



# Blue Heron Middle School

## 2023-2024 Student & Family Handbook

3939 San Juan Avenue, Port Townsend, Washington 98368

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

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### Port Townsend School District

**“Learning Through a Sense of Place”**

**PT Schools Promise:** Every student will be **known, supported, and engaged** and graduate with the skills to thrive in the world and change it for the better.

### Maritime Discovery Schools

The Port Townsend School District integrates 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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## Blue Heron Academic Calendar 2023-2024

**Term One – 1<sup>st</sup> Quarter: 44 days**

**Start Date: September 5<sup>th</sup> T**

**Mid-Term: October 4<sup>th</sup> = 22d W**

**End Date: November 3<sup>rd</sup> F**

**Term Two – 2<sup>nd</sup> Quarter: 46 days**

**Start Date: November 4<sup>th</sup>**

**Mid-Term: Dec 13<sup>th</sup> = 22d W**

**End Date: February 1<sup>st</sup> R**

**Term Three – 3<sup>rd</sup> Quarter: 44 days**

**Start Date: February 2<sup>nd</sup>**

**Mid-Term: March 13<sup>th</sup> = 22d W**

**End Date: April 19<sup>th</sup> F**

**Term Four – 4<sup>th</sup> Quarter: 46 days**

**Start Date: April 20<sup>th</sup>**

**Mid-Term: May 22<sup>nd</sup> = 22d W**

**End Date: June 27<sup>th</sup> R**

**Semester One - 09/05/2023-02/01/2024**

**Semester Two - 02/02/2024-06/27/2024**

## 2023-2024 BELL SCHEDULE

### Daily Bell Schedule

1st Period	8:25 - 9:17		
2nd Period	9:20 - 10:11		
3rd Period	10:14 - 11:05		
4th Period	11:08 - 11:59		
		11:08 - 11:48	7th & 8th Gr Lunch and Recess
5th Period	11:51 - 12:42		
		12:02 - 12:42	6th Gr Lunch and Recess
6th Period	12:43 - 1:34		
7th Period	1:37 - 2:28		
Advisory	2:31 - 3:05		

### 2 Hour Early Release (1:05pm)

1st Period	8:25 - 9:03		
2nd Period	9:06 - 9:44		
3rd Period	9:47 - 10:24		
4th Period	10:27 - 11:05	7th & 8th Gr Lunch	
5th Period	11:08 - 11:45	6th Gr Lunch	
6th Period	11:48 - 12:25		
7th Period	12:28 - 1:05		

### 3 Hour Early Release (12:05pm)

1st Period	8:25 - 8:55
2nd Period	8:58 - 9:27
3rd Period	9:30 - 9:59
4th Period	10:02 - 10:31
5th Period	10:34 - 11:03
6th Period	11:06 - 11:34
7th Period	11:37 - 12:05

\*lunch is not eaten at school, students have the option to take a sack lunch home

## Blue Heron -Better Together

**Blue Heron Middle School students, staff and visitors contribute to our kind and safe school community by being respectful and responsible.**

	Be Respectful	Be Responsible
<b>Anywhere</b>	Keep your hands, feet & objects to yourself  Use kind language in the tone and volume for the situation  Follow staff directions & instructions Consider the needs and feelings of others	Take responsibility for your actions  Ask for help, when needed  Be on time  See something, say something (speak up for others)
<b>Office / Health Room</b>	Be truthful in your communication  Show patience while waiting for your turn	Keep all areas clean  Be mindful of amount of time you are spending while others are waiting
<b>Assemblies / Events</b>	Listen to the speaker  Celebrate the accomplishment of performers and others	Stay in assigned areas  Be engaged
<b>Playground</b>	Take turns with equipment  Be a good sport  Participate in safe activities	Stay in assigned areas  Return all equipment, in the condition it was received  Come in when called
<b>Commons and Outdoor Cafe - Lunch</b>	Keep food on plate/tray on the table  Help others, if you see a need  Stay in your seat until excused	Take only what you'll eat, when given choices  Invite others to sit with you  Leave areas clean
<b>Bathrooms</b>	Use bathroom for bathroom purposes only  Honor others' personal space and privacy  Clean up after yourself	Flush the toilet  Wash hands  Use between class and during lunch

<b>Hallways</b>	<p>Stay on right side of hallway</p> <p>Walk at all times</p> <p>Go directly to your location</p>	<p>Keep hallways clean</p> <p>Use indoor voice</p> <p>Be careful when opening doors</p>
<b>Bus</b>	<p>Use inside voice</p> <p>Follow the directions first time given</p> <p>Give others space</p>	<p>Stay in your seat</p> <p>Pick up after yourself</p>
<b>Library</b>	<p>Use a whisper voice</p> <p>Treat materials with care</p>	<p>Check out materials before leaving</p> <p>Return materials on time</p>
<b>Gym</b>	<p>Return materials to the correct space</p> <p>Keep fitness results to yourself</p>	<p>Wear non-scuffing shoes when on court</p> <p>Wear clothing and footwear approved by instructor, as identified in student handbook</p>
<b>Locker Room</b>	<p>Keep eyes to self</p> <p>Honor others' personal space and privacy</p> <p>Clean up after yourself</p>	<p>Change clothes and get to class</p> <p>Share bench space equally</p> <p>Put items in lockers and use lock</p>
<b>Digital Citizenship</b>	<p>Log on / off to protect yourself</p> <p>Store and charge</p>	<p>Use assigned device</p> <p>Use for academic purposes</p> <p>Clam and carry</p>
<b>Field Trip</b>	<p>Keep language and actions positive</p> <p>Be open to a positive experience</p> <p>Be helpful</p>	<p>Help others</p> <p>Listen when others are speaking</p> <p>Keep high expectations for yourself</p> <p>Stay with your assigned group</p>

## VOICE LEVELS

### Voice Levels:

Level 0: Silent

when giving directions/instruction or during an emergency

Level 1: Whisper

when we don't want to interrupt others; library; hallway during class time

Level 2: Talking Voice

classroom, hallway during passing time, restroom, bus

Level 3: Outside Voice

playground

Level 4: Varied level

special events

Level 5: Off the charts

extreme excitement! or Emergency

## ACADEMIC CALENDAR

The district academic calendar has important dates, events, early release and no school days that we have identified for families to support your scheduling. Families can have electronic access to the school academic calendar by going to the Blue Heron webpage under BHMS Info. Families can also receive a paper copy of the academic calendar, which are available at each school office.

## ACADEMICS

At Blue Heron Middle School we are committed to raising the level of student learning outcomes, so that all students are successful. Students are expected to attend all scheduled classes 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) and at the conclusion of each semester. Progress reports are sent home with students at mid-quarter for all students and families to review together. Families and students can also access student progress by viewing grades on Skyward.
2. Teachers are available to meet with parents/guardians about academic concerns at any time throughout the year. Parents/guardians are encouraged to make appointments with the teachers during school hours to discuss student progress.
3. The school counselor is available to discuss more significant academic, organizational and social/emotional concerns. Appointments may be scheduled with the school counselor.
4. Formative standards-based assessments are given to all students regularly throughout the year to measure student growth and to guide instructional decisions.
5. Smarter Balanced Assessment Consortium (SBAC) is administered to all students as designated by Port Townsend School District and Washington state in the spring of each year. Results of the SBAC tests are provided to parents/guardians when released from the state assessment consortium.

Course request change(s) requires parent/guardian permission and a form that all students can receive from the school counselor. If a student does make a class change, a withdrawal grade will be issued and applied to the new course. No course changes are permitted after the 2nd week of the semester unless recommended by the teacher and/or counselor and the scenario is reviewed by all parties in this partnership. Final approval will be at the discretion of the principal.

## **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 arts, band/orchestra 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% - 86%), B- = (80% - 82%), C+ = (77% - 79%), C = (73% - 76%), C- = (70% - 72%), D+ = (67% - 69%), D = (63% - 66%), D- = (60% - 62%), F = (0% - 59%)

Parents/guardians of middle school children may follow their student's academic progress through Skyward *Family Access* by visiting the **District Info** tab on the Blue Heron school webpage. Parents/guardians 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 this powerful tool to follow your student's academic progress and attendance.

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

All students who are actively enrolled at Blue Heron are members of the Associated Student Body (ASB). ASB cards are available for purchase at the beginning of the school year and are required to participate in sports.

Student government is composed of ASB officers and representatives from each grade level. You can make a difference in the climate of our school by becoming involved in the ASB. ASB representatives from each grade are chosen each spring for the following year.

### **ATHLETICS / EXTRACURRICULAR OPPORTUNITIES**

Blue Heron Middle School currently offers interscholastic athletic opportunities for 7<sup>th</sup> and 8<sup>th</sup> grade students in football, volleyball, cross-country, basketball, wrestling, and track. 8th graders may participate in high school sports such as golf or wrestling with the approval of the athletic director. Under WIAA rules students are allowed to practice with each sport team if there is room, with the exception of football. Specific information will be provided prior to the fall, winter, and spring sports seasons through communication with students, parents/guardians, and coaches. Although students may have the opportunity to participate in youth athletic leagues outside of school, we strongly encourage interscholastic participation in athletics at Blue Heron to prepare for high school and to develop the discipline to balance healthy priorities, such as athletics and academics. Before the first practice, students must have completed an online registration (annually) in Final Forms, a physical packet completed by a physician (every two years) and purchased an ASB card (annually). Online registration can be found on the Blue Heron website under Sports & Activities.

#### **Athletics Eligibility - Academics**

Per Port Townsend School District School Board Policy 2151, 2151P, and Washington Interscholastic Activities Association (WIAA), all students must meet enrollment and academic requirements.

In order to participate, students must be currently enrolled as a student in the Port Townsend School District or in a local private school, local home school, or alternative online program.

More specific details regarding the Athletic/Activity Code and District/WIAA requirements will be provided to all students and parents/guardians 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.

In order to maintain eligibility during the current semester, the student will maintain passing grades in a minimum of 6 classes in a 7-period class schedule or the equivalent credits. Student grades in all classes are reviewed by the Athletic Director every two weeks.

If a student fails to meet the academic requirements, they will be placed on academic *probation*. While on probation a student may participate in practices and contests. The probation period will last until the next progress grade check, at which time, the student will be determined to be eligible or ineligible based upon updated grades.

If a student fails to meet the academic requirements and has already been placed on probation *any time* during the school year, they will not be allowed another probation, they would instead become ineligible. Ineligible students are expected to attend practices but may not participate in any contests. The period of ineligibility begins one school day after the student is notified. A student will remain ineligible until at least the next grade check. A student will become eligible if they meet the academic requirements at that time. Students must meet WIAA eligibility requirements at formal semester grading periods.

Students who are home-schooled, private-schooled, or in an alternative educational program must provide the Blue Heron Athletic Director with proof of satisfactory progress (grades) every six weeks.

### **Athletics Eligibility - Attendance**

Any student who has an unexcused absence for any or all periods of a school day, may not participate that day. This includes participation in practices or competitions/contests. Excused absences are defined in the PTSD attendance policy.

### **Athletics Eligibility - Behavior**

The opportunity to participate in interscholastic athletic and activity programs is considered a privilege, and not a right. Therefore, these privileges can be revoked when deemed necessary. School Board Interscholastic Athletics and Activities (2151P) outlines specific behavior expectations for maintaining eligibility.

## **ATTENDANCE**

Regular school attendance is critical for students to not only progress with their learning, to engage in the school environment, and to contribute to our school culture. All students are expected to attend school each day when school is in session. To support our families, Blue Heron has an automated calling system to notify each parent/guardian if your child is absent from school. Please be sure the best number to reach you is listed as your primary phone number in Skyward. Parents/guardians should always 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).

### **Absences**

- 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) A student shall not be absent if they: a) have been suspended, expelled, or emergency expelled pursuant to chapter 392-400 WAC; b) are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and c) the student is enrolled in qualifying “course of study” activities as defined in WAC 392-121-107.
- 3) A full day absence is when a student is absent for fifty percent or more of their scheduled day. Partial day absences are combined into full day absences to count toward full day absences.
- 4) Excessive tardies that are not remedied after a family conference with the school administrator may be added into information related to a truancy petition.
- 5) A student shall be considered absent if they are on school grounds but not in their assigned setting.

Upon returning to school from an absence, students must check in at the office to obtain a pass for returning to class. 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 absence.

## **Excused Absences**

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

- 1) Physical health or mental health symptoms, illness, health condition or medical appointments include, but are not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in-patient or out-patient treatment for chemical dependency or mental health); for the student or for whom the student is legally responsible for - excessive illness may require doctor's note
- 2) Family emergency including, but not limited to, a death or illness in the family
- 3) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction
- 4) Court, judicial proceeding, court-ordered activity, or jury service
- 5) Post-secondary, technical school or apprenticeship program visitation
- 6) State-recognized search and rescue activities
- 7) Absence directly related to the student's homeless or foster care/dependency status
- 8) Absences related to deployment activities of a parent or legal guardian
- 9) Absences due to suspensions, expulsions, or emergency expulsions imposed pursuant to chapter 392-400 WAC, if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107
- 10) Absences due to student safety concerns, including absences related to threats, assaults, or bullying
- 11) Absences due to a student's migrant status
- 12) 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 office 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 discouraged. Students whose pre-arranged absences are granted and have attendance counts beyond 10 days will be counted toward truancy.

## **Unexcused Absences**

Any absence from school, unless it meets one of the criteria provided in WAC 392-401-015 for the majority of hours or periods in an average school day is 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.

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. It is critical that we work in partnership to minimize absences.

## **Tardy**

Punctuality is one of the most important and effective habits a young adult can develop. Tardiness results in missed instructional time for the student and often disrupts the learning process for others. Blue Heron encourages punctuality and reinforces the importance of being on time.

A student arriving at school after 8:25 AM, will report to the attendance secretary. If the student has a note from their parent or guardian that explains the reason for being late, the student will give it to the 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.

Student's instances of being tardy to class will be monitored by individual teachers. Students who accumulate three (3) tardies to the same class in one term will be issued a detention by their teacher. Students with more than 5 or more tardies will be issued detention(s) by the office.

### **Truancy**

Truancy occurs when the school and/or 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, are 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.

### **Truancy - Process**

Because school attendance is so crucial to positive student outcomes, any part of a day that is missed is counted toward a student's cumulative attendance record and potentially truancy - to include single period absences that are in a negative pattern. Blue Heron Middle School works to support positive attendance and does this through the following communicative process.

1. Any instance of absence at school, the family receives an automated phone call home.
2. At 3 unexcused absences within a month, a conference must be scheduled. This is to identify barriers affecting regular attendance, to discuss support and resources, and to talk about next steps.
3. No later than 7 unexcused absences in a month, the District shall do one of the following:
  - 3a. Enter into an agreement with the student and parent establishing attendance requirements
  - 3b. Refer the student to the Community Engagement Board (CEB)
  - 3c. File a truancy petition
4. Between 2 and 7 unexcused cumulative absences in a year the school must apply the WARNS (or equivalent); use that data to reduce absences; convene the IEP or 504 team (if applicable)
5. After 7 unexcused absences in a month and not later than 15 absences in a year, the school must file a truancy petition with Juvenile Court and refer the parent and student to the Community Engagement Board (CEB).
6. For unexpected or excessive absences for dependent students - the school must review the absences with the student and guardian to determine the cause of the absences.

### **BEHAVIOR**

The staff of Blue Heron Middle School appreciates the fact that our students are eager to learn. Research shows us that the ability to behave in class, known as self-regulation, is one of the three most important skills necessary for success in life after high school. At Blue Heron, we utilize Multi-Tiered Systems of Support (MTSS) and within this, Positive Behavior Interventions and Supports (PBIS) to ensure a safe and desirable environment for education.

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, or a range of consequences such as detention, suspension, or expulsion.

### **Positive Behavioral Interventions & 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 all students in regard 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, and as such not all behaviors warrant an office referral. 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)

Self-regulation supports are provided through our universal design for learning. Some measures that are utilized and available for all students to help with self-regulation are fidgets, alternative seating, and sensory breaks.

### **Behavior - Classroom**

As a part of PBIS and universal design for learning, teachers have a responsibility to instruct students about classroom rules, as well as the procedures that the teacher will take to address inappropriate/disruptive/unsafe behaviors before referring a student to the office. As such, most of school discipline occurs at the classroom level. Rules and procedures are critical to support culture and community within a classroom and school. Students have a responsibility to follow classroom rules and the directions given by the teacher. Students are also responsible to follow directions from classroom and building paraeducators to stay on task and maintain expected social and academic behaviors. Classroom paraeducators report behavioral concerns to the teacher for referral. Paraeducators in supervisory roles (like in recess or in one alternative classroom) report infractions directly to the principal and the dean of students.

If a student breaks a school-wide rule, repeatedly engages in disruptive/inappropriate/unsafe behavior, or commits a “Major Offense” (office level) a teacher will refer the student directly to the Dean of Students and/or the principal.

### **Behavior - Consequences & Other Supports**

Students who are not successful meeting the school wide expectations will be supported through the MTSS process to identify measures which will support them in developing skills to more respectfully, responsibly and safely access the various school environments. Behavior support plans will be developed to create goals for growth and to identify the aspects of the school’s and family’s team approach.

Students may be subject to consequences for behavior that causes substantial and material disruption at school that interferes with the rights of others to be safe and secure at school or that is in violation of a specific school policy such as those governing drug use, alcohol use, or similar banned student behaviors. This also includes disruptions caused by texting, facebook, or other social networking systems including actions that occur off school grounds that may cause substantial and material disruption at school.

Since there are many different reasons for behaviors to occur, other consequences and learning opportunities may be used to ensure the students learn the appropriate behavior. Consequences may include, and are not limited to the following:

- apology, administrative conference, restorative conference, family contact/conference, loss of privilege(s), functional behavior assessment and/or behavior support plan, repair/restore the environment to its original condition, replacement of item, referral to school counselor, referral to Student Assistant Professional services (SAP), before school/lunch/after school detention, suspension (in or out of school), emergency expulsion, expulsion, police referral, school service project, and/or referral to other community based services.

The administration can use their own discretion and professional training when working with behavior incidents. The severity of a consequence is at the discretion of administration and depends upon the repetitiveness of behaviors and seriousness of the incident. Any office level behavior referral resulting in any consequence is documented in the district student information system (Skyward) and the school's data management system (eduClimber).

To learn more about the student discipline laws in Washington state, go to [k12.wa.us/studentdiscipline/](http://k12.wa.us/studentdiscipline/)

### **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 are expected to dismount before coming on campus and walk their bike/skateboard/scooter at all times while on campus. During the school day, bikes should be locked at the bike rack while skateboards and scooters may be left inside the entrance to the main office. Bikes, skateboards and scooters are not allowed on school buses.

### **CLASSROOM VISITS**

Parents/guardians and other adults are welcome to visit our school with prior notice to the school principal (subject to district policy 4200P). A minimum of one school day 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 school day prior to the date of the visit.

### **DAILY SCHEDULE**

The daily bell schedule is designed to optimize learning and to support student learning outcomes in a Multi-tiered System of Supports (MTSS). MTSS is an instructional design to support the unique learning needs of each child.

Student school hours are 8:25 AM to 3:05 PM. Most Wednesdays, students are dismissed at 1:05 PM. Buses arrive between 8:05 and 8:15. We ask that walkers, bikers, and students who are driven to school arrive no earlier than 8:05 as there is no student supervision before this time. All students enter the building through the Commons doors, starting at 8:05am. The school building closes at 3:15 PM (1:15 PM on early release) for students. 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 parents or guardians.

## **Early Dismissal**

Most Wednesdays throughout the school year are a 2 hour early release. Students are dismissed at 1:05pm. Some specific days that are also identified as early release are 3 hour early release days. On these special days (i.e. family/teacher conferences), students are dismissed at 12:05pm. These days are identified on the school calendar, located on the Blue Heron [website](#) under BHMS Info.

## **Late Start**

In the event that school has a late start due to inclement weather or other safety concerns, our bell schedule will be amended to provide access to as much of their typical day as can still be found to be effective for learning and growth.

## **ELECTRONIC NETWORK ACCESS**

We support students in becoming proficient and responsible users of technology. All students are provided a Port Townsend School District login and password that are used on all school computer equipment. No sharing of logins is allowed. In addition, students and parents/guardians must sign an “Internet Responsible Use Compact” to foster the safe and appropriate use of school technology and to protect the school network system. Blue Heron Middle School provides chromebooks at school for students to use during class time. Personal computers are discouraged and the school will not be held responsible for lost, stolen or damaged devices brought to school. If needed, students may borrow a loaner chromebook from the school library. Students must first pick up the “At Home Loaner Device Contract” form from the library, which they then take home to go over and sign with their parents/guardians. Once the signed form is returned to the library, they will then issue the student a device. Regular electronic prices apply for all damaged or unreturned items.

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.

## **EMERGENCY PROCEDURES**

Ensuring the safety and security of students and staff is of the highest priorities at Blue Heron. Throughout the year we will be preparing students and staff for emergency situations, practicing procedures, and communicating plans, including: fire, earthquake, tsunami evacuation, and intruder (threat inside/outside building) and ALICE. ALICE stands for Alert, Lockdown, Inform, Counter, and Evacuate and is a safety protocol the District has identified for active shooter situations. Families are communicated with before ALICE drills occur to support age appropriate conversations which support overall safety and security.

## **Threat Assessments**

As required by law, schools implement a supportive tool called a threat assessment team. Team members are prepared to do an assessment/evaluation of a potentially harmful or lethal situation or incident that could risk the safety of a student or staff member. Within this process, the threat assessment is typically conducted around the behavior or actions of one or more students. The threat assessment process is a preventative, multi-agency/multi-disciplinary, trauma informed protocol constructed with an equity lens to provide assessment tools and safety planning procedures. Participants are coordinated by a unique collaborative team typically made up of school personnel, law enforcement, community mental health, and juvenile justice. When possible, the student being assessed, and their parents/guardians, will be included in the process. Threat assessment programs in schools help to increase support for students in need and emphasizes a supportive and healthy school climate. The threat assessment leader at the middle school is Victoria Kalscheuer.

## **Process for Responding to Potential Safety Threats**

At this time in our country, there have been many more incidents of violence in schools. Our top concern is always the safety of each and every student. We encourage people to let school staff know when there may be a threat. You can make an anonymous report of a safety concern at <https://ptsd-wa.safeschoolsalert.com/>

### **Steps the School Takes After a Threat is Reported:**

1. Increase supervision of student(s). If there is the immediate or continuing danger, the student will receive an emergency expulsion, removing them from the school environment and law enforcement may be contacted.
2. Communicate with anyone who is the target of a threat.
3. Conduct threat assessment to determine the level of the threat.
4. Create safety protocols for all those involved in alleged threats.
5. Communicate safety plans with school staff and any student involved

Law enforcement may be contacted at the discretion of the administrator, if there is a concern of an intent to harm identified victim(s).

### **Threat Assessment**

A threat assessment is a research-based process that has been developed specifically for determining the credibility of threats made in a school setting. All school principals and other staff members have been thoroughly trained in this process for the purpose of ensuring school safety. We partner with students, families, juvenile services, the Port Townsend Police Department, and other organizations.

Part of the process is determining if the student has the motive and means, including access to weapons. We communicate the results of the threat assessment with all parents or legal guardians of students involved in the situation.

### **Safety Planning**

A key part of the process is to determine what is needed to ensure the safety of students that we determine were involved in this threat. Families and students provide input on what will make them feel safe. A safety plan may include strategies such as outside counseling, daily check-ins with staff, conflict-resolution sessions, and daily backpack searches.

While it may be necessary for us to exclude students from school while we assess the threat, we integrate them back into the school community as soon as the team determines it is safe to do so. All staff are informed of the safety plan to increase supervision and monitoring of the students involved.

### **Informing Families**



If the threat is made against a student, the threat will be communicated to the parent/guardian as soon as reasonably possible. When an alleged threat has only been made toward one student, we must ensure the confidentiality of all students, particularly while we are investigating the situation.

When multiple students or the school community are a target or a threat, we inform a wider audience. We also consider that if multiple students know of an incident, notification to a larger audience is appropriate to help prevent the spread of misinformation.

### **Further Information**

If you would like to learn more, below are links to the Port Townsend School District policies and procedures we must follow in regard to assessing threats made against students, as well as information on the family notification.

[School-Based Threat Assessment](#)

[School-Based Threat Assessment Procedure](#)

[Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm](#)

[Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm Procedure](#)

The laws that require us to engage in the threat assessment process can be read about on the Office of Superintendent of Public Instruction's website:

<https://www.k12.wa.us/student-success/health-safety/school-safety-center/school-based-threat-assessment>

### **EVENTS**

Events such as athletic competitions and concerts are open to the public. Students must be enrolled at Blue Heron and actively participate in the Blue Heron school programming to participate in events. Some events are open to specific grades or the whole school, depending on the event and as such guests are only allowed when specified. In order to attend special social events such as dances, sporting events, etc., students must:

1. Turn in the official, signed parent/guardian permission slip
2. Follow all school expectations when attending a social event
3. Remain at the social event until it is over
4. Prior to event, make arrangements to be picked up promptly at the end of the event
5. Attend school on the day of the event, for the full day
6. Be in good standing academically and in behavior choices

School rules apply at all events including, but not limited to, 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 events are chaperoned by Blue Heron staff and often parents/guardians.

## **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 committed to doing our best to help every student have what they need to be successful at school.

### **Required Fees:**

STEAM Advanced Class Fee                                 \$20/semester

### **Optional Fees:**

Athletic Participation                                     \$45/sport, \$100/student max   \$25/activity 6th grade

ASB Card   \$20/year

Yearbook    \$30/ without ASB or \$25/ with ASB

## **FIELD TRIPS & GRADE LEVEL TRIPS**

At Blue Heron Middle School, grade level trips and field trips occur for curricular and special event purposes. Grade level curricular trips are regularly scheduled as a part of our Place-based learning and Maritime Discovery Schools programming. As a part of these curricular experiences, students are able to learn about salmon restoration, forestry/land management, protecting northwest waters, maritime and boat construction, and other local historical exploration.

Field trips are a privilege for students throughout the school year. Student participation in field trips and special events may be dependent on behavior at school. Full-time students are expected to attend field trips for classes in which they are enrolled and grade level trips. Less than full time students must be enrolled in a curriculum-related class affiliated with the field trip to attend. Permission slips must be signed by a parent/guardian and turned into the office before leaving for the trip.

## **HALLWAY & PASSING TIME**

During the school day at Blue Heron Middle School, all students travel from class to class during passing time. Students who are in the hallways at times other than the classroom passing time need a hall pass. Hall passes are issued by the teacher the student(s) is leaving from, before they leave the classroom/area they are assigned during the period. If a student is in the building, comes to the office or another location without a pass, they will be sent back to their last classroom/school location to obtain one. Students who regularly misuse the hall pass requirement will be disciplined through tardy/absence/truancy methods and other consequences such as detentions.

## **HARASSMENT, INTIMIDATION & BULLYING**

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;

- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, bullying or retaliation can take many forms including, but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically transmitted messages or images. Some examples of harassment, intimidation, bullying or retaliation that are not tolerated at Blue Heron Middle School are: 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 seriously.

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.

Harassment in any form is forbidden at Blue Heron Middle School. It can cause serious psychological damage to students - negatively impacting grades, attendance, and performance.

Victims of harassment should report the problem to an adult (ex. paraprofessional, 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.

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.

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.

The following 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.

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.

## **Tip Line**

Safety is one of our district's top priorities and that's why we use SafeSchools Alert, a tip reporting system that allows students, staff, and parents/guardians 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.alert1.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.

## **HEALTH SERVICES**

Health services at Blue Heron Middle School are provided through a tiered support system. Office secretaries, school administrators, and a school nurse are available for supporting student health needs.

### **Medication at School**

Students may need to take medications at times. Parents/guardians must bring all medications, including over-the-counter drugs, to the office with an Authorization for Administration of Medication at School form signed by parent/guardian and physician. The original container and directions will be kept in the Health office. Students are responsible for remembering to take medication. Over the counter and prescribed medications are required to have written permission from a physician. Medication forms must be completed annually. Our school nurse will work with each student and family to ensure all medication requirements are met.

### **Immunizations**

Required immunizations include polio, diphtheria, whooping cough, tetanus, hepatitis B, measles, chickenpox, mumps, and rubella. Immunizations protect not only the individual's health, but the health of those around them. Washington State law requires us to exclude students from school if they do not have the required immunizations or a signed waiver of exemption from their healthcare provider. For more information about how to request an exemption, contact your school nurse or your family physician. The certificate of exemption can be found at the [Washington State Department of Health](#).

We must receive one of the following in order to prevent your child from being unable to attend school per Washington State law (WAC-392-380).

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

- a) A Certificate of Immunization Status (CIS) printed from the Immunization Information System (IIS)
- b) A physical copy of the CIS form with a healthcare provider signature
- c) A physical copy of the CIS with accompanying medical immunization records from a healthcare provider verified and signed by school staff
- d) A CIS printed from MyIR

### **Ill or Injured at School**

If a student becomes ill or injured at school, they should notify a staff member and receive permission to go to the health office. An office staff member and/or the school nurse will make the determination if the student

should go home and will notify the parent/guardian to come and pick up the student. Students should not call their parent/guardian directly with their cell phone, as there will be school consequences for doing so. Students may not leave school unless signed out by a parent/guardian, emergency contact person, or the building principal with parent/guardian permission.

Recommendations for going home from school due to illness include: vomiting, fever of 100.4°F, diarrhea, or other standards identified by our health department during times of community viral spread.

## **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. Parents/guardians can follow homework assignments by reviewing their child's planner and/or using the teacher's Google Classroom. 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 and two hours of MATHia per week outside of school.

Per National PTA recommendations, Blue Heron teachers will follow guidelines for homework expectations. Parents/guardians 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 families for their child(ren) when enrolled as a student. Information is provided in the registration packet. Student athletes are required to show proof of insurance or purchase the offered policy.

## **LUNCH & RECESS**

All students have access to the outdoor cafe and indoor commons area for lunch. Our goal is to have students have access to the outdoor cafe as much as possible. Most days all students will eat in the outdoor cafe. A choice of indoor or outdoor access for lunch will occur when: winds are over 20 mph, temperatures are 40 degrees or lower, or rain is more than typical light mist.

All students are encouraged to participate in recess and recess is attempted to be outside most days of the school year. This is due to our work supporting a holistic approach to child development regarding wellness and social emotional development. When possible, Blue Heron Middle School offers alternatives to recess to support the various social emotional needs and development of children such as: indoor options, games such as chess, library access, etc. Recess will remain outdoors on these days unless rain is heavy. Lunch and/or recess will be indoors when: rain is occurring that is stronger than mist and/or wind is 31 mph or higher. This requires your child to bring appropriate layers of outdoor clothing to school each day.

## Meals

Students may bring lunch from home or students can purchase lunch at school as often as they choose. To buy lunch at school, students and/or families can bring checks/cash to the school office or they can add money to their child's account through Skyward Family Access.

Breakfast \$1.75

Adult Breakfast \$2.25

Lunch \$3.25

Adult Lunch \$4.25

Milk Only \$ .50

Families can apply for free/reduced lunch through the Skyward Family Access. We encourage all families to complete this form, even if their child isn't eating at schools as these forms make our school eligible for other opportunities such as tutoring, field trips, grants, etc. If you have questions about how to complete this form, please contact Shannon Minnihan at [sminnihan@ptschools.org](mailto:sminnihan@ptschools.org)

## **NON-DISCRIMINATION & SEXUAL HARASSMENT**

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:

**Port Townsend School District Office, 1610 Blaine St. Port Townsend, WA 98368**

**Darrell Thomas, Civil Rights Coordinator and Title IX Officer, [dthomas@ptschools.org](mailto:dthomas@ptschools.org), 360-379-4548**

**Shelby MacMeekin, Section 504 Coordinator, [smacmeekin@ptschools.org](mailto:smacmeekin@ptschools.org), 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)

## **Sexual Harassment**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures

- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

[http://ptschools.org/board\\_\\_supt/board\\_policies\\_and\\_procedures/series\\_5000\\_personnel](http://ptschools.org/board__supt/board_policies_and_procedures/series_5000_personnel) (5011)

### **Complaint Options: Discrimination & Sexual Harassment**

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

### **Complaint to the School District**

#### **Step 1. Write Out Your Complaint**

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint - by mail, fax, email, or hand delivery - to the district superintendent or civil rights compliance coordinator.

#### **Step 2: School District Investigates Your Complaint**

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

#### **Step 3: School District Responds to Your Complaint**

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Note: The appeal procedure above is based on the Washington State School Directors Association's (WSSDA) Sample Nondiscrimination and Sexual Harassment Procedures (3210P and 3205P). WAC 392-190-070 requires each school district to provide an option to appeal the district's decision to a party or board that was not involved in the initial complaint or investigation.

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | Fax: 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

### **WHAT TO EXPECT WHEN FILING A SEXUAL HARASSMENT COMPLAINT**

Filing a sexual harassment complaint can be a stressful experience for all involved. We have worked with our students and district leaders to put a process in place that explains all of the steps involved. Additionally, we want our students to feel heard, understood, and supported throughout the process. When harassment complaints are brought forth, the school responds in a way to provide supportive measures to both the receiver of harm and the author of harm.

## **How PT Schools Treat Students Involved In Sexual Harassment/Assault**

### **Any Staff Member -**

- **Respond with empathy and compassion to what you tell them**
- **Take what you say seriously**
  - They will immediately connect you with your school counselor, the dean or principal for follow-up.

**Your school counselor, the dean, or principal will respond with the qualities listed above, as well as the following -**



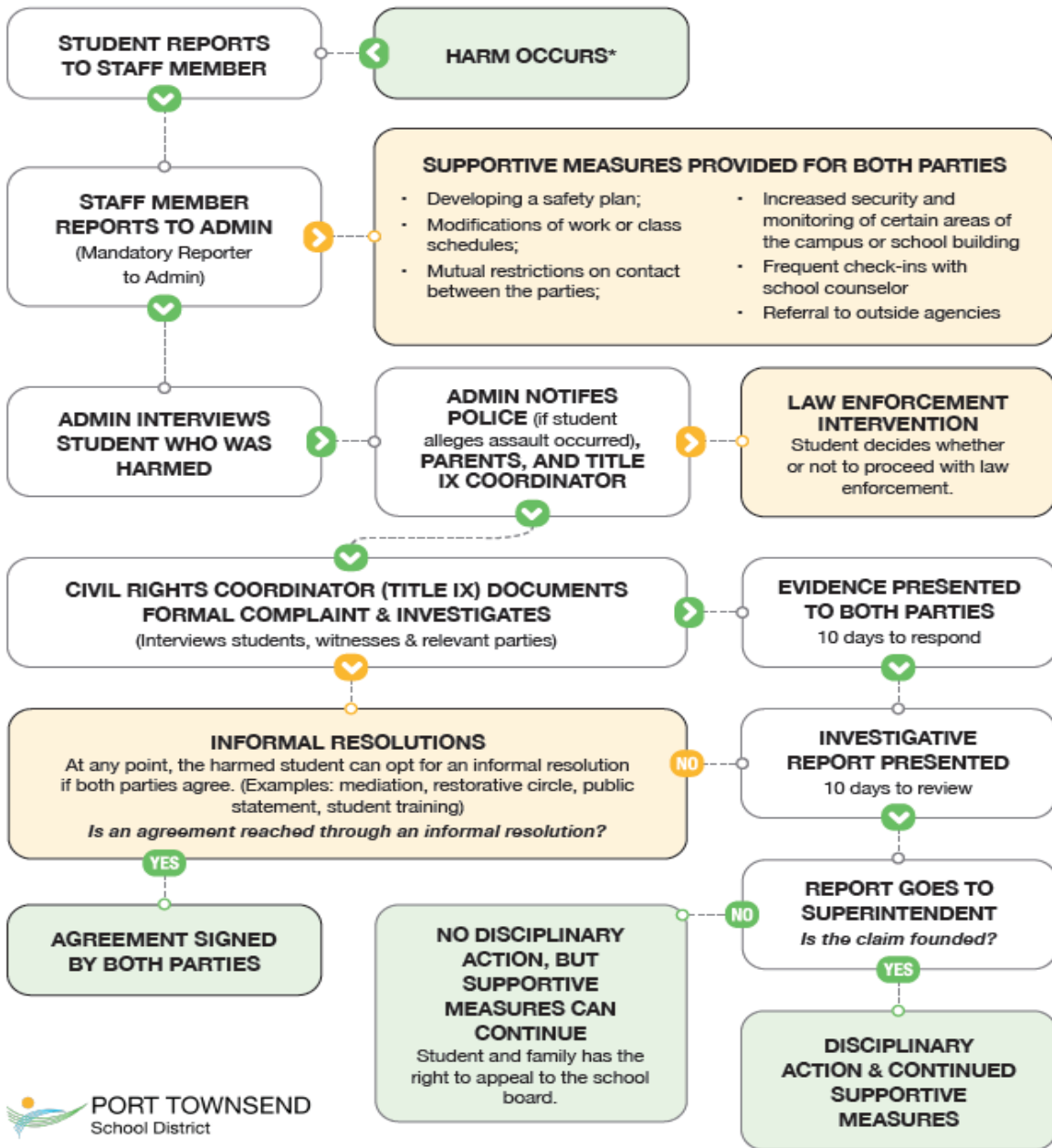
- **Connect you to supports, such as -**
  - After reporting or discussing what happened - offer a break/conversation in the counseling office to process and get immediate support
  - Safety Plan (at a minimum, identify supportive adults and peers at school)
  - Regular support/check-ins with school counselor
  - Referral to Student Assistance Professional or school-based mental health therapist
  - Referral or consultation with Dove House (service only available for receivers of harm)
- **Restore your sense of safety**
  - What can we do to help you feel safe at school?
    - Help create distance between the author and receiver of harm
    - Written safety plan
    - Does the receiver of harm want a way to address this with the author of harm?
    - Address concerns from either party about retaliation and/or implications with the wider friend/peer group (students who witnessed/were around/know about what happened)
    - Other?
- **Help you understand your rights**
  - This is part of a law called Title IX
  - Help you understand the process moving forward (see flowchart on back of page)
    - This includes but is not limited to explaining the process of mandatory reporting and police involvement.

**If you are not receiving this level of support, contact these staff members:**

Begin with #1 and move onto the next contact person if you do not feel like all of your concerns have been addressed.

1. Your School Counselor: Eliza Farrell; 360-379-4544; efarrell@ptschools.org
2. Assistant Principal: Sean Moss; 360-379-4542; smoss@ptschools.org
3. Principal: Victoria Kalscheuer; 360-379-4541; vkalscheuer@ptschools.org
4. Wellness Director/Title IX Coordinator: Darrell Thomas; 360 379-4548; dthomas@ptschools.org
5. PT School District Superintendent: Linda Rosenbury; 360 379-4501; lrosenbury@ptschools.org

# Sexual Harassment /Assault Complaint Procedure



\* Students have up to 1 year to report sexual assault/harassment to the school administration. The school district's timeline to report does not reflect any statutory limitations for criminal proceedings.

## PARENT / GUARDIAN INVOLVEMENT

There is a strong correlation between parents/guardians 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. Please contact the office to participate in school activities or to volunteer once you have completed the online District Volunteer Packet, found on the district website. There are many opportunities available for families to be involved in their child's success at school, ex. participate with the PTA, volunteer,

participating in Family Information Events/Back to School Night/other, supporting open communication with the school and your family, talking to your child as often as possible/daily about school and their learning, etc.

### **PERSONAL CELL PHONE / ELECTRONICS**

Blue Heron School practices a “responsible use” expectation for electronics. Phones and music player, including smart watches, must be silenced or off and placed out of view in a student’s backpack during school hours, including lunch time unless indicated or directed by a Blue Heron staff member. Students may not text for personal or social purposes during the school day. All earphones/earbuds, etc. must be put away unless being used for instructional purposes. Electronic devices may be used before or after school hours on school grounds. To protect the privacy of students, no video recording will be allowed except for outside of school day special events/games.

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 or other personal property. We will help to investigate the theft or loss of personal electronics and are liable for the recovery of any personal property. Students are encouraged to leave all valuable items at home.

**Parents/guardians who need to contact their child in school should call the office and not call or text the student’s cell phone.** Students are expected to report to the office if they need to call their parent/guardian, as a phone is available at the student services window daily.

As with all school expectations that are not met, consequences will be imposed for students not adhering to the school cell phone policy.

Consequences may include:

- The first time a student who is found to have their personal cell phone/electronic device out and visible or is using it in a classroom, or anywhere else on school property during school hours, will have the device removed and taken to the office. The student will be able to pick up their device at the conclusion of the day.
- The second time a student is found to have their personal cell phone/electronic device out and visible or is using it in a classroom, or anywhere else on school property during school hours, a parent/guardian will need to come in to pick up the device and meet with the school administrator or Dean of Students.
- After a third offense, the phone must be turned in to the office before school (each day) and will be held by administration until the end of the school day.

### **RESTROOMS**

Restrooms can be found throughout the interior of our campus. In the commons area, students can access a large gendered restrooms, each of which has an accessible stall. In each classroom Pod area area also gendered restrooms with an accessible stall. Each locker room has a bathroom area within, including accessible stalls. In the main hallway and in our school health office, anyone may access our accessible private single restrooms.

### **SAFE & DRUG-FREE SCHOOLS & COMMUNITY ACT OF 1994**

Students, visitors and staff are required to comply with policies and procedures regarding keeping our campus a drug-free/weapon-free/tobacco-free/alcohol-free zone. It is important that all parents, staff and students understand that, by district policy and state and federal law, no firearms/dangerous weapons are permitted at any

school facility (including buses), or at school-sponsored events. (RCW 69.50.204 Schedule 1), (20 U.S.C. 3161 et seq. Drug-Free School and Communities Act of 1986).

Port Townsend School District recognizes that the abuse/use of alcohol, narcotics and other drugs is a societal problem. Within the context of a school, use/abuse represents a health danger, disrupts the educational process, contributes to behavior problems, often results in diminishing academic performance, and can prevent the fullest physical, intellectual and emotional development of each student. Programs of education, prevention, intervention and after care are supported by Port Townsend School District, in collaboration and cooperation with public and private agencies. Intervention and corrective actions for students are listed in Policy and Procedure 2151.

Any individuals found in violation are subject to suspension or expulsion (when a student), up to and including arrest. For adult visitors and parents, please be aware that even though Washington State has legalized marijuana possession and use by adults, marijuana and related paraphernalia is not to be brought on campus at any time by any individual. School district policies outline specific language regarding these expectations:

Student Conduct Code Violations for Alcohol and Other Drug Use  
Policy 3241 and 3241P, 2121 and 2121P

Tobacco  
Policy 4215 and 4215P

Safe and Drug-Free Schools  
Policy 5201 and 5201P, RCW 69.50.204 Schedule 1

### **Tobacco (Policy 4215/4215P)**

Port Townsend School District recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district and all adult members of the community have an obligation as role models to refrain at all times from tobacco use on school property and at school activities.

Any use of tobacco products or nicotine-delivering devices by staff, students, visitors and community members shall be prohibited on school district property and at school activities. Possession or distribution of tobacco products by minors is prohibited. This shall include all district buildings, grounds and district-owned vehicles. Employees and students are subject to discipline for violations of this policy and school district employees are responsible for the enforcement of the policy.

## **Districtwide Information on Drugs/Alcohol/Tobacco in Schools**

Drugs, alcohol, and tobacco are damaging to the adolescent brain and disrupt the learning process. Teens who use drugs are more likely to have serious drug use later in life. Drug use is also associated with poor judgment that can put teens at risk for violence, car accidents, and unsafe sexual behavior. In almost all of the careers that our students will enter, being under the influence of drugs or alcohol at work leads to immediate termination.

**Preventative Measures:** Schools prevent drug use by:

- Educating students on the dangers of substance use, how to decline offers from peers, and the reality that most of their peers are drug free
- Providing mental health supports to address root problems that may contribute to substance abuse
- Actively supervising areas of the school where drug or alcohol use may occur including the use of vaping detectors, keeping bathroom doors open, and entering bathrooms
- Promoting a school culture where students value academic, athletic, and artistic excellence and being present with one another
- Promoting extracurricular activities that provide healthy alternatives

### **Identifying Drug/Alcohol Use**

- All secondary staff members are trained in watching for signs that a student is under the influence of drugs or alcohol and inquiring with care.
- If a staff member sees signs that someone is under the influence at school, they will send the person to the nurse for evaluation. If the school nurse isn't available, the principal or dean may notify the parent/guardian of the child for a medical evaluation.
- School administrators are authorized to search students if there is reasonable suspicion.
  - Examples of reasons to suspect drug/alcohol/tobacco may include smells, eyes, speech, student/staff reports, and vaping detectors.
  - Reasonable suspicion does not include who a student socializes with.
  - A search includes asking the student to remove all items from pockets, purses, handbags, backpacks, gym bags, etc.

**Suspicion:** The school responds when any student is suspected of using drugs, tobacco or alcohol, regardless if they are found in possession. When the vaping detector goes off in a bathroom, staff review camera footage and interview and search all students who were in the bathroom at the time the detector went off. If the investigation is inconclusive, as a precaution, all students receive the following:

- Parents/guardians are contacted and informed as part of the investigation.
- Referral is made to meet with the Student Assistance Professional, school staff or a community agency for further education and reflection.
- Alternate breakfast or lunch/recess locations with education and reflection may be required if the behavior occurred during these times.

**For first-time offenses**, including telling other students how to acquire drugs, alcohol, or tobacco, the response may include:

- Alternate breakfast or lunch/recess locations with education and reflection, especially if the incident occurred during these times.
- In-school suspension (ISS) to allow time for reflection, education, and restoration.
- Daily search of personal items to ensure drugs and/or alcohol are not on school grounds.
- Referral to law enforcement and juvenile services.

**For additional offenses**, including the first offense after suspicion, the disciplinary responses are more severe and may include the items above plus:

- ISS at an alternate district location other than the school.

- Out-of-school suspension where the student is not allowed on campus and is offered remote instruction to keep up with schoolwork.

The consequences of **sharing or distributing** drugs/alcohol/tobacco are much more severe and may include emergency expulsion.

### **Related Policies**

- [3113P Social Emotional Climate](#)
- [3230 Student Searches and Student Privacy](#)
- [3241P Student Discipline Procedure](#)
- [3424P Opioid Related Overdose Reversal](#)
- [4215/4215P Tobacco](#)
- [4311 School Safety and Security Services Program](#)

### **SCHOOL COUNSELING**

School counseling is provided for all students at Blue Heron in order to support students’ academic, social/emotional and personal growth through whole class, small group and individual interventions. Blue Heron has a school counselor who provides short term counseling, academic planning and goal setting, referrals for long-term support with outside organizations/clinics, advocacy for community support(s), and other aspects as needed for each individual child. School counselors follow the American School Counselor Association (ASCA) guidelines regarding confidentiality and ethical guidelines, with the exception of state required mandatory reporting. Parents/guardians are encouraged to make an appointment with our school counselor if they have concerns or questions about how to support their child.

### **SCHOOL LIBRARY**

The Library Resource Center (LRC) encourages a lifelong love of reading and supports students in being effective users of information. Our inclusive, welcoming space inspires students to collaborate, grow, inquire, engage and create, extending their learning beyond the classroom. The Blue Heron Library is a member of the Collaborative Libraries of Eastern Olympics (CLEO). Being part of a consortium allows students access to books and resources from the Port Townsend Public Library, Jefferson County Public Library and Bookmobile, the H. W. McCurdy Maritime Library, and Brinnon and Quilcene Public School Libraries, as well as all Port Townsend schools, and inter-library loans. In addition, with the “One Card for All” CLEO library card, students have access to many free databases such as Britannica, Libby, Creativebug and Mango Language. Our CLEO collaboration greatly increases access to materials available for reading and research. Classroom projects and academic usage of the library will be under the supervision and direction of a classroom teacher and teacher librarian. We are frequently able to have the library open before school and during lunch, offering equity and access to our helpful staff, rich resources and welcoming space.

### **SECTION 504**

Section 504 of the Rehabilitation Act of 1973, commonly called “Section 504,” is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.

## **You Have the Right To:**

- Receive a free and appropriate public education
- Participate in and benefit from the district's educational programs without discrimination
- Be provided equal opportunity to participate in the district's nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate. Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive accommodations and/or related services to allow your child an equal opportunity to participate in school activities.
- Receive educational and related aids and services without cost, except for those fees imposed on other students without disabilities.
- Receive special education services if needed.

## **Important Facts for you to know:**

*A 504 plan can be temporary or longer term:*

A student may have a temporary disability that necessitates a 504 plan (broken arm or leg) For instance, a student with a broken arm may need the accommodation of a scribe to participate in their education. This may require a 504 plan until the arm heals.

A student may have a visual impairment and require preferential seating in order to see the teacher's instruction. This is a longer term impairment and requires a longer term 504 plan.

*You, your teacher, your parent, or anyone that knows you well may request a 504 evaluation:*

You (if you are 18) or your family/guardian have the right to an evaluation before a 504 plan is developed to determine eligibility. Family or guardians will receive notice before the district takes any action regarding the identification, evaluation or placement of a student.

*Your school counselor coordinates a 504 plan:*

In Port Townsend School District, the school counselors help to coordinate building based 504 plan accommodations.

**Shelby MacMeekin, Section 504 Coordinator, [smacmeekin@ptschools.org](mailto:smacmeekin@ptschools.org), 360-379-4535**

## **SECURITY ON CAMPUS**

Port Townsend High School a drug-free, weapon-free, tobacco-free campus (including vape products and e-cigarettes), and an alcohol-free campus. Our campus includes a camera system to enhance safety and security. Cameras are placed both inside the buildings and outside on the grounds and in parking areas. This is not a surveillance system, as cameras are not continuously monitored, but a security system so that footage of our campus may be reviewed to document incidents and identify individuals who may be involved in inappropriate acts. See Board Policy 6505 and 6505P for more information.

Students, visitors and staff are required to comply with policies and procedures regarding keeping our campus a drug-free/weapon-free/tobacco-free/alcohol-free zone.

Any individuals found in violation are subject to suspension or expulsion (when a student) up to and including arrest. For adult visitors and parents, please be aware that even though Washington State has legalized

marijuana possession and use by adults, marijuana and related paraphernalia is not to be brought on campus at any time by any individual.

School district policies outline specific language regarding these expectations:

### **Student Conduct Code Violations for Alcohol and Other Drug Use**

Policy 3241 and 3241P, 2121 and 2121P

### **Tobacco**

Policy 4215 and 4215P

### **Safe and Drug-Free Schools**

Policy 5201 and 5201P, RCW 69.50.204 Schedule 1

## **STUDENT DRESS**

Blue Heron supports equitable educational access for all students, and aims for the dress code to be one component of this access. We acknowledge students as individuals and students' dress should respect the school and district's intent and responsibility to ensure the health, safety and mental well-being of all students.

Blue Heron Middle School expects that all students will dress in a manner that is appropriate for the school day or for any school-sponsored event. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).

Administrators shall use reasonableness and have the discretion to determine the appropriateness of attire. Special exceptions may be made for students, in certain circumstances, with a documented health condition or other needs.

School staff will enforce the dress code consistently, to the best of our ability, and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

### **Student Dress - Expectations**

All students have a responsibility to dress appropriately for school and to wear safety and special purpose equipment whenever it is required. . All students must wear the following to school daily:

- A **shirt** (with fabric in the front, over shoulders to adequately cover undergarments, back, and on the sides under the arms) covering the entirety of the abdomen, chest, and back and
- **Pants** or equivalent (i.e. a skirt, dress, sweatpants, leggings or shorts) and
- **Shoes** that are safe and appropriate for weather, course assignments, and other conditions (i.e. athletics/PE, science lab, etc.)

\*All clothing worn must adequately cover undergarments, cleavage, bottom and may not be see-through.

- Students may wear hats/decorative headbands, but if the teacher expresses concern that the hat/headband is impeding the student's focus (due to ears or eyes being covered) or has safety concerns, the teacher may require the student to remove the hood/hat/headband in the classroom. Students with specific school support plans may be allowed to wear hoods through their plan as long as it is not distracting



from the learning, also staff may request to check on a student's ears to ensure no headphones/earbuds are being worn.

- Sunglasses and other fashion / colored lenses are not to be worn indoors. It is understood that students who wear glasses with transition lenses will have an adjustment period once coming inside.
- Students should not wear their school issued athletic uniforms or jerseys to school unless directed to do so by the coach for a special event (i.e. team game day attire, or cheer outfit). Specialized athletic wear that violates the dress code, but is appropriate for the sport (i.e. swimsuit, volleyball shorts) will not be worn to school as clothing.

Dress code expectations are in effect at all times on the school campus, as well as at any school-sponsored event on or off campus.

### **Student Dress - Not Allowed**

Dress that may interfere with the operation of the school, disrupt the educational process, invade the rights of others or create a reasonably foreseeable risk of such interference or invasion of rights are not permitted. Students will refrain from wearing clothing and accessories that display offensive images or language, including profanity, hate speech, pornography, misogyny or nudity, sexually insensitive messages and/or depictions and/or vulgarity. Any attire that implies a negative message regarding race, religion or ethnicity, or otherwise depicting socially unacceptable subjects will not be allowed at school. Students shall not be permitted to wear any clothing, which is normally identified with a gang or gang related activities (e.g. colors, and/or bandanas). Clothing that contains pictures and/or writing referring to alcoholic beverages, guns, tobacco products, illegal drugs or related paraphernalia, sexual references, violence/illegal conduct, suicide, or content that is racist, discriminatory, harassing, defamatory, inappropriate, is dangerous or could be used as a weapon, or disruptive to the school and the learning environment is prohibited. Students who wear such clothing are subject to school disciplinary actions. The final determination of appropriateness will be made by the building principal or his/her designee when the principal is not in the building. This determination may include concerns regarding dress not mentioned in this policy that may affect the safety, health and well-being of the students of the school and that may be substantially disruptive to the educational process. We will allow for special considerations to be given for selected days or reasons as deemed appropriate by the administration. Students not complying will be asked to change clothing.

### **Student Dress - Monitoring and Implementation**

School staff shall enforce the dress code respectfully and as consistently as possible. No student shall be denied attendance at school for failing to abide by the dress code. Students who are referred to the office for a violation will be provided three options in order to be dressed in a manner which is in alignment with the dress code:

1. Students will have the option to put on their own alternative clothing, if already available at school (i.e. a sweatshirt or coat to cover up an inappropriate shirt) and will commit to wearing the alternative for the remainder of the school day.
2. Students will be provided with temporary clothing from the principal's office and will commit to wearing the alternative for the remainder of the school day.
3. Students will have the option to call their parent/guardian and arrange for other clothing to be brought to them at school. Students will wait in the office until the other clothing is brought, the child has changed and has committed to wearing the other clothing for the remainder of the school day.

In an instance where these cannot be followed, other consequences and/or support will be provided.

### **Student Dress - Physical Education Class**

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

- Crew neck T-shirts, short or long sleeve
- Athletic pants or shorts. No jeans.
- Non-marking athletic shoes

Students who do not have access to these items, will be referred to the Wellness Center for help getting the needed supplies.

### **SUPPLY LIST**

Blue Heron is committed to supplying a vast majority of school supplies in order to support equitable access for all students. Required supplies are as follows:

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
2 single subject spiral notebooks (8 1/2 x 11") 1 Composition Notebook (SS)	2 single subject spiral notebooks (8 1/2 x 11") (SS) 2 Composition Notebooks (SS and ELA)	2 single subject spiral notebooks (8 1/2 x 11") (ELA & SS) 1 Composition Notebook (SS)
Two 2-pocket style folders	Two 2-pocket style folders	Two 2-pocket style folders (ELA & SS)
24 pencils with erasers, per semester	24 pencils with erasers, per semester	24 pencils with erasers, per semester
Pen for grading (math)	Pen for grading (math)	Pens for grading (math/SS/ELA)
2 Ultra Fine Tip Black Sharpies	2 Ultra Fine Tip Black Sharpies	2 Ultra Fine Tip Black Sharpies
Colored Pencils - 24 pack	Colored Pencils - 24 pack	Colored Pencils - 24 pack
1 large eraser	1 large eraser	1 large eraser
PE Athletic Shoes (non-scuffing)	PE Athletic Shoes (non-scuffing)	PE Athletic Shoes (non-scuffing)

If your family is experiencing an economic hardship and is in need of assistance for these specific supplies or other supports, please contact the school counselor, Eliza Farrell to arrange for your child(ren)'s specific needs.

### **TRANSPORTATION**

The school bus is an extension of the school environment. Beginning at the bus stop and on the way to/from school, positive behaviors are expected by all students riding the bus. Students are expected to treat bus drivers with the same respect as they do their classroom teachers. Students must listen and follow 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 for periods of time.

Students are expected to stay on the sidewalk while waiting for the bus. When on the bus, make space for others, when not assigned to a seat. It is important for all bus riders to help keep the bus a safe place by using indoor voices. Just like at the school building, students should also help to keep the inside of the bus clean.

### **Transportation - Bus Passes**

If a student plans to ride a different bus home or get off at a different stop, they **are required** to bring a note from their parent/guardian to the office **and** get a bus pass to give to the driver. Without a bus pass, students may ride only their regular route and will not be permitted on another bus.

### **Transportation - Bus Behavior and 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 the Transportation department:

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

Parents/guardians may be called by the 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 the bus will result in loss of bus riding privileges.

### **WELLNESS CENTER and CARE CLOSET**

Blue Heron Middle School has a Wellness Center that is able to be accessed by all students. Through the Wellness Center, students can access our Care Closet where we have clothing and other basic essentials. Students may access showering and laundry facilities through the Wellness Center as well.

### **WITHDRAWING 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. Withdrawal can be completed in person or virtually, and it is best to communicate with the building registrar to ensure the check-out process is complete. All school property such as texts/textbooks and library books, band/orchestra instruments and shirts, chromebooks, hotspots etc. must be returned and in good repair by the last day the child is enrolled. 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.

If a student has transferred to another school that has requested the student's records without paying an outstanding fine or fee, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions shall be sent to the enrolling school. This information shall be communicated to the enrolling district within two school days and the confirming records shall be sent as soon as possible. The official transcript will not be sent until the outstanding fee or fine is discharged or three years, whichever is sooner. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine, per [district procedure 3520P](#). The student is not considered withdrawn from Blue Heron School until a records request is received.