

# HEATHERWOOD MIDDLE SCHOOL

## Student Handbook 2024-2025

1419 Trillium Blvd. SE Mill Creek, WA 98012

Phone: 425-385-6300 Fax: 425-385-6302



## S.O.A.R to New Heights

***S**=Safety*

***O**=Ownership*

***A**=Achievement*

***R**=Respect*

### Principal

Laura Wellington, Ed.D

[lwellington@everettsd.org](mailto:lwellington@everettsd.org)

425-385-6390

### Assistant Principal

Chris Doll

[cdoll2@everettsd.org](mailto:cdoll2@everettsd.org)

425-385-6391

# Heatherwood Middle School's Mission Statement



The purpose of Heatherwood Middle School is to provide relevant, rigorous, engaging learning experiences for our students in a safe, caring, collaborative community.

## Everett Public School: Mission and Vision



### MISSION

To inspire, educate, and prepare each student to achieve to high standards, contribute to our community, and thrive in a global society.

### VISION

Our students will lead and shape the future.

They will be well-rounded, healthy, and flexible thinkers with a global perspective who can access resources and collaborate.

They will demonstrate empathy, pride, and advocacy for self, school, and community while respecting the diversity and worth of others.

They will acquire the knowledge, attitudes and skills to adapt to the emerging needs of a changing world.



## Table of Contents

Heatherwood Overview	Page 4
School Bell Schedules	Page 5-8
Activity Bus	Page 9
Arrival	Page 9
ASB Student Government	Page 9
Assemblies	Page 9
Attendance	Page 9-11
Backpack/Book Bags	Page 11
Bicycles	Page 11
Bus Loading Area/Student Drop Off _____	Page 11
Bus Riding Rules	Page 11
Cell Phones	Page 11-12
Counselors	Page 12
Discipline	Page 12-13
Dress Code	Page 13-14
Personal Electronic Devices	Page 14
Emergency Contact Information	Page 14
Grading/Progress Reports	Page 14
Hall Pass/Hallways	Page 14-15
Harassment	Page 15-20
Health Room	Page 20
Homework	Page 20
Library	Page 21
Lockers	Page 21
Lost & Found	Page 21
Lunch Procedures	Page 21
Medication at School	Page 22
Plagiarism	Page 22
Prohibited Items	Page 22
Public Displays of Affection	Page 22
Searches	Page 23
Snow/Emergency Schedule Changes	Page 23
Social Services	Page 23
Sports and Activities	Page 24-25
Student Success Time	Page 25
Substitute Teachers/Staff	Page 25
Technology	Page 26
Visitors	Page 27
Volunteers	Page 27
Weapons	Page 27
Everett Public Schools Student Responsibility & Rights Handbook Link	Page 27

## Heatherwood Overview

Main Office Support		
<b>Hours of Operation</b>	<b>7:30 am - 3:00 pm</b>	<b>Monday - Friday</b>
<b>Office Manager</b>	<b>Alysia Stauffer</b> astauffer@everettsd.org	<b>425-385-6301</b>
<b>Attendance &amp; Athletics</b>	<b>Courtney Holden</b> HEAAttendance@everettsd.org	<b>425-385-6305</b>
<b>Registrar &amp; Student Records</b>	<b>Christine Crise</b> ccrise@everettsd.org	<b>425-385-6315</b>
<b>General Office Support &amp; Webmaster</b>	<b>Janelle Jaeger</b> jjaeger@everettsd.org	<b>425-385-6300</b>
<b>Health Room Attendant</b>	<b>Pam Greene</b> pgreene@everettsd.org	<b>425-385-6306</b>
<b>Website and Fax</b>	<a href="https://www.everettsd.org/heatherwoodms">https://www.everettsd.org/heatherwoodms</a>	<b>425-385-6302</b>

Counseling Support Center		
<b>6th Grade Counselor</b>	<b>Myra Flor Arpin</b> marpin@everettsd.org	<b>425-385-6314</b>
<b>7th Grade Counselor</b>	<b>Jocelyn Smith</b> jsmith1@everettsd.org	<b>425-385-6313</b>
<b>8th Grade Counselor</b>	<b>Jana Freeman</b> jlerner@everettsd.org	<b>425-385-6310</b>

Other School Supports		
<b>School Psychologist Special Education Services</b>	<b>Gwyneth Boyer</b> gboyer@everettsd.org	<b>425-385-6320</b>
<b>Library</b>	<b>Taylor Calderon</b> tcalderon@everettsd.org	<b>425-385-6309</b>
<b>Security</b>	<b>Kristi Blackmer</b> kblackmer@everettsd.org	<b>425-385-6450</b>
<b>Head Custodian</b>	<b>Evan Wyatt</b> ewyatt@everettsd.org	<b>425-385-6300</b>

**Heatherwood Bell Schedules**

**Regular Schedule**

<b>1<sup>st</sup> Lunch</b>		<b>2<sup>nd</sup> Lunch</b>		<b>3<sup>rd</sup> Lunch</b>	
First Bell	8:10	First Bell	8:10	First Bell	8:10
1 <sup>st</sup>	8:15 – 9:14	1 <sup>st</sup>	8:15 – 9:14	1 <sup>st</sup>	8:15 – 9:14
2 <sup>nd</sup>	9:18 – 10:14	2 <sup>nd</sup>	9:18 – 10:14	2 <sup>nd</sup>	9:18 – 10:14
<b>LUNCH</b>	<b>10:19 – 10:49</b>	3 <sup>rd</sup>	10:18 – 11:14	3 <sup>rd</sup>	10:18 – 11:14
3 <sup>rd</sup>	10:54 – 11:50	<b>LUNCH</b>	<b>11:19 – 11:49</b>	4 <sup>th</sup>	11:18 – 12:14
4 <sup>th</sup>	11:54 – 12:50	4 <sup>th</sup>	11:54 – 12:50	<b>LUNCH</b>	<b>12:19 – 12:49</b>
5 <sup>th</sup>	12:54 – 1:50	5 <sup>th</sup>	12:54 – 1:50	5 <sup>th</sup>	12:54 – 1:50
6 <sup>th</sup>	1:54 – 2:50	6 <sup>th</sup>	1:54 – 2:50	6 <sup>th</sup>	1:54 – 2:50
Buses Depart	2:57	Buses Depart	2:57	Buses Depart	2:57

**Hawk Time Friday - LIF Schedule**

<b>1<sup>st</sup> Lunch</b>		<b>2<sup>nd</sup> Lunch</b>		<b>3<sup>rd</sup> Lunch</b>	
First Bell	8:10	First Bell	8:10	First Bell	8:10
1 <sup>st</sup>	8:15 – 8:54	1 <sup>st</sup>	8:15 – 8:54	1 <sup>st</sup>	8:15 – 8:54
2 <sup>nd</sup>	8:58 – 9:37	2 <sup>nd</sup>	8:58 – 9:37	2 <sup>nd</sup>	8:58 – 9:37
<b>HAWK TIME</b>	<b>9:37 – 10:06</b>	<b>HAWK TIME</b>	<b>9:37 – 10:06</b>	<b>HAWK TIME</b>	<b>9:37 – 10:06</b>
<b>LUNCH</b>	<b>10:11 – 10:41</b>	3 <sup>rd</sup>	10:11 – 10:50	3 <sup>rd</sup>	10:11 – 10:50
3 <sup>rd</sup>	10:46 – 11:25	<b>LUNCH</b>	<b>10:55 – 11:25</b>	4 <sup>th</sup>	10:54 – 11:33
4 <sup>th</sup>	11:30 – 12:09	4 <sup>th</sup>	11:30 – 12:09	<b>LUNCH</b>	<b>11:38 – 12:08</b>
5 <sup>th</sup>	12:13 – 12:52	5 <sup>th</sup>	12:13 – 12:52	5 <sup>th</sup>	12:13 – 12:52
6 <sup>th</sup>	12:56 – 1:35	6 <sup>th</sup>	12:56 – 1:35	6 <sup>th</sup>	12:56 – 1:35
Buses Depart	1:42	Buses Depart	1:42	Buses Depart	1:42

**Heatherwood Bell Schedules****2-Hour Late Start Schedule**

<b>1<sup>st</sup> Lunch</b>		<b>2<sup>nd</sup> Lunch</b>		<b>3<sup>rd</sup> Lunch</b>	
First Bell	10:10	First Bell	10:10	First Bell	10:10
1 <sup>st</sup>	10:15 – 10:54	1 <sup>st</sup>	10:15 – 10:54	1 <sup>st</sup>	10:15 – 10:54
<b>LUNCH</b>	<b>10:59 – 11:29</b>	2 <sup>nd</sup>	10:58 – 11:34	2 <sup>nd</sup>	10:58 – 11:34
2 <sup>nd</sup>	11:34 – 12:10	<b>LUNCH</b>	<b>11:39 – 12:09</b>	3 <sup>rd</sup>	11:38 – 12:14
3 <sup>rd</sup>	12:14 – 12:50	3 <sup>rd</sup>	12:14 – 12:50	<b>LUNCH</b>	<b>12:19 – 12:49</b>
4 <sup>th</sup>	12:54 – 1:30	4 <sup>th</sup>	12:54 – 1:30	4 <sup>th</sup>	12:54 – 1:30
5 <sup>th</sup>	1:34 – 2:10	5 <sup>th</sup>	1:34 – 2:10	5 <sup>th</sup>	1:34 – 2:10
6 <sup>th</sup>	2:14 – 2:50	6 <sup>th</sup>	2:14 – 2:50	6 <sup>th</sup>	2:14 – 2:50
Buses Depart	2:57	Buses Depart	2:57	Buses Depart	2:57

**PM Assembly Schedule**

<b>1<sup>st</sup> Lunch</b>		<b>2<sup>nd</sup> Lunch</b>		<b>3<sup>rd</sup> Lunch</b>	
First Bell	8:10	First Bell	8:10	First Bell	8:10
1 <sup>st</sup>	8:15 – 9:01	1 <sup>st</sup>	8:15 – 9:01	1 <sup>st</sup>	8:15 – 9:01
2 <sup>nd</sup>	9:05 – 9:51	2 <sup>nd</sup>	9:05 – 9:51	2 <sup>nd</sup>	9:05 – 9:51
<b>LUNCH</b>	<b>9:56 – 10:26</b>	3 <sup>rd</sup>	9:55 – 10:41	3 <sup>rd</sup>	9:55 – 10:41
3 <sup>rd</sup>	10:31 – 11:17	<b>LUNCH</b>	<b>10:46 – 11:16</b>	4 <sup>th</sup>	10:45 – 11:31
4 <sup>th</sup>	11:21 – 12:07	4 <sup>th</sup>	11:21 – 12:07	<b>LUNCH</b>	<b>11:36 – 12:06</b>
5 <sup>th</sup>	12:11 – 12:57	5 <sup>th</sup>	12:11 – 12:57	5 <sup>th</sup>	12:11 – 12:57
6 <sup>th</sup>	1:01 – 1:50	6 <sup>th</sup>	1:01 – 1:50	6 <sup>th</sup>	1:01 – 1:50
<b>Assembly</b>	<b>1:50 – 2:50</b>	<b>Assembly</b>	<b>1:50 – 2:50</b>	<b>Assembly</b>	<b>1:50 – 2:50</b>
Buses Depart	2:57	Buses Depart	2:57	Buses Depart	2:57

### Heatherwood Bell Schedules

#### AM Assembly Schedule

1 <sup>st</sup> Lunch		2 <sup>nd</sup> Lunch		3 <sup>rd</sup> Lunch	
First Bell	8:10	First Bell	8:10	First Bell	8:10
1 <sup>st</sup>	8:15 – 9:01	1 <sup>st</sup>	8:15 – 9:01	1 <sup>st</sup>	8:15 – 9:01
<b>Assembly</b>	<b>9:05 – 10:04</b>	<b>Assembly</b>	<b>9:05 – 10:04</b>	<b>Assembly</b>	<b>9:05 – 10:04</b>
<b>LUNCH</b>	<b>10:09-10:39</b>	2 <sup>nd</sup>	10:08 – 10:54	2 <sup>nd</sup>	10:08 – 10:54
2 <sup>nd</sup>	10:44 – 11:30	<b>LUNCH</b>	<b>10:59 – 11:29</b>	3 <sup>rd</sup>	10:58 – 11:44
3 <sup>rd</sup>	11:34 – 12:20	3 <sup>rd</sup>	11:34 – 12:20	<b>LUNCH</b>	<b>11:49 – 12:19</b>
4 <sup>th</sup>	12:24 – 1:10	4 <sup>th</sup>	12:24 – 1:10	4 <sup>th</sup>	12:24 – 1:10
5 <sup>th</sup>	1:14 – 2:00	5 <sup>th</sup>	1:14 – 2:00	5 <sup>th</sup>	1:14 – 2:00
6 <sup>th</sup>	2:04 – 2:50	6 <sup>th</sup>	2:04 – 2:50	6 <sup>th</sup>	2:04 – 2:50
Buses Depart	2:57	Buses Depart	2:57	Buses Depart	2:57

#### AM Assembly Schedule/LIF Friday

1 <sup>st</sup> Lunch		2 <sup>nd</sup> Lunch		3 <sup>rd</sup> Lunch	
First Bell	8:10	First Bell	8:10	First Bell	8:10
1 <sup>st</sup>	8:15 – 8:49	1 <sup>st</sup>	8:15 – 8:49	1 <sup>st</sup>	8:15 – 8:49
2 <sup>nd</sup>	8:53 – 9:27	2 <sup>nd</sup>	8:53 – 9:27	2 <sup>nd</sup>	8:53 – 9:27
<b>Assembly</b>	<b>9:27 – 10:27</b>	<b>Assembly</b>	<b>9:27 – 10:27</b>	<b>Assembly</b>	<b>9:27 – 10:27</b>
3 <sup>rd</sup>	10:31 – 11:05	3 <sup>rd</sup>	10:31 – 11:05	3 <sup>rd</sup>	10:31 – 11:05
<b>LUNCH</b>	<b>11:10 – 11:40</b>	4 <sup>th</sup>	11:09 – 11:43	4 <sup>th</sup>	11:09 – 11:43
4 <sup>th</sup>	11:45 – 12:19	<b>LUNCH</b>	<b>11:48 – 12:18</b>	5 <sup>th</sup>	11:47 – 12:21
5 <sup>th</sup>	12:23 – 12:57	5 <sup>th</sup>	12:23 – 12:57	<b>LUNCH</b>	<b>12:26 – 12:56</b>
6 <sup>th</sup>	1:01 – 1:35	6 <sup>th</sup>	1:01 – 1:35	6 <sup>th</sup>	1:01 – 1:35
Buses Depart	1:35	Buses Depart	1:35	Buses Depart	1:35

**Heatherwood Bell Schedules****2.5 Hour Early Release Schedule**

<b>1<sup>st</sup> Lunch</b>		<b>2<sup>nd</sup> Lunch</b>		<b>3<sup>rd</sup> Lunch</b>	
First Bell	8:10	First Bell	8:10	First Bell	8:10
1 <sup>st</sup>	8:15 – 8:48	1 <sup>st</sup>	8:15 – 8:48	1 <sup>st</sup>	8:15 – 8:48
2 <sup>nd</sup>	8:52 – 9:23	2 <sup>nd</sup>	8:52 – 9:23	2 <sup>nd</sup>	8:52 – 9:23
<b>LUNCH</b>	<b>9:28 – 9:58</b>	3 <sup>rd</sup>	9:27 – 9:58	3 <sup>rd</sup>	9:27 – 9:58
3 <sup>rd</sup>	10:03 – 10:34	<b>LUNCH</b>	<b>10:03 – 10:33</b>	4 <sup>th</sup>	10:02 – 10:33
4 <sup>th</sup>	10:38 – 11:09	4 <sup>th</sup>	10:38 – 11:09	<b>LUNCH</b>	<b>10:38 – 11:08</b>
5 <sup>th</sup>	11:13 – 11:44	5 <sup>th</sup>	11:13 – 11:44	5 <sup>th</sup>	11:13 – 11:44
6 <sup>th</sup>	11:48 – 12:20	6 <sup>th</sup>	11:48 – 12:20	6 <sup>th</sup>	11:48 – 12:20
Buses Depart	12:27	Buses Depart	12:27	Buses Depart	12:27



### **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 on service days, except for Fridays**, 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**

The school building opens for students at **7:45am**, at which time students will be allowed to enter the foyer. Students entering from the bus area will wait outside until **7:45am**, as there is no supervision on campus before that time.

First bell will ring at 8:10am, and 1<sup>st</sup> period begins at 8:15am.

### **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.

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**

Students will exhibit and foster behaviors aligned with S.O.A.R (Safety, Ownership, Achievement, Respect) during school assemblies. We expect all students to support a positive, constructive spirit and sportsmanship during assemblies.

Heatherwood Hawks cheer and clap during competitive cheers and relays, but display quiet voices, are attentive and respectful when someone is talking on the microphone or when groups are performing.

Students enter and are dismissed from assemblies in an orderly manner so that no person is injured. Students will use aisles to walk to and from their seating areas and follow staff directions during entry and exit. 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

## 24.25 HWD Student Handbook

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, 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](mailto: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.

Students who arrive late or tardy to classes during the school day will utilize our school tardy pass system, which provides notification to guardians. Tardy stations are located throughout the school and across from the main office. Students will be given information on this system at the start of the school year.

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

24.25 HWD Student Handbook  
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 bookbags are essential for carrying and storing Chromebooks (1:1 devices), school supplies, and personal items from home to school. Backpacks and book bags, once in the classroom will be stored away in designated areas. During lunch and recess, students are responsible for the care and safekeeping of their backpacks/book bags.

We recommend with the volume of backpacks and bags; each student attach a name tag to their backpack/book bag for identification and security purposes.

### **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. No bikes or scooters are allowed in the building.**

When riding your bike keep on the designated bike trail and look both ways when crossing any intersections. **Please walk your bike once on campus.** Bicycle helmets must be worn to increase student safety.

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

Parents that drop off students in the upper parking lot before school, please pull all the way forward to allow for maximum vehicle 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, and please remember that students should not be dropped off at school prior to 7:45 am.

### **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. Consequences for receiving bus infractions and referrals may include parent/guardian contact, lunch detention, and both short/long-term bus or school suspension.

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.

### **CELL PHONES & PERSONAL ELECTRONICS**

Cell phones may be used before and after school **outside of the building. Upon entering the school and during the school day (7:45 am-2:50 pm) cell phones, wireless headphones, and other PEDs (personal electronic devices) must remain in students' backpacks (out of sight).** Students are welcome to use the school office phones to reach their parent/guardian when

## 24.25 HWD Student Handbook

needed. Use of cell phones with cameras in restrooms and locker rooms is prohibited. Students should exercise prudence, caution, and sound judgment in their use of technology, on both school and personal PEDs. Our Cell Phone Discipline Policy Is:

- First offence – student will turn their phone into the office for the remainder of the day
- Second offence – student will be asked to contact a parent
- Third offence – a parent/guardian will be contacted to pick up the student’s phone

## **COUNSELORS**

Heatherwood Counselors can help students resolve conflicts, assist students to develop 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” online or in the Main Office.

## **DISCIPLINE AND BEHAVIOR EXPECTATIONS**

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 ensure 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 environment for students.
- Ensure that all students have rich opportunities to learn.
- Teach students expected behaviors.
- Actively communicate with parents.

**HMS STUDENT BEHAVIOR EXPECTATIONS:**

**S.O.A.R**

**S-Safety:** Students prioritize the safety and well-being of themselves and their peers by making thoughtful choices and following school rules.

**O-Ownership:** Students take responsibility for their actions, learning, and growth. They actively engage in their education and positively contribute to the classroom and school environment.

**A-Achievement:** Students strive for excellence in their academic endeavors. They set goals, work diligently, and celebrate their successes.

**R-Respect:** Students treat others with kindness, empathy, and considerations. They value diversity and demonstrate respect for classmates, teachers, staff, and the community.

**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, lunch detention, after-school detention, and parent outreach.

**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 students and their counselor, teachers, and administration.
- In School Interventions (e.g., Revoke privileges as needed, modify schedules, behavior plans, etc.)
- Lunch Detention
- After School Detention
- In School Suspension
- 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 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:**

<b>Item</b>	<b>Guideline</b>
Shirt/Top	Shirts must have straps Fabrics must be solid (not transparent or see-through) Shirts must not reveal undergarments

## 24.25 HWD Student Handbook

Pants/Bottom	Fabrics must be solid (not transparent or see-through) Bottoms must not reveal undergarments
Footwear	Should provide adequate safety for the classroom activities May not have wheels No slippers
Accessories	No bandanas

Clothing and accessories that promotes, references, or depicts obscene, sexual, drug or alcohol related messages; or displays gang-related symbolism will not be allowed. Clothing and accessories cannot create an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, behavior, intimidation, or overt gestures/threats of violence.

The above standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards may be asked to change and/or cover up and could be subject to progressive discipline.

### **PERSONAL ELECTRONIC DEVICES**

All electronic communication devices (PEDs) brought on campus are done so at students' own risk. The following PEDs 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 electronic devices 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, etc. on personal or district devices. These rules are applied to all areas: classrooms, lunchroom, hallways, the library, the gym, and bathrooms.

### **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.

### **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>.

### **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

24.25 HWD Student Handbook  
have a written pass from a teacher.

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
- refrain from 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.
- **Please do not wait for friends in hallways as it unnecessarily** adds to the congestion.

## **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.

## 24.25 HWD Student Handbook

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.

## **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



## 24.25 HWD Student Handbook

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, 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 who supports prevention and response to HIB: Dani Mundell, [DMundell2@everettsd.org](mailto:DMundell2@everettsd.org), 425-385-4260.

### **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 actions 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 five (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 with 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 two (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; and
- 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 against 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 3204](#) and [Procedure 3204P](#).

## **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.

Click on the links to review the district's Nondiscrimination [Policy 3210](#) and [Procedure 3210P](#).

### **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.

Click the link to review the district's Sexual Harassment [Policy 3205](#) and [Procedure 3205P](#).

### **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 make 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: Chad Golden, Executive Director of Human Resources, 425-385-4100, [CGolden@everettsd.org](mailto:CGolden@everettsd.org), PO Box 2098, Everett WA 98213

#### Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Chad Golden, Executive Director of Human Resources, 425-385-4100, [CGolden@everettsd.org](mailto:CGolden@everettsd.org), PO Box 2098, Everett WA 98213

#### Concerns about disability discrimination:

Section 504 Coordinator: Dave Peters, Director of Student Services, 425-385-4063, [DPeters@everettsd.org](mailto:DPeters@everettsd.org), PO Box 2098, Everett WA 98213

Concerns about discrimination based on gender identity: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4000, [jgrant@everettsd.org](mailto:jgrant@everettsd.org), PO Box 2098, Everett WA 98213

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 (1) 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; and
- 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 a hearing officer designated by the superintendent 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 3204P](#) 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](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto: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](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto: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.

## 24.25 HWD Student Handbook

- Website: <https://www.oeo.wa.gov/en>
- Email: [oeoinfo@gov.wa.gov](mailto: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](mailto:OCR@ed.gov)
- Phone: 800-421-3481

### **Our Schools are Gender-Inclusive**

In Washington, all students have the right to be treated consistent with their gender identity at school.

Our schools 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.

Click to review the district's Gender-Inclusive Schools [Policy 3213](#) and [Procedure 3213P](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4000, [jgrant@everettsd.org](mailto:jgrant@everettsd.org), PO Box 2098, Everett WA 98213

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

### **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, and must sign-in at the main office. 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 there is an emergency, students should not go to the Health Room between classes without a staff member's permission. Students who have a medical note due to a physical injury limiting movement or need for PE waiver, should bring the medical notes to the main office at the start of the school day.

### **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 7:45 am-3:15 pm, 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.

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. 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 will not be in use. Yet, 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 teacher offices. 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 have a seat in the designated areas in the cafeteria. As students finish eating lunch, they are to clean their lunch space and make sure the floor underneath their table is clean; all garbage should be thrown away. Students may use designated restrooms during lunch and break time.

In addition, students will be able to choose where they would like to go and eat their lunches. They have the option to stay inside the cafeteria or go outside after getting their lunch. Some students may choose to go to the library instead and eat their lunch.(as library capacity allows). If students choose to go outside for break time they may not come back in until the bell rings.

### **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:

- Aerosol products/Sprays
- Stink bombs
- Toys
- Wheelie-type shoes
- Large amounts of money
- Water pistols
- “Shocking” devices such as a “dog collar”.
- 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**

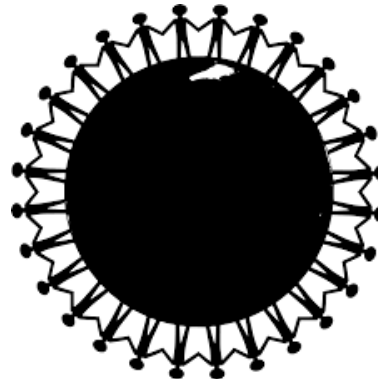
In case of snow or an emergency schedule change, announcements usually will be made on television and radio by 5:30 am. At the website [www.schoolreport.org](http://www.schoolreport.org), parents/guardians can subscribe to receive notices at the same time the district sends them to the media. Emergency 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.

**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 Helpline	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



**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:

Fall Season I (September-October)

Co-ed Cross Country

Boys Football

Girls Softball

Winter Season I (November-December)

Boys Basketball

Girls Volleyball

Boys Soccer

Girls Soccer

Winter Season II (January-February)

Girls Basketball

Co-ed Wrestling

Spring (April-May)



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 via weekly announcements** 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. Students must arrive at their club location no later than 3:00pm.

### **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 on selected days after school from 2:50-4:00 pm at Heatherwood Middle School. Students may only attend Student Success Time if they are “signed up” by a teacher or staff member. Failure to follow school expectations during Student Success time could result in a parent/guardian being contacted for early pickup. Additional guidelines are as follows:

- Students should use the restroom before going to Student Success Time.
- Students must enter Student Success Time no later than 3:00pm. 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.
- 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 4:00 pm. If students are not picked up by 4:10 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 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.cf>

### **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 devices (PEDs). 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 electronic devices in the classroom 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 electronic device 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.

### **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)**