

# Blue Heron Middle School

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[www.blueheron.ptschools.org](http://www.blueheron.ptschools.org)

## 2018-19 Student & Parent Handbook

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## Port Townsend School District

“Learning Through a Sense of Place”

### Vision

We create and enable the culture, competence and conditions to ensure each student is prepared for meaningful work and engaged citizenship in our diverse and rapidly changing world.

### Mission

Through community focused maritime place-based projects, students develop effective thinking, effective action, and effective relationships. As a result, our students demonstrate meaningful accomplishments as engaged citizens.

### Maritime Discovery Schools

The Port Townsend School District has a district wide initiative to integrate maritime and place-based learning projects into the curriculum across all grade levels and subjects. Students will participate in maritime and place-based projects through their regular course work and classes. Projects provide opportunities for students to be creative, be stewards and good citizens in the community, take on leadership roles, and build connections to our community. At Blue Heron students have opportunities to engage in projects about salmon habitat restoration, Port Townsend History, healthy foods, water quality and more.

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## Bell Schedules

<b><u>Monday - Tuesday - Friday</u></b>	
8:10 - 9:03	PERIOD 1
9:06 - 9:55	PERIOD 2
9:58 - 10:47	PERIOD 3
10:47 - 11:22	1ST LUNCH
10:50 - 11:39	PERIOD 4A
11:25 - 12:14	PERIOD 4B
11:39 - 12:14	2ND LUNCH
12:17 - 1:06	PERIOD 5
1:09 - 1:58	PERIOD 6
2:01 - 2:50	PERIOD 7

<b><u>Wednesday</u></b>		<b><u>Thursday</u></b>	
8:10 - 9:30	PERIOD 2	8:10 - 9:30	PERIOD 1
9:34 - 10:54	PERIOD 4	9:34 - 10:54	PERIOD 3
10:54 - 11:26	1ST LUNCH	10:54 - 11:28	1ST LUNCH
10:58 - 12:18	PERIOD 6A	10:58 - 11:28	ADVISORY A
11:30 - 12:50	PERIOD 6B	11:32-12:02	ADVISORY B
12:18 - 12:50	2ND LUNCH	11:28 - 12:02	2ND LUNCH
		12:06 - 1:26	PERIOD 5
		1:30 - 2:50	PERIOD 7

## **ACADEMICS**

The primary mission of Blue Heron School is to provide engaging and challenging learning experiences for every student to achieve academic success. Students are expected to attend all classes every day and be prepared to fully participate. Teachers are available to support students when they need or want extra help beyond what is offered in class.

1. Grade reports are mailed home at the close of each quarter (every 9 weeks) or semester. Progress reports are mailed home at mid-quarter for students who are in danger of not meeting established grade level standards.
2. The counselor is available to discuss academic concerns; appointments may be scheduled in the office.
3. Formative standards-based assessments are given in math and reading throughout the year to measure student growth and to guide instructional decisions.
4. Smarter Balanced Assessment Consortium (SBAC) is administered to all students at each grade level as designated by PTSD and WA State in the spring. Results of the tests are provided to parents/guardians.

**GRADES** - Middle school students in grades 6, 7, and 8 are graded relative to their progress toward meeting standards in language arts, math, science, social studies, physical education, visual art, and all elective courses in which they are enrolled. All middle school teachers use the following letter grade scale based on percentage of points earned:

A = 93% - 100%, A- = 90% - 92%, B+ = 87% - 89%, B = 83% - 88%, B- = 80% - 82%, C+ = 77% - 79%, C = 73% - 76%, C- = 70% - 72%, D+ = 67% - 69%, D = 60% - 66%, F = 0% - 59%

Parents of middle school children may follow their student's academic progress through Skyward *Family Access*. Parents will be provided their login and password to Skyward *Family Access* at August registration or Fall Open House. Otherwise, please contact the main office for getting this important but confidential information. We are happy to help you access these powerful tools to follow your student's academic progress, attendance, and/or school behavior.

## **ASSEMBLY EXPECTATIONS**

Students have the privilege of enjoying a wide variety of assemblies. Students are expected to:

1. Follow their teacher to and from the assembly
2. Sit with the appropriate class in the designated area
3. Be quiet when someone approaches the microphone
4. Remain attentive and respectful to the speaker
5. Show appreciation with applause
6. Remain seated until dismissed by teacher or administrator
7. Follow all other school rules during the assembly

## **ASSOCIATED STUDENT BODY (ASB)**

All students who are enrolled at Blue Heron, and are of active status, are members of the ASB. ASB cards are available for purchase at the beginning of the school year and are required to participate in sports.

Student government is comprised of ASB (Associated Student Body) officers and representatives from each grade level. You can make a difference in the climate of our school by becoming involved in the ASB.

## **ATHLETICS/EXTRA CURRICULAR OPPORTUNITIES**

Blue Heron offers opportunities for 7<sup>th</sup> and 8<sup>th</sup> grade students to participate in interscholastic athletics. Grade 6 students will have an opportunity to practice with a sport team during each season, yet due to WIAA rules will not be able to participate in competitions. Specific information will be provided prior to the fall, winter, and spring sports seasons in meetings with students, parents, and coaches. Although students may have the opportunity to participate in Youth Athletic Leagues, Blue Heron strongly encourages interscholastic participation to prepare for high school as well as to develop the discipline to balance athletics and academics. Students are encouraged to tryout and participate in athletics at Blue Heron. Before the first practice, students must have completed an athletic packet (annually), a physical packet completed by a physician (every two years), and purchase an ASB card (annually). Lysa Falge is the Port Townsend School District Athletic Coordinator and will work with Blue Heron student athletes on a regular basis.

### **ELIGIBILITY-Academics**

Per Port Townsend School District School Board Policy 3500 and Washington Interscholastic Activities Association (WIAA), all students who participate in WIAA athletic and extracurricular activities must be passing all classes when the season begins and must continue to pass all of their classes during the season in which they are participating. Additionally, the student shall have been in regular attendance as a full-time student during the semester immediately preceding the semester in which the contest is held. Students who are home-schooled, private-schooled, or in an alternative educational program must provide the Blue Heron Athletic Coordinator and/or Principal with proof of satisfactory progress (grades) every three weeks.

More specific details regarding the Athletic/Activity Code and District/WIAA requirements will be provided to all students and parents at the beginning of each sport season. All participating athletes and parents/guardians are required to sign a "Warning of Risks" form indicating they have read the statement describing the risks associated with the sport of interest.

The Athletic Coordinator provides the names of all students who are participating in WIAA activities and athletics to all Blue Heron staff at the beginning of each sport season. Academic, attendance, and behavioral/citizenship eligibility is monitored for all participants every three weeks and reported to the Athletic Coordinator. The Athletic Coordinator communicates the names of ineligible athletes to the coaches and ensures that they adhere to the policy expectations below. Allowing an ineligible student to participate in WIAA interscholastic sports and/or activities places the entire team at risk of being disqualified from play.

Blue Heron believes that participation in athletics and activities supports students academic success. However, academics always come first. Student grades in all classes are reviewed by the Athletic Coordinator every three weeks, on the first day of the week, during each marking quarter for all students participating in WIAA athletics or activities. If a student has less than a 2.0 GPA or is failing any class, the athlete will be placed on probation for one week. During probation, the athlete is expected to practice and may participate in contests. An athlete may only be on probation once per season. Following probation, an athlete who does not meet the academic requirements will be ineligible for a minimum of one week beginning 24 hours after notification. An ineligible athlete is expected to practice but may not participate in a contest or miss school to travel with the team until the athlete meets academic requirements. Students with an IEP may be eligible to play despite failure to meet academic requirements as long as they make satisfactory progress and effort consistent with their ability based upon the goals described in their IEP.

### **ELIGIBILITY-Attendance**

Athletes and students participating in WIAA-sanctioned activities may not have any unexcused absences from any classes during the period of time they are participating. Students will have a minimum one contest non-participation period until they are back in good standing regarding attendance.

Any student who is absent for all or part of a school day (excused or unexcused) may not participate that day in either practice or competition/performance. Exceptions require prior administrative approval, and may include verified medical appointments, family emergency, and court appearances. Parents are encouraged not to schedule doctor appointments, etc. on game days. Coaches check attendance daily.

### **ELIGIBILITY-Behavior**

The opportunity to participate in interscholastic athletic and activity programs is to be considered a privilege, and not a right. Therefore, these privileges can be revoked when deemed necessary. At Blue Heron, student athletes are students first and athletes second. Our student athletes are expected to be leaders of our school and held to higher standards in and outside the classroom to help foster positive character, integrity, and discipline traits

Sports - Football, Volleyball, Cross-Country, Basketball, Wrestling, and Track

## **ATTENDANCE/ABSENCES/TARDINESS/TRUANCY**

### **ABSENCES FROM SCHOOL**

- 1) A student is absent when they are; a) Not physically present on school grounds; and b) Not participating in the following activities at an approved off-grounds location; i) Instruction; ii) Any instruction-related activity; or iii) Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.

- 2) Students who have been suspended, expelled, or emergency expelled pursuant to chapter 392-400 WAC and are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC, shall not be absent.
- 3) A full day absence is when a student is absent for fifty percent or more of their scheduled day.
- 4) The school or district will not convert or combine tardies to absences that would result in the filing of a truancy petition.

## **EXCUSED ABSENCES**

Absences due to the following reasons are considered excused, any absence not meeting the criteria is considered unexcused.

- 1) Participation in a district or school approved activity
- 2) Illness, health condition or medical appointment for the student or for whom the student is legally responsible for - excessive illness may require doctor's note
- 3) Family emergency including, but not limited to, a death or illness in the family
- 4) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction
- 5) Court, judicial proceeding, court-ordered activity, or jury service
- 6) Post-secondary, technical school or apprenticeship program visitation
- 7) State-recognized search and rescue activities
- 8) Absence directly related to the student's homeless or foster care/dependency status
- 9) Absences related to deployment activities of a parent or legal guardian
- 10) Absences due to suspensions, expulsions, or emergency expulsions if the student is not receiving educational services
- 11) Absences due to student safety concerns, including absences related to threats, assaults, or bullying
- 12) Absences due to a student's migrant status
- 13) An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth

## **PRE-ARRANGED ABSENCES**

Absences of more than three (3) consecutive school days for reasons other than medical or a school activity are excused only when prearranged and approved by the school principal.

Pre-arranged absence forms can be picked up at the school attendance desk and should be completed one week prior to the first day of the requested absence, to allow time for teachers to provide work for the student during the absence to avoid falling behind. Requests for pre-arranged absences during the State testing window in the spring are generally not granted.

Parents/guardians should send a note to school on the day of return or send an email directly to the attendance office at [bhsattendance@ptschools.org](mailto:bhsattendance@ptschools.org). Blue Heron has an automated calling system to notify each parent/guardian if your child is absent from school. Please be sure the attendance office has the best number to reach you listed as your primary phone number.

Unexcused absences: All absences that do not meet the conditions for valid excused absence or have prior approval by the school principal are considered unexcused. Unexcused absences affect academic success and eligibility to participate in athletics and school activities. Unexcused absences, especially those related to skipping class, will be addressed as discipline intervention.

Students must check in at the office upon returning to school from an absence to obtain an admit slip. Absences are considered unexcused until a valid note with a valid excuse is received by the office. In case of an absence it is the responsibility of the student to check with teachers to get missed assignments and necessary help. Students have one day to make up missed assignments for each day of excused absence. If a student has a health condition or extenuating circumstances that may keep them out of school for an extended period of time, please notify the school counselor as soon as possible. The earlier we know, the more we can help the student be successful in his/her academic work.

## **TARDY**

Blue Heron staff believes that one of the most important and effective habits a young adult can develop is punctuality. Tardiness results in missed instructional time for student and often disrupts the learning process for others. Blue Heron will encourage punctuality and provide both incentives and consequences to reinforce the importance of being on time.

A student arriving to school after 8:20 am, should go immediately to the attendance office. If there is a valid reason the student was late, the attendance secretary will communicate with the teacher and excuse the tardy. Otherwise, the tardy is unexcused and normal consequences for being late to class apply. If the student has a note from their parent or guardian that explains the reason for being late, the student should bring it to the attendance office in the morning, during lunch, or after school.

Tardy to class will be tracked by individual teachers. Students who accumulate three (3) tardies to the same class may be referred to the office for discipline.

## **TRUANCY**

Truancy occurs when the school, parent/guardian is not aware of the student's absence or does not condone the reason for the student's absence. Unauthorized absences from school, class(es) or leaving campus without permission, will be considered truancy.

Like all public schools in the State of Washington, Blue Heron must adhere to the Becca Bill (E2SSB 5439). As a result, we are mandated by law to make parent/guardian contact upon a student's unexcused absence or first truancy (unexcused absence during a school day). The school shall notify a student's parent/guardian upon the student's first truancy/unexcused absence. Go to <http://www.k12.wa.us/Attendance/Truancy.aspx> to find more information on truancy.

## **BEHAVIOR**

It is necessary for the school to provide a safe and healthy environment to optimize each student's opportunity to learn. Therefore, guidelines have been established to ensure a desirable environment for education. This includes PBIS, the school-wide proactive approach to discipline through reinforcement of positive behaviors and a behavior management system for responding to inappropriate behavior.



## Positive Behavioral Interventions and Supports-(PBIS)

PBIS is a set of ideas and tools that schools use to improve the behavior of students. PBIS uses evidence and data-based programs, practices and strategies to frame behavioral improvement in terms of student growth in academic performance, safety, behavior, and establishing and maintaining positive school culture. PBIS addresses the needs of at-risk students as well as the multi-levelled needs of all students in regards to behavior, which creates an environment for both teaching and learning to occur in schools. PBIS emphasizes preventing problem behaviors before they happen to increase the opportunity for students to learn by keeping them in the classroom. PBIS is a team-based framework for schools that centers around these “big ideas”:

- Use positive strategies
- Establish a positive environment
- Explicitly teach desired behavior skills
- Reinforce positive behavior
- Use data to guide decision making
- Respond to inappropriate behavior (immediately and consistently)

## BEHAVIOR MANAGEMENT SYSTEM

Any student who performs any act, which interferes with learning, orderly operation of a school, or a school-related activity, will be subject to an intervention, suspension, or expulsion. The severity of consequence depends upon the repetitiveness of behaviors and seriousness of the incident. Students have the responsibility to respond appropriately to any staff member who enforces the rules.

Blue Heron uses a progressive discipline point system. Behaviors are assigned a point value corresponding to the seriousness of the offense. Points are accumulated and discipline is progressive.

## TABLE OF OFFENSES

OFFENSE	POINTS	OTHER/RESTORATIVE PRACTICE
Aggressive Behavior	10	
Alcohol	35	Refer to Assessment
Arson	40	Notify Authorities - Possible expulsion
Assault Against Employee	40	Notify Authorities - Possible expulsion
Assault/Threats Students	23	Possible Law Enforcement Contact
Bomb Threat	40	Emergency Expulsion
Burglary	35	Possible Law Enforcement Contact
Bus Conduct	1	Letter of Apology/Clean Bus
Cheating	1	
Controlled Substances	35	Refer to Assessment
Dangerous Item	2	
Defiance/Non-Compliance	1	Apology
Dishonesty	2	Letter of Apology
Display of Affection	1	

Disruption not Severe	1	
Disruption Severe	23	Possible Law Enforcement Contact
Dress/Apparel	1	Remedy the Violation
False Alarm	23	Possible Law Enforcement Contact
Fighting	23	Conflict Resolution
Firearms/Weapons	40	Emergency Expulsion
Fireworks	17	PSA
Gambling	1	
Gang Activity	23	Possible Law Enforcement Contact
Harassment/Bullying	25	No Contact Contract
Indecent Liberties	29	Possible Law Enforcement Contact
Intimidation/Extortion/Blackmail/Coercion	25	Possible Law Enforcement Contact
Malicious Mischief	1	Restoration/Apology
Misbehavior Repeated with Sub	15	Apology
Misbehavior with Substitute	2	Apology
Misrepresentation/Forgery	2	
O/V/P directed at Staff	19	Apology
Obscenities/Vulgarity/Profanity	2	Apology
Participating in an Incident	14	Apology
Peer to Peer Conflict	1	
Possession of Stolen Property	17	Restoration/Apology
Robbery	35	Possible Law Enforcement Contact
Tardy to class - excessive	1	
Technology Misuse	2	Loss of Access
Theft	19	Restoration/Apology
Tobacco/Vaping	19	PSA
Truancy/Attendance	2	
Unsafe Behavior	1	Loss of Privilege
Vandalism	15	
Accumulated Behaviors	3	

### TABLE OF CONSEQUENCES

Point Total	Consequence
1	Conference with Admin
2	Parent Contact

3	1/2 Lunch Detention
5	Full Lunch Detention
7	2 Full Lunch Detentions
10	1 After School Detention
12	2 After School Detentions
14	3 After School Detentions
15	1 Full Day In School Alt Placement
16	2 Full Days In School Alt Placement
17	3 Full Days In School Alt Placement
18	4 Full Days In School Alt Placement
19	5 Full Days In School Alt Placement
20	6 Full Days In School Alt Placement
21	7 Full Days In School Alt Placement
22	8 Full Days In School Alt Placement
23	9 Full Days In School Alt Placement
24	10 Full Days In School Alt Placement
26	1 Day Out of School Suspension
28	2 Days Out of School Suspension
30	4 Days Out of School Suspension
32	5 Days Out of School Suspension
34	7 Days Out of School Suspension
36	Discipline Plan
40	Long Term Suspension

## **BEHAVIORS HANDLED IN THE CLASSROOM**

Not all behaviors warrant an office referral. The following list is not an exhaustive list of those behaviors handled in the classroom.

- Unprepared for class
- Missing or unfinished assignments
- PDA (Public Display of Affection)
- Cell phones - electronics
- Failure to follow classroom directions
- Failure to stay in seat
- Excessive talking
- Excessive need to leave class
- Repetitive noise disruption
- Conversational profanity

## **BIKES/SKATEBOARDS/SCOOTERS**

Students are encouraged to walk or ride a bike to and from school, this develops a healthy lifestyle that lasts a lifetime. Students must wear helmets on campus. Students should dismount before coming on campus and may never ride on campus sidewalks. Bikes should be locked at the bike rack during the school day. Students may not take a skateboard on a school bus.

## **CAFETERIA/COMMONS EXPECTATIONS**

All students are encouraged to go outside for recess prior to lunch. Lunch will be served 15-20 minutes after the beginning of the lunch period. Students are expected to;  
Keep hands, feet, and objects to yourself

## **CAMPUS RULES**

Student school hours are 8:10 AM to 2:50 PM. On most Wednesdays, students are dismissed at 12:50 PM. Buses arrive between 7:50 and 8:00. Walkers, bikers, and students who are driven to school should arrive no earlier than 7:50. All students enter the building through the Commons doors. The school building closes at 3:00 PM (1:00 PM on early release) for students. All students must leave the building unless they are involved in an adult supervised school approved activity. Blue Heron School is a closed campus and students must remain on school grounds during the entire school day unless they have been signed out by their parent or guardian.

## **EARLY DISMISSAL/LATE ARRIVAL**

On occasion, a student may need to leave school before the end of the school day or arrive after 8:20 AM.

The student must bring a note from a parent/guardian to the attendance office prior to the scheduled leave time. The attendance secretary will give an "early dismissal slip" to the student, which must be presented to the teacher at the time of the dismissal. The student will report to the office for dismissal. A parent or guardian must come into the main office to sign the student out. For the safety of our students, you may also be asked to provide identification. Only parents/guardians or those listed as an emergency contact may check a student out of school.

If a student needs to be picked up early from school unexpectedly, come into the attendance office and/or call ahead so the office can prepare your student for dismissal. Students who miss class without going through this process will be reported as having an unexcused absence.

## **CELL PHONE/ELECTRONICS**

Blue Heron School practices a "responsible use" expectation for electronics. Phones and music players must be silenced and placed out of view during school hours, including lunch time unless indicated or directed by a Blue Heron Faculty member. Students may not text for personal or social

purposes during the school day. All ear phones must be put away unless being used for instructional purposes. Electronic devices may be used before or after school.

Please understand that students bring electronic devices to school at their own risk. We will not be responsible for lost, stolen, or damaged electronic devices. We will not investigate the theft or loss of electronics. Students are encouraged to leave all valuable items at home. Parents who need to contact their child in school should call the office and not call or text the student's cell phone. Progressive discipline applies to students who do not use electronic devices appropriately in the school environment.

## **CLASSROOM VISITS**

Parents/guardians and other adults are welcome to visit our school with prior notice to the school principal. A minimum 24 hour notice is required to visit a classroom. Adult visitors must report to the office and obtain approval before visiting classes. Visitors must wear visitor badges at Blue Heron.

Students from other schools may visit Blue Heron for purposes such as possible future attendance. Visits may only be a maximum of one day in length and must be approved by the principal and teachers whose classes the student intends to visit at least one day prior to date of the visit.

## **COUNSELOR/CHANGE OF SCHEDULE**

The counselor's primary role is to support the academic success of every student, including planning, advising, intervention, and referral for support services. The counselor is also available to help students work through personal issues so that they can make good decisions and remain focused on learning. The counselor may collaborate with or refer to community services if needed.

Our counselor is available to meet with parents to provide information and help with questions related to academic and/or social-emotional concerns. The counselor leads our CARE team for student intervention. The counseling office is an excellent place to begin a conversation about questions related to schoolwork, teachers and school staff, peer relationships, etc.

Students and parents can trust that our counselor maintains confidentiality unless there is a clear danger to the student or someone else.

## **SCHEDULE CHANGES**

Parent permission is required to transfer from academic coursework. If a student does make a class change, a withdrawal grade will be issued and applies to the new course. No course changes are permitted after the 2nd week of the semester unless recommended by the teacher, parent and/or counselor and the scenario is reviewed by all parties in this partnership.

## **DRESS CODE**

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

- A) Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives.
- B) Create a health or other hazard to the student's safety or to the safety of others.
- C) Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D) Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or one's person.
- E) Students may not wear clothing that advocates or conveys alcohol, tobacco or drug advertisement or usage, anything of a derogatory nature about any group of people, clothing with sexual innuendos or clothing with inappropriate language.

If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent/guardian, if reasonably possible, and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate disciplinary action. The school administration reserves the right to decide on an individual basis whether or not an article of clothing is appropriate for school.

### **Physical Education Class Dress Code**

All middle school students must change for PE class every day and must wear the following:

- Crew neck T-shirts, short or long sleeve (no sleeveless shirts)
- Athletic pants or shorts. Shorts must go down to the top of the knees. No jeans.
- Non-marking athletic shoes

### **ELECTRONIC NETWORK ACCESS**

Your student has the opportunity to receive electronic network access, and students are provided a secure account. When your child is given access and a password to use the computer, it is extremely important that the rules are followed. Inappropriate use may result in the loss of the privilege to use this educational tool, and could result in other disciplinary action. The Port Townsend School District has the right to review, edit, and remove any materials installed, used, stored, or distributed on or throughout the network or district system; and your child waives any right to privacy that you or your child may have for such materials.

Students need to be proficient and responsible users of technology. All students are provided a Port Townsend School District login and password that must be used on all school computer equipment. No sharing of logins is allowed. In addition, students and parents must sign an "Internet Use Compact" to foster the safe and appropriate use of school technology and to protect the school network system. If students wish to bring their own computers (laptops, iPads, tablets, etc.) to use at school, please talk with a school administrator before doing so.

### **EMERGENCY PROCEDURES**

Ensuring the safety and security of students and staff is the highest priority at Blue Heron.

Throughout the year we will be preparing students and staff for emergency situations, practicing

procedures, and communicating plans. In addition, all PTSD staff members and students will be participating in ALICE training. This stands for Alert, Lockdown, Inform, Counter, Evacuate. More information regarding this program for emergency preparation will be shared with parents/families.

Including:

- Fire Procedures
- Earthquake Procedures
- Tsunami Evacuation Procedures
- Lockout Procedures (threat outside building)
- Lockdown Procedures (threat inside building)

## **FIELD TRIPS**

Field trips and special events are a privilege for students throughout the school year. Student participation in field trips and special events may be dependent on behavior, academic progress and attendance patterns at school. Full-time students are eligible to attend culminating class field trips if academic and behavior expectations are fulfilled. Less than full time students must be enrolled in a curriculum-related class affiliated with the field trip to attend.

## **FAMILY ACCESS**

Family access to skyward can be accessed from Blue Heron's school webpage under the "for families" tab. You will be provided with your family access Login and Password at the beginning of each school year. You may also contact the school office for this information.

## **FEES**

Required costs are waived/reduced upon request for students and families who qualify for free/reduced lunch. Families who are experiencing financial hardship should talk with our counselor for assistance. We are committing to doing our best to help every student have what they need to be successful at school.

Required Fees:

STEAM Advanced Class Fee	\$20 per semester
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Optional Fees:

Athletic Participation	\$45/sport \$100/student max
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ASB Card	\$20/year
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Yearbook	\$30/ without ASB or \$25/ with ASB
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## **HALLWAY AND PASSING TIME EXPECTATIONS**

To ensure the safety of all students and staff, hallway and passing time expectations must be followed. Students are expected to:

1. Keep hands, feet, and objects to yourself
2. Move quietly without disturbing others (softly talk)

3. Keep hallway clean
4. Watch for others and make room when needed
5. Walk at all times
6. Be careful when opening doors

## **HARASSMENT, INTIMIDATION AND BULLYING**

The following language is in reference to the Port Townsend School District policy and procedure regarding harassment, intimidation and bullying. For a copy of the complete policy, please visit our website at [http://ptschools.org/board\\_supt/board\\_policies\\_and\\_procedures/series\\_3000\\_students/](http://ptschools.org/board_supt/board_policies_and_procedures/series_3000_students/) and view policy and procedure 3207.

Harassment, intimidation, bullying or retaliation is prohibited and will not be tolerated by students, volunteers, or employees of the Port Townsend School District. "Harassment, intimidation or bullying" means any intentional written, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics (whether the affected person actually has the motivating characteristic or not), when the intentional written, verbal or physical act:

Physically harms a student or damages the student's property, has the effect of substantially interfering with a student's education, is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment, or has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, bullying or retaliation can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.

False reports about, or retaliation for, harassment, intimidation or bullying complaints, constitute a violation of the district's bullying policy. No school employee, student, or volunteer may engage in reprisal, retaliation or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation or bullying. Such behavior may result in disciplinary action.

Harassment in school is unwanted attention from not only other students but also adults, or anyone else that you may deal with in school or at a school-related activity. Harassment may carry the message that if you do not comply with the harasser's demand there may be retaliation. Incidents of harassment may occur only once or they may be repeated. Often the situation gets worse if it is not stopped.

Because this is such a serious matter, harassment in any form is forbidden at Blue Heron Middle School. It can cause serious psychological damage to students - negatively impacting grades, attendance, performance and pride in one's work in general.



The following behavior is **not allowed**:

Spreading gossip/rumors - Making unwanted comments or telling jokes to or in the presence of the victim - Pressuring someone to engage in unaccepted or illegal activity - Engaging in unwanted physical contact of any nature - All threats of any nature will be taken very seriously.

Victims of harassment should report the problem to an adult (assistants, secretary, teacher, counselor, or administrator) in the school as soon as possible. Allegations of criminal misconduct will be reported to law enforcement or Child Protective Services.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate disciplinary action.

It is a violation of school policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. Sexual and racial harassment are considered to be forms of discrimination and are illegal in the workplace under existing state and federal laws.

This policy is intended to provide notice to students, employees, and others of the district's expectations for their behavior or conduct, to warn them that disciplinary sanctions may be imposed, to provide a prompt and effective means for persons to report behavior or conduct in violation of this policy, and to ensure that such reports are handled in a manner that furthers an educational and work environment free from sexual harassment as required by state and federal law.

## **HOMEWORK**

Homework is necessary for practicing skills and deepening understanding of learning targets. Examples include practice, reading, research, review, writing, project work, and other assigned tasks to be done outside scheduled school hours. Homework develops personal responsibility and time management, and also provides an opportunity for parents/guardians to monitor student participation and quality of work.

Blue Heron students are frequently assigned specific homework, and always expected to prepare for school each evening. Parents can follow homework assignments by reviewing their child's planner and/or using the teacher web pages. Students who need help with homework can meet with their teacher before or after school or by appointment. In addition, students should engage in at least two hours of reading per week outside of school.

Per National PTA recommendations, Blue Heron teachers will follow guidelines for homework expectations. Parents may expect students to have 60-90 minutes of homework per night, on average. Factors that influence the success of managing homework:

- Participate actively in class and ask for help when needed
- Use homework time productively
- Have regular time/place for homework
- Limit electronics that are distracting

## **INSURANCE**

Voluntary Student Accident and Sickness Insurance is available for purchase by all students. Information is provided in the registration packet. Student athletes are required to show proof of insurance or purchase the offered policy.

## **MEALS**

Breakfast	\$1.75	Adult Breakfast	\$2.25
Lunch	3.00	Adult Lunch	4.25
Milk Only	.50		

## **MEDICATION AT SCHOOL/IMMUNIZATIONS - SICK ROOM**

Parent/guardian must bring all medications, including over-the-counter drugs, to the office with a special form signed by parent/guardian and physician. The original container and directions will be kept in the office. Students are responsible for remembering to take medication. Even aspirin cannot be given without written permission from a doctor. Medication forms must be completed annually. Our school nurse will work with each student to ensure all medication needs are required.

## **IMMUNIZATIONS**

On or before the first day of attendance, every student must provide proof of:

- a) full immunization,
- b) initiation of a schedule of immunization, or
- c) a certificate of exemption.

Immunizations must include polio, diphtheria, whooping cough, tetanus, hepatitis B, measles, chickenpox, mumps, and rubella.

## **SICK AT SCHOOL**

If a student becomes ill or injured at school, notify your teacher and receive permission to go to the office. An office staff member will make the determination if the student should go home and will notify the parent to come and pick up the student. Students should not call their parent directly with their cell phone. Students may not leave school unless signed out by a parent/guardian, emergency contact person, or the building principal with parent/guardian permission.

## **PARENT/GUARDIAN INVOLVEMENT**

There is a strong correlation between parents who are involved in their child's school and academic success. This does not stop as the child gets older and moves into middle school. In fact, it may even be more important to stay involved. Parents/guardians please talk with us if you have time to participate in school activities or would like to volunteer. There are many opportunities available.

Coffee and Conversation with the Blue Heron School Principal. Join the Blue Heron Principal the first Wednesday of each month to discuss current events and topics. A Principal led agenda will be provided and time for larger learning community questions will be accommodated. Watch for dates and times on our website and announcements.

## **SCHOOL LIBRARY**

The Library Resource Center (LRC) supports students in being effective users of information as well as collaborating and potentially extending their learning beyond the classroom. The Blue Heron Library is a member of the CLAN system (Cooperative Libraries Automated Network), which means that students can access collections from Port Townsend and Jefferson County Public Libraries from our school library. This greatly enlarges materials available for reading and research.

Because the library is a shared space, specific rules are in place to ensure that everyone has a positive experience:

1. The library is open before school and during lunch.
2. Other project and academic usage of the library will to be under the supervision and direction of a classroom teacher.
3. Enter and exit the library only through the main double doors.

## **SOCIAL EVENTS/DANCES/GAMES**

Social events are open to specific grades or whole school, depending on the event. Guests from other schools are not allowed to attend social events. In order to attend special social events and dances, students must:

1. Turn in the official, signed parent/guardian permission slip
2. Follow all school policies when attending a social event
3. Remain at the social event until it is over
4. Make arrangements to be picked up promptly at the end of the event
5. Attend school on the day of the event
6. Be in good standing regarding progressive discipline - below 15 points
7. Have no outstanding fees or fines

School rules apply at all social events including dances and games. Students who are asked to leave an event or game for misbehavior will not be refunded their money and may not be admitted to future events. All Blue Heron-sponsored social events are chaperoned by Blue Heron staff and parents/guardians. Students must be enrolled at Blue Heron and actively participating in the Blue Heron school program to participate in special events and dances (OCEAN students may purchase tickets to attend dances with a chaperone).

## SUPPLY LIST

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> grade
Book bag or backpack labeled with name	Book bag or backpack labeled with name	Book bag or backpack labeled with name
3 single subject spiral notebooks (8 1/2 x 11")	3 single subject spiral notebooks (8 1/2 x 11")	4 single subject spiral notebooks (8 1/2 x 11") 1 Composition Notebook
Notebook paper	Loose leaf notebook paper (300 sheets)	Loose leaf notebook paper (300 sheets)
	4x4 graph ruled paper	4x4 graph ruled paper
Three 2-pocket style folders	Four 2-pocket style folders	Four 2-pocket style folders
Sharpened pencils with erasers	Sharpened pencils with erasers	Sharpened pencils with erasers
Hand-held pencil sharpener	Hand-held pencil sharpener that catches shavings	Hand-held pencil sharpener that catches shavings
Colored pencils (1 set)	Colored pencils (1 set)	Colored pencils (1 set)
Calculator	Scientific calculator	Graphing calculator (TI 84 Plus)-recommended for Algebra only
Glue and/or glue sticks	Glue and/or glue sticks	Glue and/or glue sticks
Metric ruler and protractor	Metric ruler and protractor	Metric ruler and protractor
Black & blue ultra-fine tip Sharpie markers Black and blue ball point pens	Black & blue ultra-fine tip Sharpie markers 2 blue or black ballpoint pens	Black & blue ultra-fine tip Sharpie markers Black and blue ball point pens
1 box of tissues	1 box of tissues	1 box of tissues
Full sized scissors	Full sized scissors	Full sized scissors
1 large eraser	1 large eraser	1 large eraser
		1 each pink, green & yellow highlighter
	400 3x5" white index cards lined on one side	400 3x5" white index cards lined on one side
	Two pkgs of 3"x3" Post-it notes	Two pkgs of 3"x3" Post-it notes
PE Tennis Shoes (non-scuffing)	PE Tennis Shoes (non-scuffing)	PE Tennis Shoes (non-scuffing)
2 pkgs of notebook dividers	2 pkgs of notebook dividers	1 pkg of notebook dividers
		2 rolls of tape
Flash drive/Memory stick (2 GB) If no home access to Google account	Flash drive/Memory stick (2 GB) If no home access to Google account	Flash drive/Memory stick (2 GB) If no home access to Google account

## **TIP LINE**

Safety is one of our district's top priorities and that's why we are now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. Phone: 360.406.4637
2. Text: Text your tip to 360.406.4637
3. Email: 1280@alert1.us
4. Web: <http://1280.alert.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1280.alert1.us>.

Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

## **TRANSPORTATION**

Riding a school bus to Blue Heron School is a privilege and positive behaviors are expected on the bus and at the bus stop. Bus drivers are like teachers. Students must listen and comply with all rules. If a bus driver determines that a student is creating an unsafe situation on a school bus, the student may lose the opportunity to ride the bus to school indefinitely. Use common sense. Be Safe. Be Kind. Obey Your Driver.

Bus Passes - If a student plans to ride a different bus home or get off at a different stop, they must bring a note from their parent/guardian to the office and get a bus pass to give the driver. Without a bus pass, students may ride only their regular route.

### **BUS MISBEHAVIOR CONSEQUENCES**

Students and parents/guardians are responsible for any damage caused to a school bus by students. In addition to school consequences, the following consequences are imposed by Transportation:

Step 1: The bus driver gives a verbal warning to the student and/or imposes a change of seat, etc. Parent may be called by bus driver.

Step 2: The bus driver completes an incident report and turns it into the school administrator, who meets with the student and calls parent/guardian. Disciplinary action dependent on infraction.

Step 3: Progressive discipline applies, which may include suspension or restriction from riding the bus.

Step 4: Continued misbehavior on bus will result in loss of bus riding privileges.

NOTE: Suspensions from the school bus may result in not being able to attend field trips or other activities.

## **WITHDRAW FROM SCHOOL**

Parents/Guardians of exiting students should contact the Blue Heron office at least five school days prior to the student's last day. The best method of withdrawal is to come in and sign a withdraw request in person to ensure the check-out process is complete. All school property such as text and library books, band/orchestra instruments and shirts, etc. must be returned and in good repair. The secretary will route the request to staff members for their signatures to indicate all books and materials have been returned and that all fees and fines are paid. Records will be released to another school upon the official request by the new school district. The student is not considered withdrawn from Blue Heron School until a records request is received and the student will be marked absent until that time.

### **DISCRIMINATION**

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

**Amy Khile, Civil Rights Coordinator, [akhile@ptschools.org](mailto:akhile@ptschools.org), 1610 Blaine St. Port Townsend, WA 98368, 360-379-4603**

**Title IX Officer, Laurie McGinnis, [lmcginnis@ptschools.org](mailto:lmcginnis@ptschools.org), 1610 Blaine Street, (360) 379-4501  
Shelby MacMeekin, Section 504 Coordinator, [smacmeekin@ptschools.org](mailto:smacmeekin@ptschools.org), 1610 Blaine St. Port Townsend, WA 98368, 360-379-4535**

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

[http://ptschools.org/board\\_\\_supt/board\\_policies\\_and\\_procedures/series\\_3000\\_-\\_students](http://ptschools.org/board__supt/board_policies_and_procedures/series_3000_-_students) (3210)