safety concerns, including absences related to threats, assaults, or bullying;

(k) Absences due to a student's migrant status;

(l) An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent or emancipated youth;

When you are sick

We care about protecting students and their families from illness. Please keep an ill student home so we do not place other students at risk of contracting the illness. Some symptoms to keep a child at home include body temperature over 100 degrees Fahrenheit, persistent nasal drainage and/or chronic cough, sore throat with swollen glands, diarrhea, nausea, vomiting, muscle or body aches, rash with fever and itching, active scabies, pink eye, and chickenpox. If your student becomes ill at school with any of the above symptoms or any other symptoms that could indicate a communicable illness, you will be notified immediately by the school to pick up your student. In addition, if your student has been diagnosed with a contagious illness, please notify the school. Exposure to contagious illness can affect students with fragile immune systems or certain medical conditions. All health information will be treated with confidentiality.

Policy for Extended Excused/Health Related Absences

If a student develops a persistent pattern of unexcused absences across multiple days (or sporadically across weeks and months) MTHS will request a signed doctor's note.

The school reserves the right to not excuse patterns of absences even with parent notes perceived as excessive and inhibiting a student's access to academics. At such times MTHS will contact the family and request a signed Authorization for Mutual Exchange of Medical Information, which is a release for the doctor (s). If parents do not provide doctor notes or requested release, or if the doctor's note does not provide the above information, the absences will be "unexcused", and be subject to the same BECCA policies and procedures as other unexcused absences.

Early Dismissals

Absences requiring the student to leave school during the day must be excused prior to the student leaving school. Please either send a written note with your student to school on the day of the early dismissal or come to the attendance office to check out your student. Please have your student allow enough time to come to the attendance office to turn in the note before school or during lunch.

Pre-Arranged Absences

Students who know ahead of time they are going to be out of school for any of the above reasons should fill out a pre-arranged absence form. Forms can be obtained in the Attendance Office or from this LINK and then returned prior to the absence.

Modified Class Schedule

Students with a modified schedule, i.e. late start or early dismissal, are only to be on campus ten 10

minutes preceding or following their classes. Students may use an assigned classroom while waiting for their next class. Exceptions are to be cleared with an administrator.

Student Government

Mountlake Terrace has a very active and strong student government. Each year students elect six ASB Executive Officers. These are President, Vice-President, Secretary, Treasurer, Public Relations Coordinator, and Historian. In addition, each class elects four officers and seven representatives to the Student Council. Additionally, ten students are selected each year to represent MTHS at the Edmonds and WESCO Interhigh meetings, which are held on a monthly basis. Even if you are not an elected officer there is still much to get involved in. Talk to one of the ASB or Class Officers or just stop by the ASB Officers' Office by the Activities Window in the Hub. Get involved!

Get Involved! School Athletics, Clubs, and Activities

Research has shown that students who are involved in extracurricular activities do better in school than those who do not. There is something at MTHS to suit everyone's interest. The following school activities are subject to change.

Homecoming Week

This special event involves the entire student body, staff and alumni. This week is packed with club and class competitions. Monday is usually the big kick off with our annual Coronation Assembly. Friday is the big windup of the week with an assembly, a game featuring special halftime entertainment, and a big dance on Saturday.

Student Identification /ASB Activity Card

All students must have a student picture ID card any time they are on campus or attending any school function. Your ID card is also used to check out textbooks, library books, and serve as your ID to present when taking state standardized tests here at school, the ACT and SAT.

> **Student Photos:**
> Students must appear in their official school photo as they would normally look on a typical school day and cannot wear disguises, novelty wigs, masks, costumes, or use props that obscure or alter their appearance.

Most student activities such as athletics, activity clubs, band/music, drama, the newspaper, dances, assemblies, etc., are financed and supported by ASB and student funds. A major source of revenue comes from ASB Activity card sales.

An ASB Activity Card purchase is required in order to actively participate in Athletics and all ASB Activity Clubs. The price of the card is currently $60/year and may be purchased at registration or any time during the school year at the ASB/Cashier window or online.

*If you apply and qualify for free & reduced lunch benefits (each year) and also submit **consent for Fee Waivers** - the ASB Activity Card purchase cost will be automatically waived.

School Spirit

MTHS has an excellent tradition of great school spirit. We believe that school spirit has important parts:

- **Courtesy** toward fellow students, teachers, staff and officials.
- **Pride** in everything our school endeavors to accomplish and has accomplished. Our desire is to become the best we can be and to reach our greatest potential.
- **Loyalty** to our school, fellow students, staff, and community. Loyal students support their school and do their utmost to keep scholastic and activity standards at the highest possible level.
- **Sportsmanship** is the ability to win and lose gracefully. We treat our opponents and officials with courtesy and respect. We represent ourselves and our school in an exemplary manner that reflects positively on our total school community. Failure to do so will result in disciplinary action ranging from removal from the sporting event or activity to banishment from all future events or activities.

Students and student rooting sections are expected to display good sportsmanship, adhere to school rules, and follow WESCO and WIAA athletic regulations. Rules prohibit the use of megaphones or any kind of noise makers as well as any kind of posters or signs.

Student Extracurricular Activities Contract

We, in the community of MTHS, are concerned for the welfare of each member of this community. Students involved in sports and activities are expected to demonstrate the best possible behavior at all times. You will find the full rules for extracurricular participation in the Edmonds School District online at: https://www.edmonds.wednet.edu/our-district/departments/athletics

Interscholastic Activities/Athletics

Mountlake Terrace High School is a member of the WESCO Conference, Northwest District, and the Washington Interscholastic Activities Association. Our students compete with other schools throughout the conference and state for league, district and state honors.

Eligibility

Students planning to participate in any interscholastic athletics or activities program should review the information listed below and contact the activities and/or athletic office for more information.

- You must purchase an ASB Activity Card.
- You must currently be enrolled in at least 5 credit-bearing classes at MTHS not failing more than one. Running Start & Sno-Isle classes pose different eligibility questions and should be confirmed with the building AD, before enrolling to maintain eligibility.
- Athletic eligibility will be checked at the beginning of the season and then every three weeks during the season.
- Upon entering 9th grade, a student's initial academic eligibility will be determined by their record from the previous semester.
- You must have all school fines paid in full. Fines will be checked at the beginning of the season and when requested..
- All previous sports equipment/uniforms must have been turned in or paid for before clearance for participation.
- You must have been in regular school attendance during the immediate preceding semester before the season of performance.
- You must have an insurance policy or insurance waiver for athletic participation.
- You must have a parent permission slip signed prior to athletic participation**.**

Clearance Card

The Clearance Card is called the BLUE CARD: Athletes must have a blue card on file with the Athletic Office, establishing that all eligibility requirements have been met, PRIOR to the first day of sport activity.

Sports Season Schedule

Fall	Winter	Spring
Football	Boys Basketball	Boys Baseball
Girls Volleyball	Girls Basketball	Girls Fastpitch Softball
Girls Swimming	Boys Swimming	Boys Soccer
Boys Tennis	Wrestling	Track & Field
Cross Country		Girls Tennis
Girls Soccer		Boys & Girls Golf

Clubs and Activities

Below is a list of our most recent clubs here at MTHS.

Our list of activities and clubs changes each year, so visit the MTHS website for the current Club listings [Clubs - Mountlake Terrace High School]

*An **ASB Activity Card** is required for any student who participates in any ASB supported Clubs (Activity & Athletic).

More detailed information about clubs (meeting times/Advisor names) as well as upcoming scheduled events & activities can be found in **Canvas** and or by visiting the ASB Office.

Clubs:

ASB Leadership
ASL- American Sign Language
ASU – Asian Student Union
ART Club
Band
Battle of the Books
Board Game Club
BSU – Black Student Union
Cheer
Chess Club
Choir*
Connect (Link)
Cozy Reading Club*
Creative Writing Club
Crochet Club
Dance*
DECA
Drama
Dungeons and Dragons
ECO Club
eSports
FACSE (Formerly FCCLA)
FCA - Faith Christian Athletes
Feminism Club
Filipino American Student Union (FASA)
FRC Robotics
Girls in STEM
Girls Who Code
Go Club
GSA
Hawkeye (Newspaper- HSM)
Hawk Health Club
HBN – Hawk Broadcasting Network
Hiking Club
Hip Hop*
HOSA Club
HiQ*
Interhigh
ISU- Indigenous Student Union
Key Club
LSU – Colores Unidos
Math Club
Middle Eastern/North African Student Union (MENA)
Model United Nations*
MSU- Muslim Student Union
National Honor Society (NHS)
Orchestra
Pacific Islander Student Union
Peer Mediators

Rocketry
Root Game Club
Science National Honor Society*
S.C.O.P.E.
Ski & Snowboard Club
Sounds Engineering Club
Speech & Debate
Sports Med Club
SS Math Society
STEM Leadership
TATU*
Tempo (Yearbook- HSM)
Theatre Sports
TSA
Unashamed (Faith)
Vex Robotics

*indicates that the club is currently inactive

General Student Information

The following information is subject to change.

Announcements: Announcements are broadcast during Advisory and posted in Canvas.

Assemblies: Assemblies are provided for your benefit. They are a part of the regular school day and are treated as a class period. It is expected that all students will attend the assembly or quiet room. All students will be seated in their respective seating section during the assembly: Seniors – South West Section; Juniors – North West Section; Sophomores – South East Section; Freshmen – North East Section

- No backpacks are allowed in assemblies.
- Students are expected to show respect and appreciation for the assembly planners and participants.
- Verbal or physical actions which are dangerous, obscene or disrespectful will not be tolerated.

Career Center: The Career Center assists students who wish to locate information on different careers or explore college options or other post-secondary education opportunities. The Career Center is located in room 100 next to the Counseling Office.

Closed Campus: MTHS is a closed campus. Once students have arrived on campus, they must remain on campus until school is over or they are picked up by a parent/guardian unless they are a senior who has applied for and received an off-campus pass for lunch only. This includes parent/guardian permission. Running Start, Sno-Isle, and Edmonds School District Intra-District participants submit paperwork to the front office for a partial schedule pass.

By 2:00 pm, students are expected to be working with teachers, attending an after-school activity (sports or clubs), or on their way home. Students are not to loiter in the building or around campus.

On half days, school hours are from 7:20 AM to 10:35 AM.

Directory Information: Directory information consists of a student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received and the most recent previous school attended. Directory information may be released without consent for the purpose of providing educational, scholarship, vocational/occupational and/or military information, or to the news media and law enforcement. This information shall not be released for commercial reasons. If you do not want student directory information released to the media, military, and/or higher education, please go to the district website and print the "Do Not Release Directory Information (P-190)" form,

complete and sign it, and return it to:

Edmonds School District #15, Directory Information Forms,
20420 68th Avenue West,
Lynnwood, WA 98036.

Field trips and medication: If necessary, medication administered is permissible during field trips and other school-sponsored events. Under Washington state law certain medications can be administered by unlicensed school staff following training and delegation by a school nurse. For students traveling out of state or out of the country, other arrangements will need to be made as the school nurse is only able to delegate within Washington state. Contact your school nurse. If medication is required during a daytime or overnight field trip, obtain a medication order form from your teacher and/or school nurse. This is for prescription or over the counter medication. Have your parent sign and doctor complete the order form and return it to the school nurse at least one week prior to the field trip. It can be faxed to the school at 425-431-7771.

Financial Aid: Financial aid for school-related costs is available to any student in need. Free and Reduced breakfasts and lunches are also available. Forms are available at school or through the Edmonds School District website.

Food Service: Breakfast is served in the HUB each day from 6:50 to 7:15. Lunch is served according to the bell schedule.

Food Service Delivery: This is not allowed.

Health Services: If you become ill or don't feel well during the day, report to the attendance office. The health room is attached to the attendance office and the staff in the attendance office monitor the students in the health room. Our district does not have a School Nurse Health Room model. Instead, the nurse trains and supervises the health room staff to give care safely and legally. If you are too ill to attend class, the Attendance Office will notify your parents to take you home. If you don't feel well but do not need to go home, as you don't have a communicable illness (instead you have a headache, stomachache, etc.), you can rest in the health room for up to 20 minutes. After that period of time you should return to class or go home. Sometimes students take medication to relieve their symptoms (tylenol for headache, tums for stomach ache), so you MIGHT be able to stay a little longer until the medication is effective. The goal is for students to return to class. That being said, if you have a communicable illness, you must go home. The school nurse is at MTHS Monday through Friday. The nurses office is in the counseling office and they are always happy to see students who have any health concerns. Their job in the school is to manage student health conditions, which are a broad range of concerns. Feel free to come by!

Homework Request Policy: Students with pre-arranged absences should request homework from their teachers before the absence. If the absence is not pre-arranged (in case of illness, for example), students should refer to Canvas for assignments and homework updates. It is sometimes more expedient if you contact your teacher directly via email.

In-Touch/Touchbase: This is the online payment system where you can pay for school lunch, ASB Cards, yearbook, chromebook loss program, sports fees, test fees and more.
https://wa-edmonds.intouchreceipting.com/

Insurance: Student Accident Insurance can be purchased. Please contact the school office to obtain enrollment forms. This plan is **not** a comprehensive health plan although the insurer does offer one if you are interested. Claims can be made through the school office. Please note that the purchase of Student Accident Insurance is required if your child wishes to participate in athletic sports and you do not have a primary medical provider.

Library: The Library is an academic space and is open for student use starting at 7:05. Students wishing to study or check out books after school can participate in the Study Hawks Program, the schedule for which is still being determined. Computers, printers, and chromebook docks are available on a drop-in basis before school, after school, Advisory, during both lunches and with teacher permission. Students must have a pass from their classroom teacher to use the Library during class periods.

Emergency medications and students with Life-Threatening Conditions: For the health and safety of students with Life-Threatening Conditions (LTC), our school district considers compliance with Washington state's Life-Threatening Conditions Law (RCW 28A.210.320) to be of the highest priority. Examples of possible LTC include severe allergies (anaphylaxis) to food, insect stings, or contact with certain substances; diabetes; seizures disorders; certain cardiac conditions; and many more. If you develop a life threatening condition during your time at MTHS, please contact the nurse, Shermin Davidson. A student with an LTC must have the following *on-site* before they can start school:

1. A health plan developed for the school environment addressing the Life-Threatening Condition (this plan is written by the school nurse in collaboration with the student's parent/guardian and health care provider);
2. Emergency medications and/or equipment orders by a licensed health care provider with prescriptive authority, with written instruction – if needed;
3. Actual medication and/or equipment – if needed.

Lockers: Lockers will be assigned in the Attendance Office if you wish to use one.

Lost and Found: Items that are lost or found are turned into the Main Office. All items unclaimed are donated to charity at the end of each semester.

Medications: Whenever possible, medication should be given before or after school under the supervision of a parent/guardian. If necessary, medications can be administered in school on a daily, temporary, or on an as-needed basis under the supervision of our Certificated School Nurse Shermin Davidson.

- **Prescription and over-the-counter medications** need an order signed by a Licensed Health Care Provider (LHCP) for school. The order is valid for the current school year only. See below for the form you'll need.
- **Medications can be brought to school by the parent/guardian** and stored in the Health Room. Students may also "self-carry" an asthma inhaler, Epinephrine Auto-Injector, or one daily dose of certain medications *with clearance from the School Nurse.*
- **Student self-administration/self-carry of medication:**
  Any medication in school needs the following before it can be administered/self-carried:
  1. Orders: The form that you need depends on the type of medication. See below for the best form to use.
  2. Correct Medication
     - Must be in its original labeled container from the pharmacy.
     - The student name, medication name, dose, and instructions must match the order.
     - Must not be expired.
     - If tablets need to be cut in half, this must be done at home.

  For more information and to get forms see the district medication policy.

Nondiscrimination Policy:

https://www.edmonds.wednet.edu/families/calendars-and-family-handbook/district-family-handbook

Skyward Qmlativ Family Access: This is our Student Information System. Parents and students will each have their own unique log-in and password. You may view your student's attendance, schedule,

ongoing grades, graduation status, past report cards, missing assignments and fees. You may also contact teachers from Skyward Qmlativ. Skyward Qmlativ Family Access must be accessed through the Edmonds School District #15 or MTHS website. If you need your log-in and password or have trouble logging, please call the Counseling Office at 425-431-5663.

Visitors: MTHS is a closed campus. You are not allowed to bring siblings, other relatives or friends to attend classes with you. Terrace graduates and/or former students who wish to visit staff members may do so after school and must first check in at the Main Office. Parents and guardians are always welcome, but also need to check in at the Main Office upon arrival. Visitors must park in the visitor lot to the left of the front entrance.

Academic Information

Grades

Courses are graded A, B, C, D, or F, an “F” grade indicates the student will not receive credit and must retake the class to earn credit. An “I” grade is used if the course work is incomplete. The student must enter into a student-teacher contract, to complete the work. A deadline for completing that work will be part of that contract. A student may request that the registrar remove an “F” from the GPA calculation after the student has re-taken and passed the same course.

Grading Scales at MTHS

4.0 Scale		Percentage Scale	
A = 4.0	C = 2.0	A = 100% - 93%	C = 76.99% - 73%
A- = 3.7	C- = 1.7	A- = 92.99% - 90%	C- = 72.99% - 70%
B+ = 3.3	D+ = 1.3	B+ = 89.99% - 87%	D+ = 69.99% - 67%
B = 3.0	D = 1.0	B = 86.99% - 83%	D = 66.99% - 60%
B- = 2.7	F = 0	B- = 82.99% - 80%	F = 59.99% - 0%
C+ = 2.3		C+ = 79.99% - 77%	

Additional Notes about Final Grades:

- A+ or D- not allowed by law
- I = incomplete
- NC = no credit
- P = Pass
- S = Satisfactory
- U = Unsatisfactory
- WD = withdrawn carry no GPA VALUE

Advanced Placement / College in the High School

Advanced Placement (AP) classes provide the necessary background for students to take an AP test and potentially earn college credit while in high school. Please confer with your counselor about specific requirements for individual courses. AP classes are available for upper level English, Science, Math and Social Studies. Currently, College in the High School (CHS) classes are available in multiple subject areas. Please see your counselor for more information.

Honors Classes

Honors credit is available in some core academic courses. If you want to achieve Honors credit in your classes, you must make arrangements with the teacher at the beginning of the semester.

International Baccalaureate Program (IB)

IB is for highly capable students and is a rigorous educational district program available through EWHS. If interested, see your counselor.

Intra-District Classes

A number of career and technical educational offerings are available at other high schools in the district. If interested, see the Career Center specialist or your counselor. Applications for intra-district classes are available in the Career Center.

Running Start

Under this state program, most 100 and above level courses at the community college may be counted for both college and high school credit simultaneously. There is no tuition for the classes, although students are expected to provide their own transportation, purchase their own books and materials and pay regular lab fees. A fee is charged for online classes. Eligibility for Running Start is determined by a student's performance on the ASSET or Accuplacer test which tests English and Math skills. If interested in Running Start, see your counselor for more details.

Schedule Changes

We make every effort to honor student requests for particular courses. Please be aware of the following policies:

Schedule Correction Requests

Schedule corrections will only be made for the following reasons. If your reason is not the following, no change will be made.

- You are a senior missing a graduation requirement
- You are double booked for a period or have a hole in your schedule
- You failed the previous class in the sequence and cannot move onto the next class. (Pass Geometry before Algebra 2, Pass Spanish 1 to take Spanish 2, Pass Chef 1 or Clay 1 to take Chef 2 or Clay 2)
- You are missing a core subject (English, History, Math, Science)
- You completed the class in summer school

No schedule changes will be made after a semester has begun unless an error in course placement has been made such as in Math or World Language, a student has duplicated courses, students lack a core subject (English, History, Math, Science) or are without a full schedule. No appointments will be made as a form will be accessible to students.

Schedules, Attendance, and Recordkeeping

- Failure to attend class will not constitute a legitimate reason to change a class. Students and parents should be aware that if a student chooses to discontinue attending a class, the state law regarding truancy BECCA law will be enforced. See the MTHS Attendance policy.
- Teachers are required by law to maintain accurate attendance records. This means the teacher must continue to mark a student absent as long as the name still appears on the attendance roster, even if the student establishes a long-term pattern of non-attendance.
- Students who fail to attend the first five 5 days of a class may be dropped from the class if the class exceeds the class size limit.
- Adding period 0, 7 or reducing schedule: A usual student load is 6 classes per day. Seniors who have sufficient credits may be allowed to have fewer classes. Students with waivers must maintain five classes per semester. If interested, see your counselor.

Scriber Lake High School (SLHS)

SLHS is an alternative high school in the Edmonds School District. It features smaller classes and credit recovery. If interested, see your counselor.

Skyward Qmlativ Grade Checks
Parents and students may check attendance, graduation status, and ongoing grades in classes online through Skyward Qmlativ. If you have lost your password, go to the counseling office.

Sno-Isle TECH Skills Center
District 15 students are permitted to enroll at the Skills Center near Paine Field. Students in the 11th and 12th grade receive advanced job training in vocational programs not offered in the District. Participating students attend their resident high school for three periods a day and attend the Skills Center for a 2 1/2 hour block in the morning or afternoon. Transportation is provided. There is no tuition, however, some courses have a lab fee. Applications are available in the Career Center.

Tech Prep
Students may earn college credit during high school and are granted admission priority at local community and technical colleges. College credit earned for high school Tech Prep classes may be granted after the student earns a “B” or better, completes an application. With some courses there is a registration fee. Registration information will be provided by the teacher.

Waivers
Students may apply for waivers of certain graduation requirements in the spring of grade 11. Certain restrictions apply. See your counselor.

Student Rights and Responsibilities

This basic code of conduct is intended to support all students. We sincerely hope it will provide you the freedom to learn in a safe school that you can be proud to attend. The following information serves as official notification of student rights and responsibilities.

Students are expected to respect the rights and property of others; to be courteous and cooperative with staff and other students. Students who do not meet these expectations will be subject to appropriate disciplinary action. This section only describes the most common and most serious expectations. At any time, students may be advised or reprimanded by a staff member regarding inappropriate behavior. When asked to leave class for inappropriate behavior, students are to report immediately to the Attendance or Main Office.

Any student who willfully performs or fails to perform any act which materially interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity, or any other aspect of the educational process of the school district shall be subject to discipline, suspension, or expulsion by authorized school district authorities. The following acts or omissions by a pupil on school premises or off school premises at any school-sponsored activity shall constitute sufficient cause for discipline, suspension, or expulsion. Sanctions include: Lunch Detention; In-School Suspension; After School Service; Short-Term Suspension 1-10 days; Long-Term Suspension 11+ days; EX = Expulsion.

Academic Honesty, Cheating & Plagiarism
Honesty is a compelling principle by which we operate all aspects of student and school life.

Forging attendance notes or other school documents is a serious offense and will result in disciplinary action. Academic honesty is highly valued at MTHS. Students do not cheat, nor should they tolerate those who do.

Cheating is defined as an attempt to earn credit or receive a grade for course work, tests, quizzes, projects and essays in a manner other than defined as acceptable by the teacher. Without notifying a

teacher and receiving permission in advance, turning an assignment in for credit in two different classes is considered cheating. Because of the serious nature of academic honesty, violations of this code will result in loss of credit for the assignment. Repeated infractions may result in loss of credit for the course and/or additional disciplinary action.

Plagiarism is the use of material produced by a person or artificial intelligence without acknowledging its source and is subject to the same consequences as cheating.

Alcohol, Drugs, Illegal Substances

The Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent an impairment to the normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the district has developed programs that emphasize prevention, intervention, aftercare support, and necessary corrective actions. The district also recognizes the effects to the school, home, and community resulting from drug and alcohol use/abuse. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program. Part of the responsibility of the school and school District is to inform students and parents each year of the District's policy on drugs/alcohol. This policy is as follows:

- It is unlawful for a student to sell, possess, use, or show evidence of being under the influence of alcohol or other illegal drugs while on school district property or at any school-sponsored event. Law enforcement may be notified when this policy is violated.
- Any student who possesses, uses, or shows evidence of being under the influence of alcohol or other illegal drugs while on school district property or at a school- sponsored event shall be dealt with on a case by case basis following school district guidelines.
- Students who sell drugs or alcohol on school property can face immediate long-term suspension or possibly expulsion with no abeyance option. Students selling drugs/alcohol at school or school related activities can also face criminal charges.
- All vehicles parked on school property are expected to be drug/alcohol free. Cars are subject to search if there is a reasonable suspicion that evidence is present of a safety concern, criminal offense or school district policies.

Note: For student athletes, drill, and cheer: Students will not be permitted to possess, traffic in, and/or use non-prescribed or illegal drugs, alcohol, or any form of tobacco, and may not be in the presence of, or remain in the vicinity of, the use of such substances prohibited by criminal law, or engage in behavior that enables others to illegally use such substances. The penalty for a violation shall be immediate ineligibility for extracurricular competition or performance for forty-five (45) calendar days (see athletic handbook for details).

Attendance - See the Attendance and BECCA information above.

Bathroom Use and Loitering

Bathrooms have to be a safe place for all. Bathrooms are to be used for personal hygiene and toileting only. Hanging out in bathrooms, either individually or in groups, is prohibited. If toilets and/or sinks are in use, students are expected to wait outside of the bathroom until the facilities become available.

Buses

Students will comply with all rules and regulations pertaining to school district transportation. Failure to comply will result in disciplinary action.

Cell Phones / Smartwatches & Electronic Devices

Edmonds School District has an "Off and Away" policy for all cell phones and smart watches from the start of school until the end of school, with the exception of lunch.

In our school:

- Phones and smart watches must be turned off and put away during class.
- If a device is seen or used during class without permission, it will be confiscated and sent to the main office.
- A parent/guardian will be required to pick up the device from school.
- Students with documented medical needs may use their device only for that purpose.

This policy helps us build a focused, respectful classroom where everyone can learn without distraction.

Wearing camera-enabled eyeglasses or other wearables is prohibited at all times on MTHS campus.

School Computers, Wifi System and Internet

Malicious use of the system to harass other users or attempts to damage the components of a computer or computing system is prohibited. Students are responsible for their own user accounts as well as for the appropriateness of all content or data stored/transmitted on school computers via their account. Accounts and passwords are not to be shared with anyone else. Students are not permitted to store or install any programs on school computers without explicit permission from the system administrators. Students are not permitted to download any programs using school computers.

Use of any computer system to access, store or distribute obscene or pornographic material is prohibited. Commercial solicitations are also prohibited. Misuse of computer privileges will result in loss of computer access and possible additional disciplinary action. All data stored on school computers and servers are considered school property and can be reviewed by staff who suspect misuse.

Criminal Acts

Behaviors which are criminal in nature, e.g. bomb threats, arson, false fire alarms, extortion, forgery, theft, assault etc., will result in a police referral and include disciplinary action up to and including long-term suspension or expulsion.

Cumulative Violations

Students who accumulate a large number of disciplinary infractions may be subject to long term suspension for cumulative violations.

Disciplinary Action

Students assigned to in-school suspension, after school detention, lunch detention, school work service, or other assigned disciplinary actions are required to complete their assignment as scheduled. Failure to meet this responsibility will result in increased assignments or suspension from school until the required assignment is completed.

Disruptive Behavior

Students are expected to be engaged in class work during class. Any student who engages in behavior deemed disruptive to the educational environment may be subject to appropriate disciplinary action.

Dress Expectations

Students are expected to follow the district dress code. It is not permissible to wear clothing with offensive

images or language including profanity, hate speech or pornography. It is also not permissible to wear clothing with images or language depicting violence or the use of alcohol or drugs.

From Edmonds School Board Procedure 3224P:

Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that midriff, genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the must wear and may wear categories below must meet this basic principle.

Students Must Wear (while following the basic principle of section 1 above):

- *A shirt (with fabric in the front, back, and on the sides under the arms), and*
- *Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts)*
- *Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.*
- *Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.*
- *If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.*

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.

Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to: kneeling or bending over to check attire fit; measuring straps or skirt length; asking students to account for their attire in the classroom or in hallways in front of others; calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps; and accusing students of "distracting" other students with their clothing.

Drugs / Illegal Substances

See Alcohol, Drugs, Illegal Substances use, influence of, or possession

Duty to Report

Students who witness or have knowledge of school violations or violations of local laws have the duty to report to an administrator. This includes, but is not limited to information about theft, harassment, assault, bullying, threats, self-harm, drug and/or alcohol use, etc. We will respect confidentiality to the best of our ability. Students may also anonymously report information to the Safe Schools Tip Line at 425-431-7030.

Extracurricular Activity Behavior Expectations

At all school-sponsored activities, all school rules apply, including: no drinking, no drugs, no smoking, and no obscene or vulgar language. Students must show a current student picture I.D. at the door. The student must show an ASB sticker to receive a discount. Guests are welcome at MTHS after school activities but will be expected to comply with all school rules. A guest pass for dances must be obtained from and approved by the ASB Office prior to the activity. One guest pass per student. We remind

students that a school dance is a public setting. Unduly intimate or obscene/dirty dancing will not be tolerated. Students who fail to use good judgment will be asked to leave and could be subject to disciplinary action.

Fighting and Assault

Fighting or physical assault of any kind is prohibited at school and school events. Students involved in such behavior are subject to suspension from school and a police referral may be made. In addition, students who incite, encourage, cheer on, videotape, photograph or otherwise promote a fight will be subject to discipline up to and including suspension.

Food, Beverage, Litter

Help keep your school clean! Students are expected to pick up their own trays and/or litter following lunch and to leave their lunch area clean. No food or drink, with the exception of water, in the classrooms or Library, for health, safety, and cleanliness reasons.

Gambling

Students may NOT play cards or other games during class periods or in the Library. Gambling is never allowed. Students engaged in gambling are subject to discipline.

Gang Activity/Association

Wearing, Carrying, Possessing and/or Displaying Gang Related Apparel, Grooming, and / or Exhibiting or Implying Behavior or Gestures which Symbolize Gang Membership or Affiliation by written communication, marks, drawings, painting, design, emblem etc., upon any school or personal property or one's person or causing and / or participating in activities which intimidate or affect the attendance of another student or staff member. Students who engage in this are subject to school discipline, up to and including in school suspension. Students who engage in repeated violations of this policy are subject to expulsion.

Hall Passes

During instructional time, students may only leave class with their teacher's permission. Students must have a hall pass during class time whenever they are in the hallway. Students are expected to use the bathroom, water fountain or vending machine closest to their classroom and return to their classroom immediately.

Harassment, Intimidation, Bullying, Hazing

See district harassment policy on our district website. Any student engaged in behavior which causes intimidation; harassment; physical or mental harm to students or staff; or causes damage to school property or disruption to the educational process, shall be subject to discipline including suspension, or expulsion. Students are expected to refrain from conducting themselves in a manner that would endanger the physical, emotional, or personal safety of others. Harassment, sexual harassment, hazing, threatening statements, intimidation, coercion, including verbal and/or written abuse are not allowed and violations will result in disciplinary action up to and including suspension. If you witness or are a victim of any harassment, intimidation, bullying, and/or hazing, it is your responsibility to report this to a staff member and/or school administration immediately. Depending upon the severity, harassment may result in a referral to law enforcement.

Hate Speech, Slurs, and Discriminatory Language

Mountlake Terrace High School is committed to maintaining a safe, inclusive learning environment. The use of hate speech, slurs, epithets, and derogatory language is strictly prohibited on campus, on school transportation, at school-sponsored events, and across digital channels representing the school community.

MTHS acknowledges the unique harm caused by identity-based slurs and explicitly prohibits any

language—whether spoken, written, gestured, or digital—that targets, degrades, or dehumanizes individuals or groups based on:

- **Race, Ethnicity, or National Origin** (including racial slurs such as the N-word, anti-ethnic epithets, or xenophobic remarks).
- **Ability or Neurodivergence** (including disability-based slurs such as the R-word or derogatory terms targeting physical, cognitive, or mental health status).
- **Sexual Orientation, Gender Identity, or Expression** (including anti-LGBTQ+ slurs, misgendering, or homophobic/transphobic remarks).
- **Religion, Culture, or Social Class** (including religious slurs or derogatory terms targeting socioeconomic status or home language).

Scope & Application**:** This standard applies to all members of the MTHS community—students, faculty, administrators, staff, and visitors—at all times. Claiming a slur was used "as a joke," "without malice," or "in song lyrics/media" does not excuse the violation.

Inappropriate Display of Physical Affection

Excessive and public displays of physical affection, especially hugging and kissing, are not appropriate at school and students engaged in this activity may be subject to disciplinary action.

Insubordination, Noncompliance

Students are expected to cooperate with all staff members, comply with all reasonable requests and to identify themselves and show their student identification card when requested to do so. Failure to identify yourself by name and present identification when requested or the use of profanity and obscene behavior directed at staff will result in discipline and likely suspension.

Lewd/Obscene Behavior

Including inappropriate sexual expressions or behavior is prohibited and can result in school discipline and school exclusion.

Lying, Forging, Misrepresentation

Students are expected to be truthful and honest when questioned about their actions or those of fellow students. Forgeries and other forms of misrepresentation will result in disciplinary action.

Nondiscrimination Policy

We follow the ESD policy in regards to nondiscrimination.

Printers

Students have access to 2 school printers but are responsible for the cost of printing. A black and white printer and color printer are located in the library. Student print jobs are monitored. Students can add money to their printing account through the Fines Office. If a student is having financial difficulties, please talk to the librarian about how to access funds for students in need.

Parking

Students are not to be in the parking lot during the school day. Cars are not to be used as lockers for books or equipment storage during the school day. Students parking their cars on campus may only park in their assigned parking area which they have paid for. A permit must be visibly displayed within the car. Permits may be obtained starting the second week of school at a cost of $50. Permits are non-transferable! If a car is found illegally parked, not in the assigned section, and/or without a current parking permit hanging from the rear view mirror, the owner will be fined $50-$100 or towed without warning at your expense and risk. Illegal use of a parking permit may result in the loss of parking privileges up to a full school year. All vehicles parked on school property are subject to search by school personnel. Neither the school nor the district is responsible for theft or damage to your vehicle.

Parent/Guardian Rights

Parents (natural parents and legal guardians) have the right to inspect and review their child's educational records and may receive copies, upon request, at a charge not to exceed cost to the district for reproductions. Educational records are interpreted to mean any and all materials maintained by a school district directly related to a student regardless of where or how materials are filed. This includes reports gained with parent permission from non-district agencies and individuals.

Parents have the right to challenge record content on grounds that it is (a) inaccurate, (b) misleading, (c) in violation of the privacy of students, or (d) inappropriate. Grades granted for a class are not covered except if an error in recording of the grade is suspected. Parents may enter their own clarification of information into the record. An impartial hearing by district records officers will be held if concerns are not resolved by building staff and parents.

Personal Belongings (also see Electronics & Theft)

Students are responsible for personal items such as cell phones, portable games, and other electronics or expensive personal items. We recommend that students leave all valuables at home. MTHS assumes no liability for these items including money lost, stolen, or damaged.

Posters

Posters both electronic and physical must be approved by the Activities Coordinator. Posters must reflect good taste and must be removed shortly after the event. Blue painters tape must be used.

Over-the-counter drugs

May be registered with and administered through the Health Room, or students may carry on their person a one-day supply in the original bottle.

Profanity

The use of lewd, indecent, offensive, and/or abusive language or behavior will be subject to discipline.

Recording Devices
Students may NOT use personal recording devices such as digital cameras, cell phone cameras, or other digital devices to photograph, video tape, or audio record teachers or students in the classroom, or on school grounds without express permission from the subject. It is illegal to record a teacher without their permission.

Safe Schools Tipline
Click here to report a student concern.

Searches
A student and his/her property, including vehicles, may be searched by an administrator or their designee if there is reasonable suspicion that the search will lead to the discovery of contraband or other evidence of a student's violation of school rules or the law. Also, administrators or their designees may make general searches of all student lockers, desks, or storage areas without prior notice given to students. Narcotic detection dogs may be used to search unattended areas. Searches that result in law violations will be referred to police.

Sexual Harassment
Please see Edmonds School District #15 policy in its entirety. Harassment on the basis of sex is a violation of Section 703 of Title VII. Sexual harassment consists of sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when it creates a hostile or offensive environment. If you witness or are a victim of any sexual harassment, it is your responsibility to report this to a staff member and/or school administration immediately.

Skateboarding, Rollerblading, Bicycling, Scooters, etc.
Skateboarding, rollerblading, riding a scooter, bicycling, etc. anywhere and at any time on school grounds is prohibited. Students violating this school district policy will be subject to appropriate disciplinary action including a behavior contract. Skateboards, scooters, etc. must be stored in the student's locker or office during the school day.

Smoking and Possession or Use of Tobacco Products
Use or possession of tobacco or tobacco-related products by a student within 1000 feet of school property or at school related activities will result in school discipline ranging from In-School Suspension to short term suspension to long term suspension.

Student Sponsored Events
From time to time students may organize peaceful events to express their opinions about issues. Such events are publicized to students, and participation by students is totally voluntary. Examples of such events include the "National Day of Silence," where students are participating in externally organized events, or they could include events specific to the school itself.

Special Education Services
Special Education services are provided to all qualified students ages birth to 21. To inquire about services for students currently enrolled in the district, contact the school psychologist at your local school. For students not currently enrolled, please call the Psychology and Counseling Services Office at 425-431-7208. District policies, procedures, and any required reports relating to special education are available to the public, upon request, through the District's special education office.

Telephones
School telephones are for official school business only and should be used by students only with the permission of a staff member.

Theft, Burglary, Vandalism
Willful damage of personal or school property or the unauthorized taking or possession of property will result in appropriate disciplinary action. Materials commonly used to deface property such as permanent markers and spray paint are not allowed on campus and will be confiscated and disposed of if found.

Threatening Behavior
Students engaging in any kind of threatening behavior verbal, written, or physical towards students or staff members at school or at any time may face disciplinary action up to expulsion and a police referral.

Unauthorized Areas
Students are to remain within the building or immediately in front up to the flag pole or in the back patio area of the Hub once they have arrived on campus. Students may not be in any of the parking lots, naturescape, along the sides of the buildings, along adjacent streets or behind the gym. Students found in those areas are subject to discipline. Play fields and the outdoor basketball courts may be open during lunch.

Unauthorized Groups
Students calling themselves by a common name, wearing and displaying unidentifiable or identifiable colors, jewelry, symbols, or labels that in the eyes of students or staff identify them as a specific group, club, or clique and are performing actions that either harass, intimidate, threaten, provoke, or disrupt the school climate may be subject to disciplinary action. Unauthorized groups do not benefit the overall educational atmosphere of the school and education of students.

Weapons
The staff and student body will not tolerate the possession of any weapons or other dangerous objects on campus. Edmonds School District Board Policy #8220 (Section III, Exceptional Misconduct), RCW 9.41.250, RCW 9.41.280 prohibit the possession of weapons or other dangerous objects, including toy or facsimile weapons on school property.

"*Possession*" includes but it is not limited to having a weapon or dangerous object anywhere on school property or at any school sponsored event. The item could be located:

(a) in a space assigned to a student (such as a locker or desk);
(b) on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle); or
(c) under the student's control or accessible or available (such as hidden by the student).

Students in possession of a weapon or dangerous object will be suspended or expelled. Students using an object in a threatening manner will be suspended or expelled. In these cases, a student also may be guilty of a gross misdemeanor.

Students who choose to remain in the area of illicit or criminal activities involving weapons may be charged with possession if they have had a reasonable opportunity to withdraw or report even if they are not participating.

Any student who is determined to have carried a firearm onto school property or to a school sponsored event shall be expelled for no less than a year in accordance with RCW 28A.600.420.

Weapons and dangerous objects include, but are not limited to:

Firearms	Metal knuckles	Razors
Air Guns / Water guns	Weighted chains	Lighters

Firecrackers	Baseball Bats	Paintball guns
Nun-chu-ka sticks	Toys Weapons	Clubs or pipes
Knives	Facsimile weapons	Sand clubs
Box Cutters	Tasers / Stun guns	Sling shots

Chromebook Loan Procedure & School Use

Students are expected to bring their district Chromebooks to school every day fully charged. Chromebook Distribution To Students—Any student enrolled at the start of school year who has not kept their chromebook for the summer will be able to pick up their Chromebook on or after our school's designated deployment date(s). Any transfer/new student will be able to pick up their Chromebook from the HUB as part of the registration process. Responsibility for the Chromebook begins at the time the student receives the device.

Returning Your Chromebook
At the end of the school year, students can turn in their Chromebooks or keep them for the summer. If a student withdraws from MTHS, he/she must turn in their Chromebook in good working condition to the Chromebook Office on their last day of attendance.

Failure to turn in your assigned Chromebook in good working condition may result in the student being charged a replacement cost. The District may also file a report of stolen property with the local law enforcement agency. If it is not possible to pay this fine, school board administrative procedure 8440 R1 - Procedures for Student Fees, Fines and Charges will be followed.

Taking Care of Your Chromebook
Students are responsible for the general care of the Chromebook they have been issued by the Edmonds School District. Students should never leave their Chromebooks.

Repair
Chromebooks that are broken or fail to work properly must be taken to the ***Support Office in the HUB*** so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Tech Support Area.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- The Para Tech will contact a student when his/her device is repaired and available to be picked up. The loaner should be turned back in at that time.

General Precautions

- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks **must** remain free of any writing, drawing, stickers and labels.
- Chromebooks should not be used or stored near pets.

Screen Care
The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning

solvents, and other liquids. The screen is particularly sensitive to damage from excessive pressure.

Chromebook Tags/Labels

- All Chromebooks will be labeled with a District tag/label
- Tags are not to be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag/label or turning in a Chromebook without a District asset tag/label.

Using Your Chromebook At School

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- ***Charging cords will not be available***, so be sure you have yours.

Backgrounds and Themes

- Students may alter the desktop background of their Chromebook with ***school-appropriate*** media.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications (Google Drive) and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The school district will not be responsible for the loss of any student work.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school district.

Content Filter

The school district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) will have all Internet activity protected and monitored by the school district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students need to contact their teachers to request the site be unblocked. From time to time there may be errors in the filtering system where appropriate sites get blocked or inappropriate sites don't.

- Students may not use any method to bypass the filtering system.
  - Parental supervision is strongly recommended
  - If an inappropriate site is encountered, it should be reported to the District.
- When a student logs into any computer and web browser using their Edmonds School District issued Google Account, their Internet activity can be monitored by the district.

Software

Google Apps for Education

- Chromebooks integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms and Email.
- All work is stored in the cloud.
- Students will be able to send and receive email messages from anyone. Teachers will have access to read all email messages that students send and receive.

Chromebook Identification

Records: The school district will maintain an inventory of all Chromebooks that includes the serial number, asset label ID, student name, and student ID number for each device
Users: Each student will be assigned the same Chromebook for the duration of his/her time at MTHS.

Costs of Repairing / Replacing Your Chromebook

The following are estimated costs of the Chromebook parts and replacement (estimated costs, subject to change):

- Total replacement of Chromebook--$ 305.00
- Replacing Screen--$ 70.00
- Replacing Keyboard/touchpad--$125.00
- Replacing Power cord--$ 25.00
- Replacing Hinges -- $45.00
- Replacing ESD District logo sleeve -- $25.00

No Expectation of Privacy

Agreement to Chromebook usage

The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school district. By using a school-issued Chromebook, students agree to such access, monitoring, and recording of their use. Chromebooks are to be used during class time for instructional purposes only.

Students who violate the policy for use of Chromebooks during class time will be subject to progressive disciplinary consequences:

Email and Login/Passwords: Students will each have an email address that is their primary login and username for their district chromebook. Students can change their password, but they cannot change their username. If a student forgets their login they can see the Librarian for assistance.

Appendix

EDMONDS SCHOOL DISTRICT NO. 15

Non-Discrimination Statement

Edmonds School District does not discriminate in any program or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

- Title IX Coordinator: Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, Payroll, & Benefits, 20420 68th Avenue W., Lynnwood, WA 98036, 425-431-7050, baumgartnerr@edmonds.wednet.edu
- Section 504 Coordinator: Jon Bell, Executive Director of Student Services, 20420 68th Avenue W., Lynnwood WA 98036, 425-431-7186, bellj802@edmonds.wednet.edu
- Civil Rights Compliance and ADA Coordinator: Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, Payroll, & Benefits, 20420 68 th Avenue W., Lynnwood, WA 98036, 425-431-7050, baumgartnerr@edmonds.wednet.edu

Sexual Harassment of Students Prohibited

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the district even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” may include:

• acts of sexual violence;
• unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
• unwelcome sexual advances;
• unwelcome requests for sexual favors;
• sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
• sexual demands where submission or rejection is a factor in an academic, or other school-related decisions affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently

severe, violent, or egregious.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation. It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Officer. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Officer. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which

includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer and parent handbook. Such notices will identify the District's Title IX Officer and provide contact information, including the Officer's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

Cross References:

3207 - Prohibition of Harassment, Intimidation and Bullying
3210 - Nondiscrimination
3211 - Gender Inclusive Schools
3240 - Student Conduct Expectations and Reasonable Sanctions
5010 - Nondiscrimination and Affirmative Action
5011 - Sexual Harassment of District Staff Prohibited

Legal References:

20 U.S.C. 1681-1688
WAC 392-190-058 Sexual harassment
RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies

Management Resources:

2015 - July Policy Alert
2014 - December Issue
2010 - October Issue

Adoption Date: 11.27.18
Edmonds School District
Classification: Essential
Revised Dates:

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

A complaint must be in writing and include: a description of the conduct or incident; an explanation as to why you believe discrimination, discriminatory harassment, or sexual harassment has taken place; and, a

description of what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator. 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.

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

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 law; notification of the appeal process; and, any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District Board of Directors
If you disagree with the school district's decision, you may appeal to the school district's Board of Directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you receive the school district's response to your complaint. The board will schedule a hearing within 20 calendar days after the appeal is received, unless you agree on a different timeline. A written decision will be provided 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).

Complaint to OSPI
If you do not agree with the school district's appeal decision, you have the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly. You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:
Email: Equity@k12.wa.us **|** ***Fax:*** 360-664-2967
Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Other Discrimination Complaint Options
Office for Civil Rights, U.S. Department of Education
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | OCR Website

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | Human Rights Commission Website

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)
Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (link to form or link to online reporting site) but reports about HIB can be made in writing or verbally. Your report can be made anonymously if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer, Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, baumgartnerr@edmonds.wednet.edu who supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take action to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you of the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint: If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint: A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's *HIB Policy [3207] and Procedure [3207P]*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit https://go.boarddocs.com/wa/edmonds/Board.nsf/Public?open&id=policies

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit https://go.boarddocs.com/wa/edmonds/Board.nsf/Public?open&id=policies.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment and making sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:
Civil Rights Coordinator: Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, Payroll, & Benefits, 20420 68th AVE W., Lynnwood, WA 98036, baumgartnerr@edmonds.wednet.edu, 425-431-7023

Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator: Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, Payroll, & Benefits, 20420 68th AVE W., Lynnwood, WA 98036, baumgartnerr@edmonds.wednet.edu, 425-431-7023

Concerns about disability discrimination:
Section 504 Coordinator: Mr. Jon Bell, Executive Director of Student Services, 20420 68th AVE W., Lynnwood, WA 98036, bellj802@edmonds.wednet.edu, 425-431-7000

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, Payroll, & Benefits, 20420 68th AVE W., Lynnwood, WA 98036, baumgartnerr@edmonds.wednet.edu, 425-431-7023

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent or their designee. and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)
All reports must start locally at the school or district level. However, OSPI can assist students, families,

communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)
- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)
- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)
The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.
- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)
The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.
- Website: https://www2.ed.gov/about/offices/list/ocr/index.html
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:
- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit *https://go.boarddocs.com/wa/edmonds/Board.nsf/Public?open&id=policies*. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, Payroll, & Benefits, 20420 68th AVE W., Lynnwood, WA 98036, baumgartnerr@edmonds.wednet.edu, 425-431-7023

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 30.