

Heatherwood Middle School

2019-2020 Staff Handbook



"Becoming is better than being." Carol Dweck

NON-DISCRIMINATION STATEMENT:

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

Heatherwood Middle School

2019-2020 Bell Schedules

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

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

ADMINISTRATIVE ORGANIZATION

In order to communicate more effectively and to better serve the needs of the building, supervision of programs will be divided between the building administrators.

Principal, Laura Wellington

- Assigns, directs, and supervises building staff.
- Evaluates and recommends retention, promotion, transfer, and termination of staff.
- Coordinates activities and assignments of school leadership teams.
- Develops the master schedule.
- Directs establishment of building budget and expenditure of building funds.
- Coordinates AVID program.
- Maintains communication with staff, students, and patrons.
- Conducts public relations program within and for the building.
- Supervises the Counseling and Guidance Program.
- Coordinates Section 504 plans.

Assistant Principal, Jalene Finley

- Plans, coordinates, and implements a student behavior management program.
- Plans, coordinates, and implements a system of campus supervision.
- Establishes and maintains program of student attendance accounting.
- Assists in the supervision and evaluation of staff.
- Title IX Compliance Officer.
- Facilitates crisis/safety team-building, crisis team coordinator.
- Assumes responsibility as delegated for operation of the school in the absence of the principal.
- Directs publication of student/parent handbook.
- Oversees the athletic and ASB/activities program and the ASB budget.
- Oversees building maintenance.

Daily:

Daily Bulletin will be sent out the day before with ALL student announcements. This will be sent by Janelle.

Weekly:

Monday Morning Bulletin will include reminders, weekly events and upcoming dates. This will be sent by Laura.

Monthly:

Heatherwood Outlook Calendar: The shared Heatherwood Outlook calendar will be captured in an image file and sent to staff the last week of each month by Angie Waddle.

Heatherwood Monthly Newsletter will be uploaded to the website by Janelle.

EVALUATIONS 2019-2020

Initial conferences will be scheduled prior to October 11th. The first round of conferences and observations will be scheduled prior to December 6th. The second round of conferences and observations will be completed prior to May 1st. Annual evaluation conferences will be held no later than June 5^d, 2018.

Laura Wellington	Jalene Finley
Anderson, Linda	Allen, Chris
Brandt, Amanda	Barton, Carla
Brown, James	Calderon, Taylor
Burgess, Richard	Cameron, Crystal
Camp, Monica	Cooke, Bob
Coffman, Tami	Curtiss, Romes
Corbett, Brian	Decker, Cody
Cowper, Suzanne	Driscoll, Colleen
D'Ault, Doug	Gowan, Dustin
Fabrizio, Sharon	Herber, Sara
Grosvenor, Claire	Hoang, Huyen
Jones, Wendy	Jaeger, Gretchen
Khim, Rosa	Keener, Andrea
Lanigan, Billie	Lien, Kim
Loewen, Elona	Mills, Nicole
Lothian, Kolleen	Pratt, Jenna
Lundquist, Michael	Proudlock, Sean
Matthews, Stacey	Ramirez, Anita
McCoy, Carter	Ramon, Katy
Poole, Melissa	Robison, Rebecca
Rickert, Kristie	Scholz, Monte
Watson, Reija	Seamon, April
Weiss, Joan	Stevenson-Bonilla, Nicole
Zinkgraf, Gregory	Thomas, Karlee
Coleman, Terry	Walker, Kristin
Lerner, John	Williams, Juli
Arpin, Myra	Jacques, Diane
Mary Hatheway	

Classified

Wellington: Waddle, Schulenburg, Crise, Jaeger, Hooper

Finley: Al Harab, Gordon, Ouderkirk, Ellis, Stauffer, Blackmer, Watkins,

2019-2020 STAFF ORGANIZATION: Office & Support Staff

EXT	NAME	ROOM(s)	ASSIGNMENT
6390	Wellington, Laura	212	Principal
6391	Finley, Jalene	205	Assistant Principal
6301	Waddle, Angie	223	Office Manager
6303	Schulenburg, Emily	226	Attendance Secretary
6315/6325	Crise, Christine	206	Records/Registration Secretary
6324	Jaeger, Janelle	235	Office Assistant
6316	Winter, Julie	213	1:1 Student Device Secretary
6321	Conference Room	211	
6317	Student Office Phone	235	
	<u>COUNSELORS</u>		
6310	Coleman, Terry	207	7 th Grade Counselor
6314	Arpin, Myra Flor	210	8 th Grade Counselor
6313	Lerner, John	209	6 th Grade Counselor
6312	Jacques, Diane	211	School Psychologist
6323	Al Harab, Alaa	240	Student Success Coordinator
6327	Brazier, Angela	226	Sea-Mar Therapist
	<u>LIBRARY</u>		
6309	Herber, Sara	Library	Librarian
6308	Hooper, Sara	Library	Library Support
	<u>CAMPUS SECURITY</u>		
6416	Gordon, Chris	116	Campus Security Officer
6416	Blackmer, Kristi	322	Campus Security Officer
7051 JHS	Saga, Josh	JHS	Police Officer
	<u>NURSE</u>		
6453	Krista Langille	227	Nurse
6306	Greene, Pam	204	Health Room Assistant
	<u>SPECIALISTS</u>		
6343	Hatheway, Mary	223	SLP
	<u>CUSTODIANS</u>		
6397	Kazen, Chris	128	Head Custodian
6397	Renere, Jesse	128	Custodian
6397	Sisk, Melissa	128	Custodian
6397	Wint, Connar	128	Custodian
	<u>PARAEDUCATORS</u>		
6323	Al Harab, Alaa	211/214	Admin Para
6430	Ellis, Betty	210	Achieve Paraeducator
6430	Ouderkirk, Erika	205	Achieve Paraeducator
6425	Stauffer, Alysia	205	Achieve Paraeducator
6446	Watkins, Toni	306	English Language Paraeducator
	<u>KITCHEN</u>		
6307	Stevenson, Jana	Kitchen	Cook Manager
6307	Benedetto, Judy	Kitchen	Cook
6307	Bateman, Karen	Kitchen	Cook

Roles & Responsibilities: Office and Support Staff

Main Office:	<u>Ms. Waddle - Office Manager</u> Bookkeeping - general fund/ASB Fees & fines Intradistrict mail Teacher forms/supplies Substitute coordination/timesheets
Registration Office:	<u>Ms. Crise – Registrar</u> Student registration/withdrawals Student Records/Discipline Master scheduling Grading/Transcripts
Attendance/Student Services Office:	<u>Ms. Schulenburg – Attendance/Athletics</u> Attendance/early dismissal forms/passes Homework request Pick-up BECCA Tracking/Filing Athletics, student activities information
Office Support:	<u>Ms. Jaeger – Communication/Discipline</u> Communications: Webmaster & Bulletin Discipline Library Budget Parent Volunteers
Custodian Office:	<u>Mr. Kazen – Head Custodian</u> Cleaning/emergency repairs/ work orders Building safety
Security Office: <u>Officers</u>	<u>Mr. Gordon & Ms. Blackmer – Campus Security</u> Building security Discipline support Emergency supplies Bus liaison Lost and found (long-term storage) Lockers
Admin Support Para/Success Support:	<u>Ms. Alaa Administrative Support Paraeducator</u> Supervision Support Student Success Coordination Attendance Support (Home Visits) Student Ambassadors, Peer Mediations/Conferences Academic Interventions Assessment Support
ASB Advisor	<u>Ms. Thomas – Advisor</u> ASB/Leadership Schedule of student activities/events Student Council/Student elections
WEB Advisors	<u>Ms. Arpin/Mr. Corbett</u>

2019-2020 STAFF ORGANIZATION: Teaching Staff

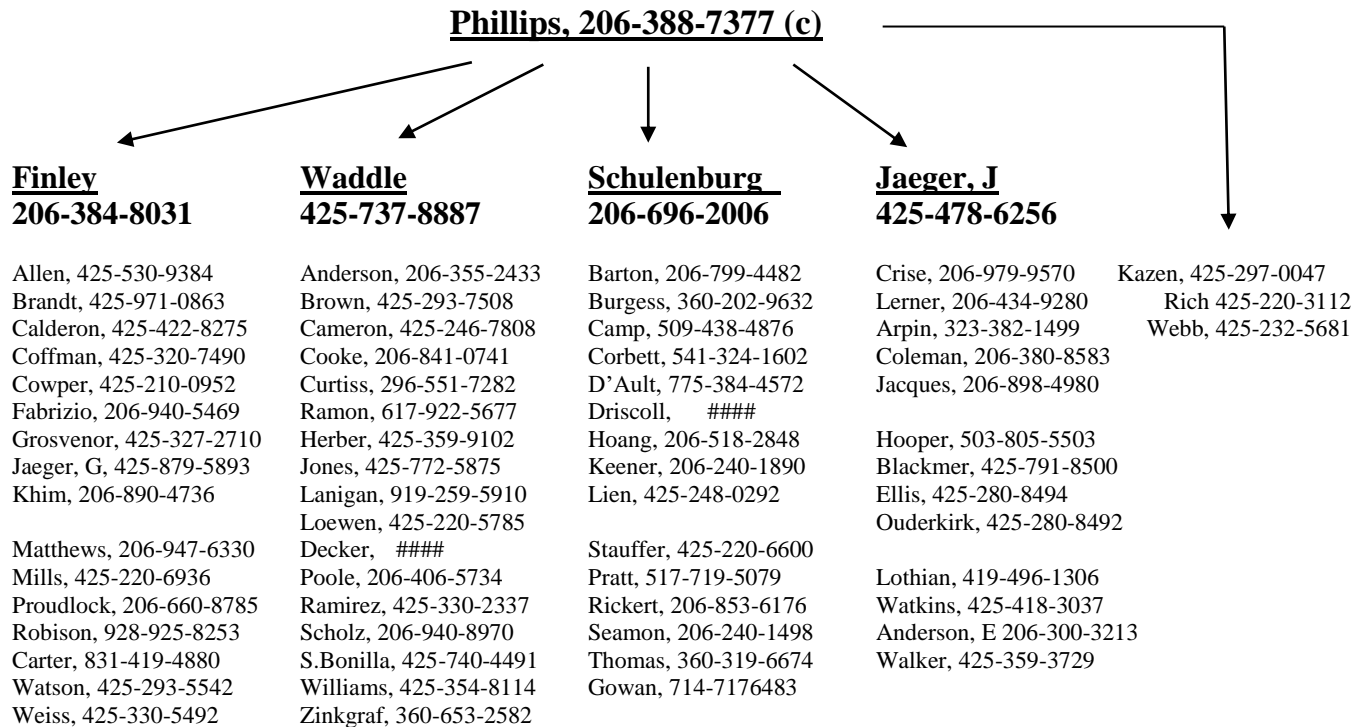
2019-2020 Heatherwood Middle School Staff Emergency Telephone Relay Phone Tree

Telephone Relay

Each staff member should have a copy of this page to be taken home for reference.

Each person will call the person listed below his/her name. If you cannot reach the person you are to call, call the next person on the list. (If you get an answering machine leave a message and call the next person on the list.)

Be mindful that administration would most likely utilize Blackboard Connect Messages for a blanket communication to all. This is to be used in the event that is unavailable.



Finley, will also call the below staff:

Gordon, 206-353-5744
Blackmer #####
Willits, 206-619-6323

Wellington, will also call the below staff:

Al Harab, 425-232-9231
Stevenson, 425-268-2840

HEATHERWOOD LEADERSHIP TEAM

Purpose: Heatherwood's Leadership Team's purpose is to work collaboratively with Heatherwood administration and with feedback/input from grade level, content area and program area colleagues to make data-based decisions aimed at providing a school climate and instructional program in which all students learn and grow.

Mission: To build, support, and nurture a school culture/climate that is safe, respectful, and that honors the social/emotional well-being of students and staff.

The 2019-2020 Leadership Team:

Name	Representative
Wellington, Laura	Principal
Finley, Jalene	Assistant Principal
Allen, Chris	6 th grade rep.
Lien, Kim	7 th grade rep.
Brandt, Mandy	8 th grade rep.
Jaeger, Gretchen	ELA rep.
Cooke, Bob	Social Studies rep.
Loewen, Elona	Math rep.
Lanigan, Billie	Science rep.
Watson, Reija	Lifetime Fitness rep.
Coffman, Tami	Electives rep.
Cameron, Cystal	Sp.ED rep.
Mills, Nicole	English Learners rep.
Lerner, John	Counselor rep.
Ellis, Betty	Classified rep.
Waddle, Angie	Office rep.

STAFF MEETINGS

Teacher Expectations

It is vital that all staff members are involved in building initiatives through staff meetings, regardless of teaching assignment. All staff members are expected to attend all meetings that relate to their assignment.

Staff Meetings

Our Extended Staff Meetings will be after school. We generally will meet in the library unless otherwise communicated. The purpose of our staff meetings are to meet as a group to discuss and review instructional and operational information as it relates to the school as a whole. All teachers are expected to attend. The dates of our staff meetings are below:

**Note: These dates are subject to change. Changes will be communicated to staff in advance.*

Date	Time	Instructional Team Share-Out/Purpose
Wed, Sept. 11 th		
Wed, Oct. 16 th		
Wed, Nov. 13 th		
Wed, Dec. 11 th		
Wed, Jan. 15 th		
Wed, Feb. 12 th		
Wed, March 11 th		
Wed, April 15 th		
Wed, May 13 th		
Wed, June 10 th (TBD)		Celebrations

NEW: CALL BACKS EVENTS

New for the 2019-2020 school year, teachers will be allowed to choose the 3 call-back evening events to attend. All teachers must attend the fall Curriculum Night scheduled for Monday, September 30, 2019

Note: Student led conferences are not considered a Call Back. Teacher attendance for conferences is mandatory.

Use the below link (a digital link will be sent out to everyone as well) to sign-up for the additional TWO evening call backs you would like to attend.

Some things to consider:

- Some nights are grade-level/content specific
- Some nights require more support than others
- Some staff (particular counselors and possibly AVID) have commitments above the 3 callbacks

Evening Call Back options include:

<i>Event</i>	<i>Date and Location</i>
<i>Curriculum Night (ALL STAFF)</i>	<i>September 30, 2019</i>
HS and Beyond Night	October 10, 2019
AVID Family Night	TBD
Multi-Cultural Celebration	February 26, 2020
Technology Expo Event	TBD
Heatherwood Technology Fair	TBD
5 th grade Family Night	March 19, 2020
8 th grade Moving Up Assembly	June 18, 2020

Middle School Designated Nights

Every available evening during the month is reserved for a specific building level to ensure that families with students at different levels are able to attend events at their children's respective schools. This year, the middle school designated nights are:

- 2nd & 4th Mondays
- 1st Tuesday
- 3rd Thursday
- 4th Wednesday

NON-STUDENT TEACHER WORK DAYS

These are reduced student days or non-instructional work days for certificated staff. Individual days are planned and determined by the individual employee. District days are planned and determined by the District.

TEACHER ASSIGNMENT

Normal Work Day

All staff shall be at their assigned workstations ready to perform their assigned duties at the regular starting time of 7:45 AM. On days when the pre-announced starting time is different than 7:45 AM, staff shall be at their assigned station at that designated time.

The teacher workday is based on a 7.5-hour day, inclusive of lunch, and begins at 7:45 AM and ends at 3:15 PM. Workday is defined as being on duty at school working as a teacher supervising students whether in a classroom learning situation or a learning situation outside of the classroom. Supervision of students during the school day is the responsibility of all staff members. Normally, teachers will conduct six in-class learning situations where specific academic skills are emphasized and have one preparation period. It is the responsibility of all teachers to use their educational expertise to instruct students in the appropriate social skills throughout the school day. Teachers may leave campus during their duty-free lunch; however, they must log their absence on the sign-out/sign-in sheet in the main office for security/safety reasons. Please do not leave campus at any other time during the day unless it is arranged in advance with an administrator.

Preparation Period

One class period per day is provided to classroom teachers for preparation. The planning period is provided as a work period for preparing, organizing, developing, recording, studying, consulting, inventorying, ordering, meeting with parents, and other tasks necessary as a part of the teaching assignment.

Before and After Classes

The building will open to students at 8:00 AM and close at 3:00 PM. The building will be open to students after 2:50 PM only for supervised activities. Students dropped off at the front door will enter the Great hall at 7:55am and stay in the Great Hall until 8:00am.

Faculty Meetings

All teachers are expected to be in attendance at all staff meetings unless absent from school or absence has been previously arranged with an administrator.

Other Duties

Attendance at other functions (curriculum night, conferences, etc.), will be expected, consistent with the collective bargaining agreement.

Late Start

In the event the decision is made to begin the student day two hours late, staff will be notified via Connect Ed or the building phone tree. When activating the phone tree, please remember to call until you talk to a person. If you reach a message when calling “your person”, leave a message AND then continuing calling until you speak with a person. Staff is expected to arrive at school as close to their regular work time as possible on student late start days.

TEACHER workdays will be from 7:45 AM to 3:15 PM.

Securing a Guest Teacher Substitute: Please utilize the web-based attendance program Frontline to report an absence. The system may be accessed from the District Home Page under Staff Information. You will need to do the following:

Log in to Frontline (user ID is your Employee ID, if you forgot your password, please call the sub desk at 425-385-4111)

Create an absence – please report your absence at least 2 hours prior to your scheduled start time to allow sub system time to reach out to subs.

Enter either half day (AM – 7:45-11:30 or PM – 11:30-3:15) or a full day absence

Enter the date(s) you will be absent*

Add attachments if you have any, or e-mail them to the Office Manager

Call or e-mail the Office Manager to leave any specific instructions for the sub.

If you have questions, please call the sub desk at 425-385-4111 or Heatherwood main office at 425-385-6300

*Leave without pay requires prior HR approval, use Leave of Absence Form

GUEST TEACHER FOLDER/SUB FOLDER

A “Guest Teacher” file should be in your room for the “Guest Teacher” and include:

1. Class Expectations.
2. Teaching schedule.
3. Supervision duties if any.
4. Seating charts.
5. Special need students and their conditions.
6. Lesson plans.
7. Emergency activity if no lesson plan can be provided.
8. Particularly helpful students the sub can use for assistance.
9. Emergency/evacuation procedures.
10. Guest Teacher input sheet.

SHOULD YOU NEED A GUEST TEACHER WHILE AT WORK

- A. Notify an administrator via intercom or note with student.
- B. State the nature of the problem: whether it is an emergency which requires immediate coverage for your class or whether you can carry on while an attempt is made to find a substitute.

- C. Write a note to the prospective substitute indicating location of lesson plan, attendance and seating chart, and any extra duties such as student supervision.
- D. Unless an extreme emergency exists, stay with your class until you are relieved. As soon as an administrator knows of your problem, every attempt will be made to cover your class or find a substitute.
- E. You are not to leave campus until released by the Principal or Assistant Principal.

Information regarding Safety & Evacuation please see the “Emergency Plan” Handbook. See Ms. Finley for another copy.

Information regarding ASB/Athletics/Student Expectations please see the “Student Handbook”.

Addendum: PBIS Hawk Time Lesson Dates

Teacher Expectations

Once a month every first period class will have extended time for a PBIS monthly lesson. The bell schedule for the day will be adjusted using our Hawk Time bell schedule.

Second Step Lessons

The 2nd period teacher will teach a specified lesson(s) during the Hawk Time weekly lesson. The lessons are taught using our Second Step curriculum. Teachers will be trained annually on how to use the Second Step curriculum during the August Teacher LID days.

See your PBIS – Second Step Booklet for the outline of weekly lessons per grade.