


# HEATHERWOOD MIDDLE SCHOOL

*Home of the Hawks*



## 2017-2018 Student Handbook

Principal	Ms. Laura Phillips
Assistant Principal	Mr. Robert Aguilar
Attendance Office	425-385-6305
Main Office	425-385-6300
Fax #	425-385-6302
Heath Room/Nurse	425-385-6306
Website	<a href="http://everettsd.schoolwires.net/Domain/15">http://everettsd.schoolwires.net/Domain/15</a>
Mailing Address	1419 Trillium Blvd. SE. Mill Creek, WA 98012
Online Grades	<a href="https://lms.everettsd.org">https://lms.everettsd.org</a>
Twitter 	Follow us on Twitter at @HeatherwoodEPS

The Everett School District does not discriminate on the basis of race, color, national origin, disability or age in its programs and activities. Designated to handle inquiries about nondiscrimination policies are: Affirmative Action Officer, Carol Stolz, 3900 Broadway, Everett, WA 98201, 425-385-4106; Title IX Officer, Randi Seaberg, 3900 Broadway, Everett, WA 98201, 425-385-4104; 504 Coordinator, Becky Ballbach 425-385-4063; ADA Coordinator, Becky Clifford, 3900 Broadway, Everett, WA 98203, 425-385-5250. (Email address for each is [FirstInitialLastName@everettsd.org](mailto:FirstInitialLastName@everettsd.org)).



## HEATHERWOOD MIDDLE SCHOOL

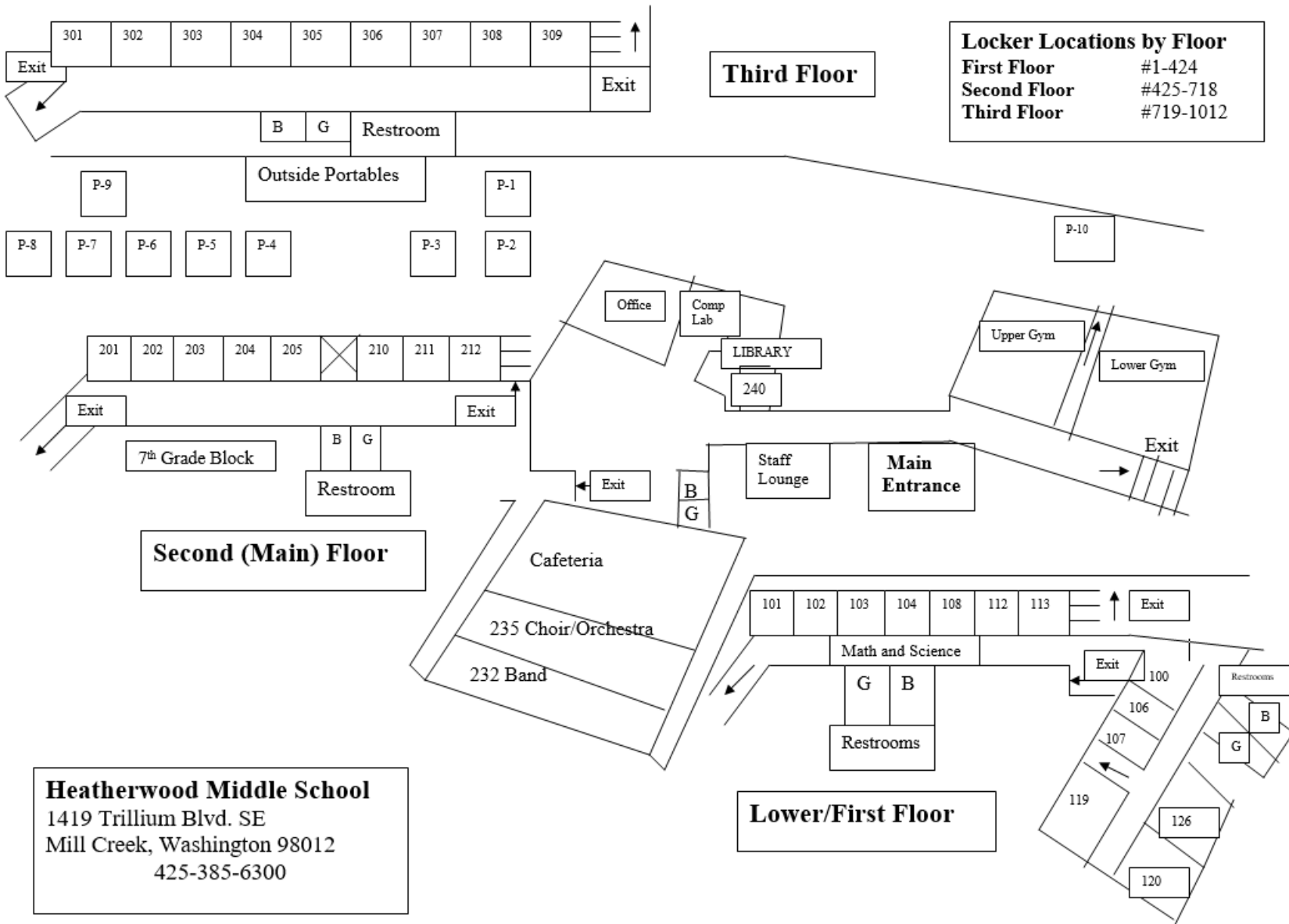
*Be Respectful, Be Responsible, Be Part of the Solution...BE A HEROIC HAWK!*

	Classroom	Hallways	Hawk Nest/ Cafeteria	Bathrooms	Outdoor Area Lunch	Bus
<b>Honest</b>	Be kind to others.  Speak with integrity and fairness.	Take found items to the office.  Be courteous to others; yield to right of way traffic.  Use hall passes.	Raise hand to be dismissed.  Leave binders and belongings in lockers.  Stay in lines.	Keep phones off.  Once finished return to class; limit "time wasting".	Take found items to the office.  Stay in designated area; follow staff directions.	Be kind to the bus driver and all riders.  Follow Bus Driver directions.
<b>Engaged</b>	Participate actively; Come to class prepared to learn in both mindset and materials.  Stay engaged in learning activities.	Stay to the right.  Chat with friends while walking; clear the hall for walking.  Keep moving for your destination.	Follow staff directions.  Walk, Walk, Walk.  Food/Drink to be kept in cafeteria.	Sanitize and wash hands.  Use during passing time; have a pass.  10 X 10.	Check out items using school ID.  Listen for bell; return equipment.  Leave food/drink in cafeteria.	Stay in assigned seat if directed.  Help keep the bus clean and safe.
<b>Respectful</b>	Use appropriate and professional language.	Use quiet voices; indoor volume; shut locker door quietly.  Keep hands to yourself.	Use quiet voices; indoor volume.  Leave your area clean.	Take care of school property; dispose of trash properly.	Enter/Exit building in quiet, orderly manner.  Use appropriate and professional language.	Enter/Exit the bus in a safe and orderly manner.  Use quiet voices; indoor volume.
<b>Open-Minded</b>	Collaborate with other students; listen to others' ideas and opinions.	Be aware of others and their space, belongings.  Help keep hallways clean.	Include others to sit with you.  Sort trash and stack trays appropriately.	Report problems to an adult.  Be considerate of others' privacy.	Be aware of those around you; be kind to everyone.  Welcome others to join you.	Welcome others to sit with you.  Be considerate of others' privacy.

# Heatherwood Middle School 2017-2018 Bell Schedules

REGULAR SCHEDULE		LIF EARLY RELEASE FRIDAYS		AM ASSEMBLY SCHEDULE	
<i>FIRST BELL</i>	8:10	<i>FIRST BELL</i>	8:10	<i>FIRST BELL</i>	8:10
Period 1	8:15-9:05	Period 1	8:15-8:50	Period 1 & Assembly	8:15-9:45
Period 2	9:10-9:56	Period 2	8:55-9:30	Period 2	9:50-10:30
Period 3	10:01-10:47	Period 3	9:35-10:10	Period 3	10:35-11:15
<b>6<sup>th</sup> grade lunch</b>	<b>10:52-11:22</b>	<b>6<sup>th</sup> grade lunch</b>	<b>10:15-10:45</b>	<b>6<sup>th</sup> grade lunch</b>	<b>11:20-11:50</b>
Period 4	11:27-12:13	Period 4	10:50-11:30	Period 4	11:55-12:35
Period 5	12:18-1:04	Period 5	11:35-12:15	Period 5	12:40-1:20
Period 4 (7 <sup>th</sup> & 8 <sup>th</sup> )	10:52-11:38	Period 4 (7 <sup>th</sup> & 8 <sup>th</sup> )	10:15-10:55	Period 4 (7 <sup>th</sup> & 8 <sup>th</sup> )	11:20-12:00
<b>7<sup>th</sup> grade lunch</b>	<b>11:43-12:13</b>	<b>7<sup>th</sup> grade lunch</b>	<b>11:00-11:30</b>	<b>7<sup>th</sup> grade lunch</b>	<b>12:05-12:35</b>
Period 5	12:18-1:04	Period 5	11:35-12:15	Period 5	12:40-1:20
Period 5	11:43-12:29	Period 5	11:00-11:40	Period 5	12:05-12:45
<b>8<sup>th</sup> grade lunch</b>	<b>12:34-1:04</b>	<b>8<sup>th</sup> grade lunch</b>	<b>11:45-12:15</b>	<b>8<sup>th</sup> grade lunch</b>	<b>12:50-1:20</b>
Period 6	1:09-1:55	Period 6	12:20-12:55	Period 6	1:25-2:05
Period 7	2:00-2:50	Period 7	1:00-1:35	Period 7	2:10-2:50
<i>BUSES DEPART</i>	2:57	<i>BUSES DEPART</i>	1:42	<i>BUSES DEPART</i>	2:57

1-hour Late Start		2-hour Late Start		Half-Day 2.5-hour Early Release	
<i>FIRST BELL</i>	9:10	<i>FIRST BELL</i>	10:10	<i>FIRST BELL</i>	8:10
Period 1	9:15-9:55	Period 1	10:15-10:45	Period 1	8:15-8:40
Period 2	10:00-10:35	Period 2	10:50-11:20	Period 2	8:45-9:10
Period 3	10:40-11:15	Period 3	11:25-11:55	Period 3	9:15-9:40
<b>6<sup>th</sup> grade lunch</b>	<b>11:20-11:50</b>	<b>6<sup>th</sup> grade lunch</b>	<b>12:00-12:30</b>	<b>6<sup>th</sup> grade lunch</b>	<b>9:45-10:15</b>
Period 4	11:55-12:35	Period 4	12:35-1:05	Period 4	10:20-10:45
Period 5	12:40-1:20	Period 5	1:10-1:40	Period 5	10:50-11:15
Period 4 (7 <sup>th</sup> & 8 <sup>th</sup> )	11:20-12:00	Period 4 (7 <sup>th</sup> & 8 <sup>th</sup> )	12:00-12:30	Period 4 (7 <sup>th</sup> & 8 <sup>th</sup> )	9:45-10:10
<b>7<sup>th</sup> grade lunch</b>	<b>12:05-12:35</b>	<b>7<sup>th</sup> grade lunch</b>	<b>12:35-1:05</b>	<b>7<sup>th</sup> grade lunch</b>	<b>10:15-10:45</b>
Period 5	12:40-1:20	Period 5	1:10-1:40	Period 5	10:50-11:15
Period 5	12:05-12:45	Period 5	12:35-1:05	Period 5	10:15-10:40
<b>8<sup>th</sup> grade lunch</b>	<b>12:50-1:20</b>	<b>8<sup>th</sup> grade lunch</b>	<b>1:10-1:40</b>	<b>8<sup>th</sup> grade lunch</b>	<b>10:45-11:15</b>
Period 6	1:25-2:05	Period 6	1:45-2:15	Period 6	11:20-11:45
Period 7	2:10-2:50	Period 7	2:20-2:50	Period 7	11:50-12:20
<i>BUSES DEPART</i>	2:57	<i>BUSES DEPART</i>	2:57	<i>BUSES DEPART</i>	12:27



## Who to Contact

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### Heatherwood Middle School

1419 Trillium Blvd. SE ▪ Mill Creek, WA 98012  
Phone (425) 385-6300 ▪ Fax (425) 385-6302

#### **Administration:**

Ms. Laura Phillips, Principal, [lphillips@everettsd.org](mailto:lphillips@everettsd.org), 425-385-6390

Mr. Robert Aguilar, Assistant Principal & Athletic Director, [raguilar@everettsd.org](mailto:raguilar@everettsd.org), 425-385-6391

#### **Counselors:**

Mr. John Lerner, 8<sup>th</sup> grade Counselor, 425-385-6313, [jlerner@everettsd.org](mailto:jlerner@everettsd.org)

Mr. Sean Proudlock, 7<sup>th</sup> grade Counselor, 425-385-6310, [sproudlock@everettsd.org](mailto:sproudlock@everettsd.org)

Ms. Myra Flor Arpin, 6<sup>th</sup> grade Counselor, 425-385-6314, [marpin@everettsd.org](mailto:marpin@everettsd.org)

#### **Other Support:**

Ms. Debbie Cox, Associated Student Body (ASB) Advisor, 425-385-6408, [dcox@everettsd.org](mailto:dcox@everettsd.org)

Ms. Sara Herber, Librarian, 425-385-6309, [sherber@everettsd.org](mailto:sherber@everettsd.org)

Mr. Chris Gordon, Security, 425-385-6416, [cgordon@everettsd.org](mailto:cgordon@everettsd.org)

Mr. Joe Gralapp, Head Custodian, 425-385-6300, [jgralapp@everettsd.org](mailto:jgralapp@everettsd.org)

Ms. Pam Greene, Health Room Assistant, 425-385-6306, [pgreene@everettsd.org](mailto:pgreene@everettsd.org)

#### **Office Main Office Support:**

Ms. Angie Waddle, Office Manager, 425-385-6300, [awaddle@everettsd.org](mailto:awaddle@everettsd.org)

--Fees and Fines, ASB and Budget, Substitutes, Admin Calendar, Misc. Questions/Needs

Ms. Emily Waite, Attendance/Athletics/Student Support, 425-385-6300, [ewaite@everettsd.org](mailto:ewaite@everettsd.org)

--Attendance/Early Dismissal/Passes, Athletics Secretary, Student Support/Counselor Support

Ms. Christine Crise, Registrar and Records Secretary, 425-385-6300, [ccrise@everettsd.org](mailto:ccrise@everettsd.org)

--Registration/Withdrawals, Student Records, Transcripts

Ms. Janelle Jaeger, Office Support, 425-385-6300, [jjjaeger@everettsd.org](mailto:jjjaeger@everettsd.org)

--General Office Support and Customer Service, Webmaster

Ms. Alaa Al Harab, Student Success and Admin Paareducator, 425-385-6320, [aalharab@everettsd.org](mailto:aalharab@everettsd.org)

--Student Academic Success Coordinator, Attendance Support

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### ACTIVITY BUS

An activity bus may be provided for all students involved in school-sponsored activities after school; the activity **bus leaves at 4:00 pm Tuesdays and Thursdays** to accommodate our after school Student Success Time and other after-school activities.

Activity bus travel time may vary depending on the number of students riding; travel time can be up to one hour or more. If students leave campus after school they may not return to ride the activity bus home that day. If students receive a referral on either bus for inappropriate/unsafe behavior, the consequences are the same as those when riding the regular school bus. Please refer to the "Bus Riding Rules" section for details.

### ARRIVAL

Students should not arrive at Heatherwood before 8:00 am as there is no supervision on campus before that time. First period begins at 8:15 am. Students must wait in the great hall, cafeteria, or library (if available) until 8:00am at which time they may head to their lockers and classrooms.

### ASB STUDENT GOVERNMENT

The Associated Study Body (ASB) is the student representative organization at Heatherwood Middle School. The executive board consists of officers elected by the student body to represent our school. In addition each homeroom class has a representative that is responsible for attending scheduled general ASB rep meetings and reporting to and from their homeroom class. ASB plans and sponsors dances, assemblies, and other activities for our students here at Heatherwood. ASB cards are sold for a \$15 fee and students participating in ASB-sponsored sports, music, and clubs are required to purchase a card. Lost or missing ASB cards may be replaced for a \$5 fee.

### ASSEMBLIES

Assemblies are a privilege provided for learning and entertainment for students in good standing academically and behaviorally. Students will exhibit positive, constructive spirit and sportsmanship (booing and putdowns are unacceptable). Heatherwood Hawks yell during competitive cheers and relays, but they are quiet, attentive, and respectful when someone is talking on the microphone or when groups are performing. Additionally, students enter and are dismissed from assemblies in an orderly manner so that no person is injured. Failure to follow the above expectations

may result in discipline.

### **ATTENDANCE**

We believe good attendance is crucial to success in school; all Heatherwood students are expected to attend classes regularly. Student attendance will be monitored daily.

### **Policy**

Per Everett Public Schools Policy 3122P, absences are excused only in the cases of participation in district or school-approved activities, illnesses and health conditions including but not limited to medical, counseling and dental appointments, family emergencies, religious and cultural observances, court/judicial proceedings, post-secondary, technical school or apprenticeship program visitation or scholarship interviews, deployment activities of a parent or legal guardian, state-recognized search and rescue activities consistent with RCW 28A.225.055, absences directly related to the student's homeless status, absences resulting from a disciplinary/corrective action, and absences upon which the school administration and the parent/guardian have mutually agreed. Furthermore, per Policy 3122P, "The Principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence."

### **Absence Procedure**

When students are absent from school, in order to be considered excused we expect a written note from a parent/guardian as soon as possible on the morning of the absence to verify the reason for the absence. Please use the attendance email: HeatherwoodMSattendance@everettsd.org and write a brief message including the following: student name, student number, date of absence, reason for absence, who is writing the email with the relation to the student, and a phone number where you can be reached. Emailing the school prior to 8:30am on the day of the absence prevents the school from calling the parent/guardian at home or work to verify the absence. If a parent/guardian receives a phone call reporting an unexcused absence or tardy please email the attendance secretary as soon as possible to provide the reason for the absence. If we do not receive an email, students may provide a note from a parent/guardian within twenty-four hours of returning to school. Per district policy noted earlier, an administrator will determine if the absence is excused.

When students are absent three or more days due to illness they are expected to return to school with a note from a doctor in order for the absences to be excused. According to state law, if students have 7 unexcused absences in a calendar month or 10 unexcused absences in one school year the school is required to file a BECCA petition with the juvenile court.

### **Tardy/Part Day Absence**

Per district policy, "Students are tardy if they arrive after the published start time or leave before the published end time for school or class....At the secondary level, a student's attendance will be recorded as a period absence if the student arrives 5 minutes or more late to class or leaves 5 minutes or more early."

Students must report to the Main Office if they arrive after school has started. If a parent/guardian does not accompany the student to the Main Office then students should bring a note signed by a parent/guardian giving the reason for the tardy. Oversleeping, missing the bus, not having a ride to school, and taking care of siblings are examples of unexcused tardies. An unexcused tardy to first period will generate an automated phone call to a parent/guardian. Students may receive consequences for excessive tardies.

If students plan to leave school early they must bring a note signed by a parent/guardian; this note should be brought to the Main Office before school. Students will be given an Early Dismissal slip that they will use as their pass out of class at the designated time. Students should show the Early Dismissal slip to their teacher at the start of class. To leave the building during school hours a parent/guardian must come to the Main Office and physically sign out the student. Students are not permitted to leave school grounds at any time during the school day without permission from the Main Office.

### **Attendance Records**

You may track attendance records via the Learning Management System (LMS) Website at <https://lms.everettsd.org>. You also may contact the Main Office at 425.385.6300.

### **BACKPACKS/BOOK BAGS**

Backpacks and book bags are a convenient way to carry books, notebooks, and personal items from home to school. Backpacks/book bags must be stored in hallway lockers during the school day. Backpacks/book bags are not needed after the locker cleanout in June and should be left at home.

### **BICYCLES**

Bicycle racks are provided near entrances of the school and on the backside near the portables. **Park all bicycles in the designated area at your own risk, and please use a lock.** When riding your bike keep on the designated bike trail and look both ways when crossing any intersections. Bicycle helmets must be worn to increase student safety.

### **BUS LOADING AREA/STUDENT DROP OFF**

Parents that drop off students in the main parking lot before school, please pull all the way forward to allow for maximum vehicles usage for the drop-off area. The lower parking area of the school is for bus drop off and pickup only. It is expected that students will board their buses immediately after school is dismissed. If students are being dropped off at school by a parent/guardian, please use the designated drop-off upper parking lot area of the main building. Parents/guardians can turn around in the rear parking area after dropping off students in order to leave the school campus.

### **BUS RIDING RULES**

Bus riding rules and regulations will be distributed to students who ride the bus; please read the rules carefully as students will need to sign and date the rules as well as have a parent/guardian sign and date them. Please return signature pages to the Main Office as soon as possible. Students who want to ride home on another student's bus must bring a note signed by their parent/guardian to the Main Office by 1:00 pm to receive an official Heatherwood Bus Pass to give to the driver. Consequences for receiving bus infractions and referrals may include parent/guardian contact, lunch detention, and both short/long-term bus or school suspension.

### **CELL PHONES/TELEPHONES**

Cell phones may be used before and after school outside of the building. During the school day (8:10 am-2:50 pm) cell phones must be in students' backpacks and locked in school lockers. Students are welcome to use the school office phones to reach their parent/guardian when needed. Cell phones

seen by a staff member may be confiscated by administration and kept in the office requiring parent/guardian pickup. Use of cell phones with cameras in restrooms and locker rooms is prohibited.

### **COUNSELORS**

Heatherwood Counselors can help students resolve conflicts, develop good study and social skills, and plan for the future; counselors are available to assist students with any concerns they feel may be affecting their academic success or personal growth. To meet with a counselor students must make an appointment. Appointments can be made by filling out a "Request to See Counselor Form" in the Main Office. Our school psychologist has specialized training in both psychology and education. She works with students, teachers, parents/guardians, counselors, administrators, and other specialists to ensure that students receive appropriate placement and services.

### **DISCIPLINE**

*"Rules don't teach responsible and ethical behavior. People do."*

FREY, FISHER, AND PUMPIAN, 2012

Incidents are situational and depending on the severity, consequences may vary. Heatherwood utilizes a progressive framework for consequences. As per the district Student Responsibilities and Rights handbook, exceptional misconduct may require a deviation from the standard discipline.

State law RCW 28A.600.020 gives schools the authority to insure that the optimum learning atmosphere of the classroom is maintained. Furthermore, the law states that consideration is given to the qualified judgment of educators when deciding how to best maintain this environment.

### **We believe the relationship between student and teacher is crucial when implementing classroom management and discipline throughout the school.**

In addition we also believe this relationship can be lost when a student is sent to the office to deal with normal classroom occurrences instead of working through a situation with the teacher. Depending on the situation, administrative disciplinary consequences are designed to come into effect after classroom interventions have been implemented. The administration is here to support the teacher, the student, and what is best to promote learning for all students.



**HMS BELIEF SUMMARY:**

- Students need an emotionally and physically safe environment.
- Students can learn self-discipline as part of the overall learning process.
- Staff, students, and parents can work together to create a positive learning environment.
- A critical step is to provide students with the opportunities and skills to make wise choices.

**HMS STAFF RESPONSIBILITIES SUMMARY:**

- Provide an emotionally and physically safe for students.
- Ensure that all students have rich opportunities to learn.
- Teach students expected behaviors.
- Actively communicate with parents.

**HMS STUDENT FRAMEWORK:***The 3 B's...**Be Respectful, Be Responsible...**Be part of the Solution*

Be Respectful...By acting in a way that helps others focus on their learning. By saying things that encourage or support others. By making choices that keep others safe

Be Responsible...By making choices that keep you safe. By being present and active in your classes. By acknowledging mistakes, apologizing for them, and learning from them

Be a Part of the Solution...By thinking about my actions before engaging in the problem behavior. By listening to the adults. By contributing to the school in a positive way.

**Classroom Level Consequences:**

Teachers will notify parents when a student's behavior has impacted the learning in the classroom. Examples of classroom level consequences can include, verbal warning, seat change, "owing a minute after the bell", parent outreach.

**Lunch Service:**

Students may be assigned to serve a Lunch Service consequence for inappropriate behaviors. A Lunch Service is a 15 minute lunch clean-up during the would be "recess" time during a student lunch. Students complete a Goals and Reflection sheet as

part of the process as well. If a student receives more than three Lunch Services in a semester, than a different consequence/intervention will be applied.

**Restoring Relationships:**

Middle School is a time of rich opportunity to learn from problematic behaviors. Heatherwood Middle School is committed to the practices of restorative justice including student-to-student and teacher-to-student mediations.

**Additional Discipline Consequences:**

If a student's behavior warrants an Office Referral, administration may utilize one of the following interventions dependent on the situation:

- Parent Meeting, with student and their counselor, teachers, and administration.
- After School Detentions, Tuesdays and Thursday from 3:00-4:00pm. Activity Bus available.
- In School Suspension
- Reverse In-School Suspension; limited "free time", student eats lunch in office and transitions between classes with supervision.
- Further disciplinary actions including suspension and expulsion are subject to situation and school board policy.

**DRESS CODE**

Student dress will be regulated to preserve a beneficial learning environment and to assure the safety and well being of all students. Dress that presents a health or safety hazard, damages school property, or dress that will result in a material and substantial disruption of the educational process is prohibited as per Everett Public Schools policy 3224. Students will wear appropriate school attire, including shoes. Appropriate attire shall exclude any type of dress or manner of grooming which school officials reasonably believe could disrupt or interfere with the school environment, activities and/or the educational process.

**Guidelines for appropriate dress:**

- Tops should have shoulder straps that are at least two inches wide with necklines above the top of the armpits. The armpit area should be covered.
- Bottoms should fit above the hips. Form fitting leggings and tights must be opaque.
- Skirts and shorts must be longer than the tips of the fingers when arms are extended down your sides.
- The bottom of the top and the waistband of the bottom must meet or overlap even when raising your hand or bending over.

**The following dress is never allowed:**

- Pajamas (unless for a designated spirit day).
  - Chains or spikes.
  - Strapless, halter, spaghetti straps and other tops that do not provide appropriate coverage. No undergarments can be revealed.
  - Clothing that reveals cleavage or a visible midriff area.
  - Clothing that displays obscene, sexual, tobacco, drug, alcohol, or gang-related symbolism or messages.
  - Head coverings/hats (unless for religious or medical reasons).
  - Bandanas.
  - Clothing that could create an atmosphere in which a student, staff member, or other person's well being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.
- The above standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be asked to cover up and/or change, and could be subject to progressive discipline.

**ELECTRONIC COMMUNICATION DEVICES**

All electronic communication devices (ECDs) brought on campus are done so at students' own risk. The following ECDs may be used by students for educational purposes only: iPads, Nooks, Kindles, e-readers, tablets, etc. We strictly adhere to the district's Technology Use procedure 3245P which states, "All use of technology must be in support of education, classroom learning and Everett Public Schools' operations and must be consistent with the mission of Everett Public Schools. The district reserves the right to prioritize use and access to the system." This means the use of district and personal ECDs is for the advancement of learning only, e.g., students reading their personal novel or silent reading assignment on an e-reader. There will be no use or accessing of video games, video streaming, YouTube.com, etc. on personal or district devices. These rules are applied to classrooms and areas including the lunchroom, hallways, the library, the gym, and bathrooms.

At their own risk, many students bring cell phones, smart phones, iPods/mp3 players, and other personal ECDs to school. This being said, students must secure their ECDs prior to entering the school building. During the school day (8:15 am-2:50 pm) ear buds and all ECDs must be stored in students'

backpacks and locked in school lockers. If seen in the building or used during the school day these items will be confiscated and stored in the Main Office for the rest of the day.

**EMERGENCY CONTACT INFORMATION**

Please inform the office of any changes to students' emergency phone numbers and addresses. It is very important that school staff always know how to reach parents/guardians and the people they have designated as alternate contacts. Only those listed on the emergency list will be allowed to pick up students. All information should be updated at the start of the school year via the Student Information Sheet that is sent home on the first day of school. If information changes during the school year please contact the Main Office to report these changes.

**FOOD/GUM/BEVERAGES**

All food should be consumed in the cafeteria. Students are not allowed to eat or drink outside or in the hallways. Only clear containers may be carried at school to carry water. Juice, milk, soda, and other carbonated beverages are not allowed in classrooms. Gum and energy drinks are never allowed at school.

**GRADING/PROGRESS REPORTS**

At the end of each semester grades will be given to students; progress reports will be sent home two times a year, both at the mid-term. School staff members post their classroom grades online for students and parents/guardians to access at any time; students and parents/guardians also can view students' class schedules, attendance, behavior incidents, transcripts, and assessments. This information is securely held in a password-protected area and a login is required. For further direction please visit <https://lms.everettsd.org>.

In the fall parents/guardians have the opportunity to meet one-on-one with teachers during afternoon/evening conferences. To meet with teachers at any other time during the year please contact the individual teacher for individual conferences, or a counselor for a meeting with all of the student's teachers.

**HALL PASS/HALLWAYS**

Students in the hallways during class time must have an approved hall pass and show it to staff when requested. During lunch, students who need to make up work or a test in a classroom must have a

written pass from a teacher in order to take their lunch items out of the cafeteria.

With regard to passing in the hallways, the hallways can be crowded in between classes. While traveling in the hallways the following guidelines should be followed: keep to the right, refrain from stopping and talking to friends in the middle of the hall or blocking hall or doors, always walk, respect the property and personal space of others, keep hands and feet to self, and speak at a low volume. Also, please do not wait for friends at lockers as it unnecessarily Adds to the congestion of the hallways.

## **HARASSMENT**

(Everett Public Schools Policy 3205)

### **I. Statement of Policy**

It is the policy of Everett School District to maintain a learning environment for students that is free from all forms of discrimination, including harassment based on any legally protected status or characteristic, including race, color, religion, creed, sex, national origin, sexual orientation, or disability. The district prohibits harassment of, and by, students. A fundamental premise of this policy and expectation regarding conduct is that the dignity of individuals and groups must be respected.

***The district will not tolerate any form of harassment as defined by this policy.*** It shall be a violation of this policy and the district's student discipline policy for any student of the district to harass another student, staff member, volunteer, vendor, visitor, parent, or guardian. This policy also prohibits harassment of students by staff members, volunteers, vendors, visitors, parents, or guardians. Violations of the policy should be immediately reported by the student or anyone with knowledge of the harassing conduct to the building Title IX officer, a building administrator, the district Title IX officer, or the executive director of human resources.

All complaints of harassment, whether formal or informal, will be addressed and appropriate corrective, disciplinary, and remedial actions will be taken, up to and including suspension and/or expulsion, against any student found to have violated this policy.

This policy is intended to prevent harassment of, and by, students and is not intended to confer any rights upon or otherwise protect a person who engages in

harassment.

### **II. Harassment Defined**

Generally, prohibited harassment is conduct or communication that is directed against an individual based on the individual's protected status or characteristic if the conduct (1) is unwelcome; (2) has the purpose or effect of creating an intimidating, hostile or offensive educational environment; and (3) is sufficiently severe or pervasive to substantially interfere with a student's education.

### **III. Complaints**

#### **A. Receipt of Complaints**

The district will take complaints of harassment seriously and will act to address all complaints. Any student who believes that he or she has been subjected to harassment in the educational environment is encouraged to bring his or her complaint to the immediate attention of a member of the teaching, counseling, or administrative staff for assistance in resolving the matter. Other students and staff members with knowledge that a student is being harassed are expected to immediately report such behavior to the building Title IX officer in accordance with Procedure 3205P. Complaints shall be handled in the manner specified in Procedure 3205P.

#### **B. False Reports**

It is a violation of this policy to knowingly report or corroborate false allegations of harassment. Persons found to knowingly report or corroborate false allegations will be subject to disciplinary action.

#### **C. Non-retaliation**

Students shall not be retaliated against by other students or staff for making a complaint of harassment or for providing testimony and/or assisting in the investigation of such a complaint. Any student who believes that he or she has been retaliated against for bringing forward a complaint or participating in an investigation, should promptly notify one of the persons designated in Procedure 3205P for the receipt of complaints.

#### **D. Confidentiality**

The district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when harassment has occurred.

#### **IV. Harassment as Sexual Abuse**

Under certain circumstances, sexual harassment may constitute child abuse under Washington State's criminal statutes.

Nothing in this policy will prohibit the district from taking appropriate action to protect victims of alleged child abuse. (Refer to Child Abuse Reporting Policy/Procedure 3421.)

#### **V. Harassment by a District Staff Member, Volunteer, Vendor, Visitor, Parent or Guardian**

Harassment of a student by a district staff member, volunteer, vendor, visitor, parent or guardian is prohibited. Such behavior should be immediately reported by the student or anyone with knowledge of such behavior to the building principal and/or building Title IX officer and the executive director of human resources for investigation and, where appropriate, disciplinary action up to and including discharge of a staff member.

#### **VI. Corrective Actions**

The district will take such disciplinary or other corrective action it deems necessary and appropriate to end harassment and to prevent its recurrence. Documentation and record of complaints and action taken shall be maintained.

#### **HEALTH ROOM**

All injuries/illnesses should be reported to the office or to a staff member as soon as possible; unless an emergency, students must have a pass from a staff member to go to the Health Room. The Health Room is located near the Counseling Center. It is expected that if a student is injured/ill, parents/guardians will be contacted and if deemed necessary, arrangements will be made for the student to go home. Unless an emergency, students should not go to the Health Room between classes without a staff member's permission.

#### **HOMEWORK**

Homework is an important extension of the learning that occurs during school each day. Students are expected to turn in their homework on time. If students are absent, it is their responsibility to find out what has been missed upon their return to school. To request missing work while absent, please call/email teachers directly. Please allow at least 24 hours for the collection of work and call the Main

Office in advance before picking it up in order to ensure materials are ready for pickup. If unable to call/email teachers please call the Main Office and a request will be made for you.

#### **LIBRARY**

The Heatherwood Middle School Library is open from 8:00am-3:00pm, but may be closed on occasion to accommodate guest speakers or teacher reservation. Just as students are accountable for all materials checked out at a public library, they are responsible for everything checked out in their name at Heatherwood. For students' own benefit they should not let anyone check out a book in their name or borrow the materials they have checked out. Students are accountable for replacing lost/damaged materials at replacement cost; the average cost of a library book can run from \$20-\$100. If fines are left unpaid at the end of the year, or if students move to another school, students' yearbooks are held until the fine is reconciled.

It is important to respect others' rights in the library. Students are welcome to use the library with teacher/staff permission as long as they do not disturb others. Students should come to the library with a pass from their teacher. Food and drink are not allowed inside the library.

#### **Guidelines for Borrowing Items:**

- Students may check out up to three library items (this limit does not include textbooks).
- Students with overdue items will not be allowed to check out additional materials until all overdue items are returned.
- Items are checked out for a two-week period. Items can be renewed once.
- A full replacement cost is charged for lost items.

#### **LOCKERS**

Lockers provide a safe place for students to store their belongings. All backpacks and electronic communication devices should be locked in lockers during the school day. Students must use a school lock and **should not share their combination with anyone.**

All lockers remain the property of Everett Public Schools and they are subject to random inspections by Heatherwood administration at any time. Furthermore, if school personnel have reasonable suspicion that any locker may have contents that are against school rules, district policy, or state law, the

locker in question can and will be searched by a school administrator. See Everett Public Schools Policy 3232 for more information.

### **LOST AND FOUND**

The Lost and Found is located by the stage in the cafeteria. Lost PE clothes are stored in the PE area. Smaller items such as glasses, cell phones, and wallets may be kept in the Main Office.

### **LUNCH PROCEDURES**

Upon entering the cafeteria students will enter in the lunch line to purchase a school lunch, or find a seat at one of the table locations in the cafeteria. As students finish eating lunch they are to clean their lunch space and make sure that the floor underneath their table is clean; all garbage should be thrown away. Students may use the restroom on the way to lunch or at dismissal time; during lunch students must raise their hand to be dismissed outside of the cafeteria. In addition, students must request a pass to leave the cafeteria to use the restroom. After the first 15 minutes of lunch time, students are dismissed to either the Library, or outside on the playground. Students may choose to remain in the cafeteria. If students choose to go outside they may not come back in until the bell rings. There will be no food or drinks outside, with the exception of water. Students are not allowed to go to their lockers during lunch or recess. If students would like to use the phone during lunch they first must ask permission from a lunch supervisor before proceeding to the Main Office.

### **MEDICATION AT SCHOOL**

If medication is to be taken at school, a *Medication Authorization/Order* form must be completed by a physician and a parent/guardian and returned to the Health Room. Students may not carry or self-administer any medication without completing the appropriate medication authorization form. Contact the Health room Assistant or School Nurse for more details and to obtain required forms, or consult <http://www.everettsd.org/Page/9245> or Everett Public Schools Policy 3416.

### **PLAGIARISM**

Plagiarism is the act of taking the writings of another person and passing them off as one's own. Plagiarism is considered literary theft. The practice of copying articles, paragraphs, or any other written work from the Internet or from any source and changing only a few words is considered plagiarism

and it is strictly prohibited. Plagiarism will result in disciplinary action which may include an impacted grade/credit, after-school detention, and in-school or out-of-school suspension.

### **PROHIBITED ITEMS**

The following items are not necessary for academics, they are potentially damaging to our facilities, they are a nuisance, unsafe, or illegal, and/or they are a potential threat to substantially disrupt the learning environment at our school. The following items are not allowed at Heatherwood Middle School:

- Gum
- Aerosol products/Sprays
- Stink bombs
- Toys
- Skateboards/Rollerblades/Scooters
- Wheelie-type shoes
- Large amounts of money
- Water pistols
- "Shocking" devices
- Laser pointers
- Balloons
- Fireworks/Firecrackers
- Lighters/matches
- Pets/Animals
- Items intended for sale or exchange
- Alcohol/Tobacco/Drugs and related paraphernalia

Students in possession of these items, or any other item that potentially could interfere with the safe and orderly operation of school, are subject to disciplinary consequences, and the items will be confiscated.

### **PUBLIC DISPLAYS OF AFFECTION**

No inappropriate public display of affection is allowed on school campus, including at after school and evening activities. Students are expected to exercise self-control and respect for others. Behaviors considered inappropriate displays of affection include kissing, arms around shoulders, hands on private parts, extended or "hanging" hugs, and arms around waists; these behaviors are not allowed. Students failing to respect this policy are subject to progressive disciplinary consequences.

### **SEARCHES**

We respect students' rights and privacy and we have policies and procedures that govern searches. From time to time it becomes necessary for us to conduct a search. Per Everett Public Schools Policy 3231, "All students shall be free from unreasonable searches of

their persons, clothing, and other personal property. However, a student and a student's possessions are subject to search by the principal, assistant principal, or principal's designee if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules governing student conduct. A search is mandatory if there are reasonable grounds to suspect a student possesses a firearm."

Per Everett Public Schools Policy 3232, students and parents/guardians should know that lockers, desks, and other school storage areas belong to the district; students do not have the right to privacy in these areas. These areas may be searched at any time for administrative, health or welfare reasons such as locating misplaced library books, textbooks or other school property or to ensure that all lockers, desks or storage areas are being kept clean and free from potential health and safety hazards. This can be done without suspicion that evidence will be found that violates the law or school rules, and it also can be done without prior notice.

#### **SNOW/EMERGENCY SCHEDULE CHANGES**

In case of snow or an emergency schedule change, announcements usually will be made on television and radio by 5:30 am. At the website [www.schoolreport.org](http://www.schoolreport.org), parents/guardians can subscribe to receive notices at the same time the district sends them to the media. Emergency schedule changes are posted on the district website at [www.everettsd.org](http://www.everettsd.org); they also can be accessed on the district's information line at 425.385.4636. Automated phone calls are made to school families beginning at 5:45 am. For more information, please visit [www.everettsd.org/domain/1635](http://www.everettsd.org/domain/1635).

When students are at school and there is snow and ice on the grounds, throwing of snowballs or other forms of ice is strictly forbidden.

#### **SPORTS AND ACTIVITIES**

##### **Sports**

Heatherwood students participate in the Sno-King Middle School League. There are four sports seasons available for all 7<sup>th</sup> and 8<sup>th</sup> grade students. It is possible for students in 6<sup>th</sup> grade to practice but not compete in Cross Country, Wrestling, and Track & Field. Students interested in participating must provide the appropriate forms verifying

parent/guardian permission, medical insurance, and a physical examination; an ASB card and academic eligibility are also required. An athletic fee is charged for participation in athletics; the fee must be paid after students become eligible for the team (if tryouts are applicable) and before the first game or competition. Students in need may apply for a scholarship to waive the fee.

A current physical remains viable for two years. All forms must be completed and returned to the office prior to the start of the first practice to ensure eligibility to participate.

Students shall be held responsible for compliance with school rules and Everett Public School policies during all after school activities. Non-compliance with these rules are subject to the same corrective action or discipline that is applied during the regular school program.

Heatherwood Middle School is a member of the Washington Interscholastic Activities Association (WIAA). While the WIAA is aware of the important role that interscholastic athletics play in the development of students, the WIAA member schools also are committed to the philosophy that the primary purpose of our secondary schools should be to academically prepare students to become productive citizens upon graduation.

In order to qualify to turn out for athletics, students must pass a minimum of six classes in the previous semester. In order to maintain athletic eligibility during the athletic season, students shall maintain passing grades in all classes. In addition, there are attendance and behavioral requirements with regard to participation in practices, games, and competitions. More information can be found in the Everett Public School Athletic Code of Conduct available online at [www.everettsd.org/Page/199](http://www.everettsd.org/Page/199), and in the Main Office.

The seasons and sports are as follows:

##### Season I (September-October)

Co-ed Cross Country  
Co-ed Football  
Girls Softball

##### Season II (November-December)

Boys Basketball  
Girls Volleyball

Boys Soccer  
Girls Soccer

Season III (January-February)  
Girls Basketball  
Co-ed Wrestling

Season IV (April-May)  
Co-ed Track & Field

For more information regarding individual sports teams, please visit our Heatherwood Middle School website under "Students" – "Athletics".

### **Activities**

Involvement in school activities is a strong predictor of student success. Because of the participation and enthusiasm of our student body and staff, Heatherwood has outstanding school spirit. Students will gain much in terms of school pride if they get involved in school activities.

Club offerings are presented in September and begin meeting in early fall. Clubs meet on Tuesdays and Thursdays after school throughout the year, with an activity bus available on those days departing at 4:00pm.

### **STUDENT SUCCESS TIME**

Student Success Time is an opportunity for students to receive help with homework and have a quiet place to work. Students may be required to attend Student Success Time as an academic intervention and parents/guardians will be notified of this expectation. Student Success Time is offered Tuesday and Thursday from 2:50-4:00 pm in the library. Failure to follow school expectations during Student Success time could result in a parent/guardian being contacted for early pickup, Lunch Service, after school detention or loss of Student Success Time privileges. Additional guidelines are as follows:

- Students should use the restroom before going to Student Success Time.
- Students must enter the library for Student Success Time at 2:50 pm. Late students will not be admitted unless they have a note from a staff member or they are escorted by one.
- When signing in students will print their names clearly on the daily sign-in sheet and list the specific assignments they will work on during Student Success Time.
- Students will work on assignments quietly. Each

student must bring their own supplies needed to complete their assignments (e.g., pencil, glue, paper, markers). Each student is to bring enough work so that they are able to work the entire time. When finished students may read quietly. This is a learning time, not a time to visit with friends.

- In the library, students, as well as backpacks/book bags, will remain out of walkways so that others may safely pass by.
- All Student Success Time students will remain for the entire time unless a parent/guardian comes into the library to sign out the student.
- All other students will be picked up by a parent/guardian by 4:15 pm. If students are not picked up by 4:15 students are expected to ride the activity bus unless other transportation arrives prior to the bus' departure.

### **SUBSTITUTE TEACHERS/STAFF**

We have guest substitute teachers/staff serving our students in the absence of their regular classroom teacher/staff member. Guest teachers are to be treated with complete cooperation and respect. Classroom disruptions and rudeness toward guest teachers/staff are not tolerated and will result in discipline.

### **TECHNOLOGY**

#### **Technology Objectives**

Heatherwood Middle School encourages the use of technology to help students meet standards for the 21st Century Learner, where learners use skills, resources, and tools to:

- Inquire, think critically, and gain knowledge;
- Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge;
- Share knowledge, and participate ethically and productively as members of our democratic society;
- Pursue personal and aesthetic growth.

ALA Standards for the 21st Century Learner:  
<http://www.ala.org/ala/mgrps/divs/aasl/guidelinesandstandards/learningstandards/standards.cfm>

#### **Technology Guidelines**

Technology at Heatherwood is to be used to support the above learning objectives. Heatherwood students will follow the guidelines outlined in the sections *Acceptable Use Guidelines* and *Appropriate Use* set forth by district policy 3245P. As stated in the policy, "technology" includes but is not limited

to: computers, hardware, software, the network, Internet access, scanners, copiers, fax machines, cameras, and personal electronic communication devices (ECDs). Text from the policy is included below to remind students and parents of the guidelines for technology use at Heatherwood:

- All use of technology must be in support of education, classroom learning and Everett Public Schools' operations and must be consistent with the mission of Everett Public Schools. The district reserves the right to prioritize use and access to the system.
- All users of technology shall comply with current copyright laws.
- Users of technology shall maintain the confidentiality of personal information such as complete names, addresses and telephone numbers, and identifiable photos should remain confidential. No user may disclose, use or disseminate any personally identifiable information about others without authorization.
- System log-ins or accounts are to be used only by the authorized owner of the account for authorized purposes. Users may not share their system, computer or software passwords with others.
- Student use of an ECD in the classroom setting will be managed by the classroom teacher. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft, damage or destruction of devices brought onto school property or to school-sponsored or school-related events or activities. An ECD shall not be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity.
- Devices shall not be used to violate the confidentiality or privacy rights of another individual, including but not limited to, taking photographs or audio or video recordings of others without their permission or sharing, posting, or publishing photographs, videos or recordings of others without their permission.

In addition, students should not:

- Change the settings on the desktop of a computer or device.
- Print items without permission.
- Download/load software to a school computer/device.

Students should exercise prudence, caution, and sound judgment in their use of technology, on both school and personal ECDs. Violations of technology

expectations may result in the following, dependent on the level of severity:

- First offense-Technology restrictions/limitations.
- Second offense-Technology privileges removed for a length of time.
- Third offense-Technology privileges removed for the remainder of the year.

Serious violations related to the use of technology automatically may result in privilege loss for the remainder of the semester or year, and/or a suspension/expulsion.

#### **VISITORS**

We encourage all of our students' parents/guardians to take an active role in their student's education by visiting the school. We ask that all parents/guardians contact their student's teachers in advance to schedule a visit. Upon arrival, all visitors first must report to the Main Office to sign in with appropriate identification to receive a visitor badge that must be worn at all times. Student visitors are not allowed.

#### **VOLUNTEERS**

Volunteers serve a vital role and provide important support to our school community; volunteers also improve students' lives by being exemplary role models. All volunteers in Everett Public Schools must complete a volunteer application and Washington State Patrol disclosure statement in order to volunteer. Volunteer forms are available online at [www.everettsd.org/domain/1452](http://www.everettsd.org/domain/1452).

#### **WEAPONS**

Students in possession of any item that reasonably can be considered a weapon are subject to discipline; this expectation also applies not just to the items themselves, but also to their depictions or representations. These items may include but are not limited to laser pens and pointers, electric shocker pens or devices, scissors, rubber bands, utility knives, kitchen knives, pocket knives, firearms, and martial arts weapons.

As described in Everett Public School Policy 3240, "Firearms, ammunition and dangerous weapons are not permitted. Students carrying or possessing a firearm or dangerous weapon shall be expelled for a period of not less than one (1) year. Appropriate law enforcement agencies will be contacted if there are violations of the firearms/dangerous weapons statute."

Due to the risk of injury caused by laser pens and



pointers, these items can be classified as weapons. Students in possession of a laser device could be suspended from school.

PLEASE NOTE: THE STUDENT HANDBOOK IS MEANT AS A GUIDE. FOR ADDITIONAL INFORMATION AND CLARIFICATION PLEASE CONSULT A SCHOOL ADMINISTRATOR, OR THE EVERETT PUBLIC SCHOOLS STUDENT RESPONSIBILITY AND RIGHTS HANDBOOK. IT IS AVAILABLE FOR DOWNLOAD AT:  
[www.everettsd.org/Page/4822](http://www.everettsd.org/Page/4822)

**Social Services**

Need help? The Counseling Office has a complete listing of community resources and private practice professionals. A sampling is listed below. Please contact your counselor for additional support.

- Crisis Clinic Teen Link ..... 206-461-4922
- Sexual Assault Crisis Center .....252-4800
- Compass Health .....349-6200
- Alcohol/Drug Help Line ..... 800-562-1240
- Children of Alcoholics .....454-9192
- Child Protective Services .....673-3111
- Youth Crisis Hotline ..... 800-784-2433
- Family Support Center .....670-8984
- Domestic Violence ..... 800-562-6025
- Runaway Teen Hotline..... 800-448-4663
- Safe Schools Safety Reporting .....855-637-2095