


HEATHERWOOD MIDDLE SCHOOL

Home of the Hawks



2020-2021 Student Handbook

Principal	Ms. Laura Wellington
Assistant Principal	Ms. Belinda Mountjoy
Attendance Office	425-385-6305
Main Office	425-385-6300
Fax #	425-385-6302
Heath Room/Nurse	425-385-6306
Website	http://everettsd.schoolwires.net/Domain/15
Mailing Address	1419 Trillium Blvd. SE. Mill Creek, WA 98012
Online Grades	https://lms.everettsd.org
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).

Heatherwood Middle School

Remote Student Schedule

2020-2021 Bell Schedules

"A" Day Monday, Wednesday		"B" Day Tuesday, Thursday		LIF* Friday	
Teacher office hours	7:30 – 8 a.m.	Teacher office hours	7:30 – 8 a.m.	Teacher office hours	7:30 – 8 a.m.
1st	8 – 9:15 a.m.	2nd	8 – 9:15 a.m.	1st	8 – 8:25 a.m.
Passing Time		Passing Time		Passing Time	
3rd	9:30 – 10:45 a.m.	4th	9:30 – 10:45 a.m.	2nd 8:35 – 9 a.m.	
Passing Time		Passing Time		Passing Time	
Lunch	11 – 11:30 a.m.	Lunch	11 – 11:30 a.m.	3rd 9:10 – 9:35 a.m.	
Passing Time		Passing Time		Passing Time	
5th	11:45 – 1 p.m.	6th	11:45 – 1 p.m.	4th 9:45 – 10:10 a.m.	
Passing Time		Passing Time		Passing Time	
7th	1:15 – 2:35 p.m.	Directed In- dependent Learning / SEL advisory (alternating weeks)	1:15 – 2:35 p.m.	5th 10:20 – 10:45 a.m.	
Teacher office hours	2:35 – 3 p.m.	Teacher office hours	2:35 – 3 p.m.	6th 10:55 – 11:20 a.m.	
*LIF- Learning Improvement Friday, students dismissed 75 min early					
				Directed Independent Learning	12:30 – 1:20 p.m.
				LIF* Time	1:20 – 2:35 p.m.
				Teacher office hours	2:35 – 3 p.m.

Heatherwood Middle School - In Person

2020-2021 Bell Schedules

REGULAR SCHEDULE		HAWK TIME FRIDAYS - LIF		AM ASSEMBLY SCHEDULE	
<i>FIRST BELL</i>	8:10	<i>FIRST BELL</i>	8:10	<i>FIRST BELL</i>	8:10
Period 1	8:15-9:06	Period 1	8:15-8:50	Period 1 & Assembly	8:15-9:46
Period 2	9:10-9:57	Period 2	8:54-9:26	Period 2	9:50-10:31
Period 3	10:01-10:47	HAWK TIME	9:26-10:01	Period 3	10:35-11:15
		Period 3	10:05-10:36		
6th grade lunch	10:52-11:22	6th grade lunch	10:41-11:11	6th grade lunch	11:20-11:50
Period 4	11:27-12:13	Period 4	11:16-11:47	Period 4	11:55-12:35
Period 5	12:17-1:04	Period 5	11:51-12:23	Period 5	12:39-1:20
Period 4 (7 th & 8 th)	10:52-11:38	Period 4 (7 th & 8 th)	10:41-11:12	Period 4 (7 th & 8 th)	11:20-12:00
7th grade lunch	11:43-12:13	7th grade lunch	11:17-11:47	7th grade lunch	12:05-12:35
Period 5	12:18-1:04	Period 5	11:52-12:23	Period 5	12:40-1:20
Period 5	11:43-12:29			Period 5	12:05-12:45
8th grade lunch	12:34-1:04	8th grade lunch	11:53-12:23	8th grade lunch	12:50-1:20
Period 6	1:09-1:55	Period 6	12:28-12:59	Period 6	1:25-2:05
Period 7	1:59-2:50	Period 7	1:03-1:35	Period 7	2:09-2:50
<i>BUSES DEPART</i>	2:57	<i>BUSES DEPART</i>	1:42	<i>BUSES DEPART</i>	2:57

PM ASSEMBLY SCHEDULE		2-HOUR LATE START		HALF-DAY 2.5 HOUR EARLY RELEASE	
<i>FIRST BELL</i>	8:10	<i>FIRST BELL</i>	10:10	<i>FIRST BELL</i>	8:10
Period 1	8:15-8:56	Period 1	10:15-10:40	Period 1	8:15-8:41
Period 2	9:00-9:41	Period 2	10:45-11:10	Period 2	8:45-9:11
Period 3	9:45-10:25	Period 3	11:15-11:40	Period 3	9:15-9:41
6th grade lunch	10:30-11:00	6th grade lunch	11:45-12:15	6th grade lunch	9:45-10:15
Period 4	11:05-11:45	Period 4	12:20-1:00	Period 4	10:19-10:45
Period 5	11:49-12:30	Period 5	1:05-1:45	Period 5	10:49-11:15
Period 4 (7 th & 8 th)	10:30-11:10	Period 4 (7 th & 8 th)	11:45-12:25	Period 4 (7 th & 8 th)	9:45-10:11
7th grade lunch	11:15-11:45	7th grade lunch	12:30-1:00	7th grade lunch	10:15-10:45
Period 5	11:50-12:30	Period 5	1:05-1:45	Period 5	10:49-11:15
Period 5	11:15-11:55	Period 5	12:30-1:10	Period 5	10:15-10:41
8th grade lunch	12:00-12:30	8th grade lunch	1:15-1:45	8th grade lunch	10:45-11:15
Period 6	12:35-1:15	Period 6	1:50-2:15	Period 6	11:19-11:45
Period 7 & Assembly	1:19-2:50	Period 7	2:20-2:50	Period 7	11:49-12:20
<i>BUSES DEPART</i>	2:57	<i>BUSES DEPART</i>	2:57	<i>BUSES DEPART</i>	12:27

Who to Contact

Administration:

Ms. Laura Wellington, Principal, lwellington@everettsd.org, 425-385-6390

Ms. Belinda Mountjoy, Assistant Principal, bmountjoy@everettsd.org, 425-385-6391

Counselors:

Ms. Autumn Slater, 6th grade Counselor, 425-385-6310, aslater@everettsd.org

Mr. John Lerner, 7th grade Counselor, 425-385-6313, jlerner@everettsd.org

Ms. Myra Flor Arpin, 8th grade Counselor, 425-385-6314, marpin@everettsd.org

Other Support:

Ms. Diane Jacques, School Psychologist, 425-385-6312, djacques@everettsd.org

Mrs. Anita Ramirez, Associated Student Body (ASB) Advisor, 425-385-6413,
aramirez@everettsd.org

Mr. Carter McCoy, Associated Student Body (ASB) Advisor, 425-385-6478,
cmccoy@everettsd.org

Ms. Sara Herber, Librarian, 425-385-6309, sherber@everettsd.org

Ms. Kristi Blackmer, Security, 425-385-6450, kblackmer@everettsd.org

Mr. Jeff Curtiss, Head Custodian, 425-385-6300, ckurtis@everettsd.org

Ms. Pam Greene, Health Room Assistant, 425-385-6306, pgreene@everettsd.org

Office Main Office Support:

Ms. Angie Waddle, Office Manager, 425-385-6300, awaddle@everettsd.org

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

Ms. Emily Schulenburg, Attendance/Athletics/Student Support, 425-385-6300,

eschulenburg@everettsd.org

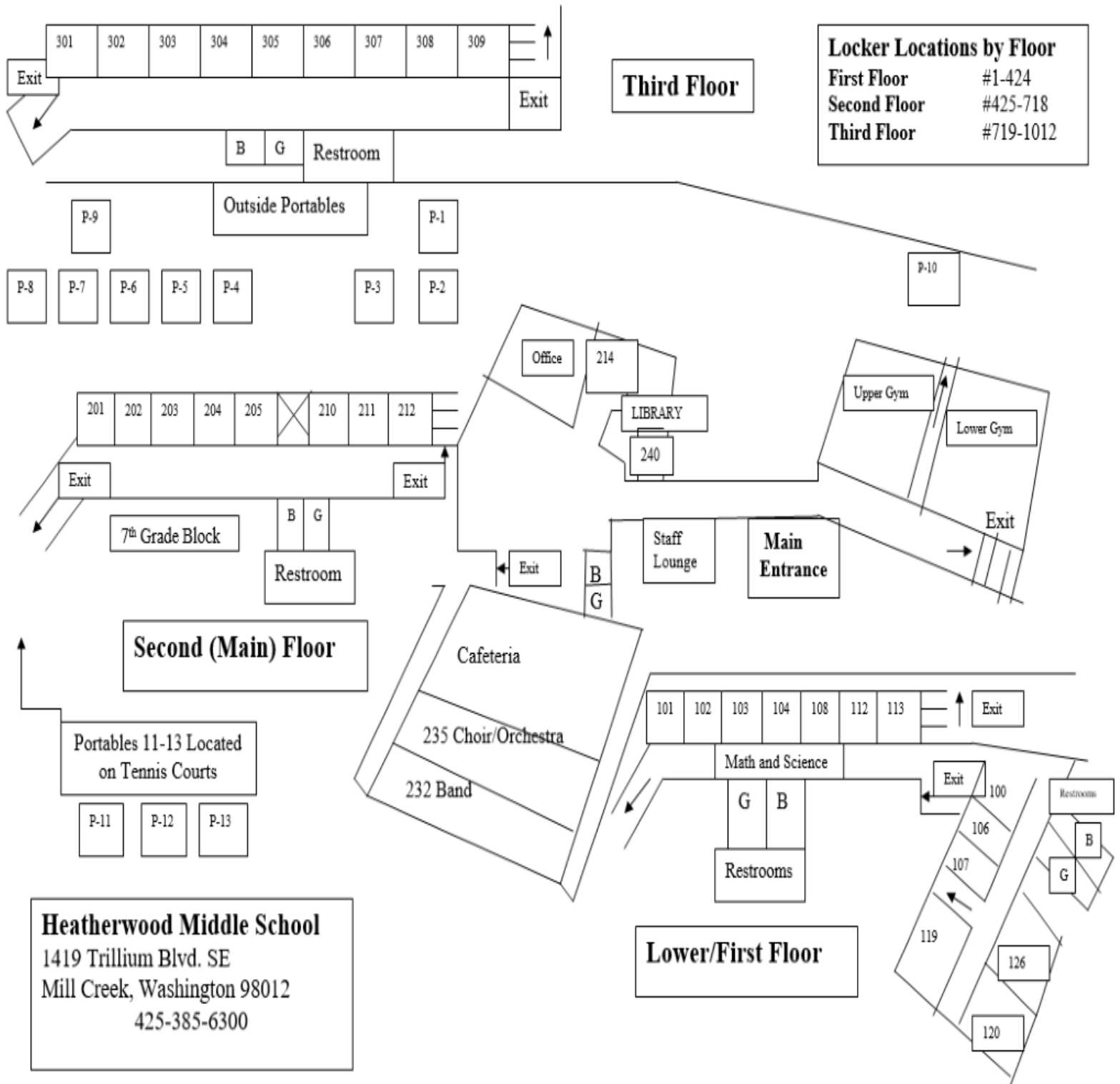
--Attendance/Early Dismissal/Passes, Athletics Secretary, Student Support/Counselor Support

Ms. Christine Crise, Registrar and Records Secretary, 425-385-6300, ccrise@everettsd.org

--Registration/Withdrawals, Student Records, Transcripts

Ms. Janelle Jaeger, Office Support, 425-385-6300, jjaeger@everettsd.org

--General Office Support and Customer Service, Webmaster



Heatherwood Middle School
 1419 Trillium Blvd. SE
 Mill Creek, Washington 98012
 425-385-6300

Heatherwood Student Behavior Expectations:

Our "3 B's": Be Respectful, Be Responsible, Be Part of the Solution

Heatherwood Middle School

Behavior Expectations

Be Respectful, Be Responsible, Be Part of the Solution



Be Respectful

- Use appropriate and professional language.
- Be kind to others.
- Follow staff directions.
- Listen to other's ideas and opinions.
- Keep hands to ourselves.
- Use quiet indoor voices/volume.



Be Responsible

- Take care of school district property.
- Pick up trash and keep campus clean.
- Come to class prepared to learn.
- Stay engaged in learning activities.
- Keep phones in lockers.



Be Part of the Solution

- Participate actively in your learning.
- Stand up to Bullying and Harassment. Report it!
- Help keep the campus safe and clean.
- Report problems to an adult.
- Welcome others to join you.
- Exit and Enter our buildings in a safe manner.

Source: Heatherwood PBIS Team


CHROMEBOOKS & DISTANCE LEARNING

The Chromebook is your main tool for accessing school in distance learning. We want to make sure you know the HAWKS Expectations about the Chromebook, so this tool helps you learn and grow this school year.

H	ZOOM	CANVAS	CHROMEBOOK
A	To Learn, connect & communicate virtually in person	To Access learning, assignments, and grades/feedback	To digitally attend school, access your education, and connect with teachers and classmates
W	Focus conversations and activities on learning and positive actions	Stay on track with your learning and grades	Act responsible with the tool that allows you to get an education
K	Make appropriate comments and ask appropriate questions	Check Canvas courses daily and submit assignments on time	Use the tool for academic purposes and engage in appropriate content
S	Protect meeting links and passwords & foster a safe & supportive learning environment	Keep Canvas videos and discussions safe and supportive	Protect your device and log-in information Report technology violations immediately to an adult

NETIQUETTE

Netiquette refers to a set of guidelines that help you communicate in a positive and productive manner with other students and teaching staff in an online environment.



DO'S & DON'TS
Netiquette is the proper social convention of network communication according to community standards

Always treat others with courtesy and respect.	Avoid writing in ALL CAPS! It looks like you are shouting!
Reread your posts or emails to make sure they say what you intend.	Don't use inappropriate language.
Use emoji's can be used to help convey feeling.	Don't violate copyright laws. Make sure your work is your own or properly cited.
Stay focused and stick to the topic.	Don't send chain email.
Include a subject line in an email	Try to avoid sarcasm. It might be misinterpreted.
Remember that you leave a digital footprint. So, be careful what you put out there!	Don't respond to personal attacks.

Virtual Learning Norms

Be Present

- Listen
- Contribute
- Question
- Apply
- Support

Refrain from engaging in other activities or tasks while in class

- No Cell Phones
- No Games
- No Distractions

If you have a question:

- Email your Teacher
- Use Chat
- Wait to be called on

Camera Usage

- Keep your camera on, unless you need to step away

Microphone

- Keep your microphone muted until you are called on to speak

Table of Contents

Activity Bus.....	11
Arrival.....	11
ASB.....	11
Assemblies.....	11
Attendance.....	11
Backpacks	12
Bicycles	12
Bus Loading/Student Drop off	12
Bus Riding Rules.....	12
Cell Phones	13
Counselors	13
Discipline	13
Dress Code	14
Personal Electronic Devices	15
Emergency Contact	15
Food/Gum/Beverages	15
Grading/Progress Reports	15
Hall Pass/Hallways	15
Harassment	15
Health Room	17
Homework	17
Library	17
Lockers	17
Lost and Found	17
Lunch Procedures	17
Medication at School	18
Plagiarism	18
Prohibited Items	18
Public Displays of Affection	18
Searches	18
Snow/Emergency Schedule	19
Sports and Activities	19
Student Success Time	20
Substitute Teachers/Staff	20
Technology	21
Visitors	21
Volunteers	21
Weapons	21
Social Services	22

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 must remain outside the building until 7:55am, at which time students will be allowed to enter into the Great Hall. Students entering from the bus area will wait outside until 8:00am, 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.

Remote Learning and Attendance

Student participation can be synchronous or asynchronous and span a 24-hour period to qualify as being present that day (e.g., Monday at 7:30 am to Tuesday at 7:29 am). Evidence of participation may include daily logins to the learning management system (e.g., Canvas), daily interaction with the teacher, or evidence of participation in a task or assignment. Teachers will update attendance and engagement daily. For questions regarding Remote Learning Attendance, please contact the Main Office at 425.385.6300.

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. 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 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 8:00am.

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

Cell phones may be used before and after school **outside of the building. Upon entering the school and during the school day (8:00 am-2:50 pm) cell phones 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 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, 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. The School Psychologist works with students, teachers, parents/guardians, counselors, administrators, and other specialists to ensure 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 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 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, 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 (Tuesdays and Thursday from 3:00-4:00pm. Activity Bus available.)
- 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 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.
- Camisoles, and Strapless tops are not allowed.
- Clothing that reveals chest exposure 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).
- 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.

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 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>.

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 leave 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
- 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.

Also, **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. 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 and must sign-in at the Attendance desk. 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. 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 Attendance 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 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 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 recess, however, during lunch students must raise their hand to be dismissed outside of the cafeteria. In addition, students will have split lunches with 20 minutes to eat and 20 minutes for recess (this time includes passing period cafeteria and passing period back to class). Some students may choose to go to the library instead of recess (as library capacity allows). If students choose to go outside for recess they may not come back in until the bell rings. There will be no food or drinks outside, with the exception of water. 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 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, 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; 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.

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 7th and 8th grade students. It is possible for students in 6th 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, and in the Main Office.

The seasons and sports are as follows:

Season I (September-October)

Co-ed Cross Country

Boys 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 via morning 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 Tuesday and Thursday from 2:50-4:00 pm in the library. 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 the library for 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.
- In the library, backpacks/book bags must remain in designated storage area.
- 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 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 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 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.

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, pocketknives, 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

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.

CARE Crisis Response Services: 258-HELP or 1-800-584-3578

Crisis Text Line: text START to 741-741 <http://www.crisistextline.org/>

Community Assistance Resource Line: 1-877-7787-2275

Alcohol/Drug 24-Hour Help Line: 800-562-1240

Child Abuse Hotline: (not CPS) 800-422-4453

Cocoon House: Shelter for homeless teens: 425-259-6042

Gay/Lesbian Information: 206-547-7900

[Providence Behavioral Health Urgent Care](#) (for adults age 18+): 425-261-4210

Providence Sexual Assault Center, to report any sexual assault, what to do next: 425-317-9898

Runaway Hotline: 800-621-4000