

# Port Townsend School District

**2017-2018 School Year Calendar  
and Annual Notifications**

## From the Superintendent

Greetings! I trust this calendar provides information to help direct you through some of the requirements and opportunities associated with our school district.

The Port Townsend School District has enthusiastically embedded our Maritime Discovery Schools Initiative, which provides a connecting thread to our district's commitment to place-based educational experiences for our students. The value of place and the maritime theme enables our students to be engaged in hands-on and community-based projects and experiences. This focus sets us apart from many school districts in prioritizing the environment and local culture in public education.

We are also very pleased and excited about the overwhelming community support for the new elementary school, Salish Coast Elementary. Construction is well underway, with anticipated completion in summer of 2018.

Finally, as your superintendent, I am honored to partner with a cadre of dedicated faculty, staff, parents, community, and governing board to help create a place worthy of our students and their engagement. Welcome to the Port Townsend School District!

Sincerely,

Dr. John Polm, Jr.

## The School Board Represents the Community

School board meetings are scheduled on the first and third Thursdays of each month. Meetings are generally held at 1610 Blaine St., Room S-11, unless at a school site or otherwise posted. The Board meeting calendar may be found at: [http://www.ptschools.org/board\\_supt/board\\_annual\\_calendar](http://www.ptschools.org/board_supt/board_annual_calendar)

The meetings begin at 5:30 p.m., with the first meeting of each month serving as a work/study session, and the second meeting of the month functioning as a regular business meeting. Regular and special board meetings, as well as work/study sessions, are open to the public; citizens are encouraged to attend. All actions authorized or required by law are taken at a regular or special board meeting. The board may meet in Executive (closed) Session to discuss personnel, collective bargaining, real estate, and legal matters. All formal action, however, takes place in public session.

The five board members are elected from their respective director districts for four-year terms and currently serve without pay. They are responsible for establishing educational goals, setting policy, hiring the superintendent, and ensuring that the superintendent and staff carry out the goals and policies in a manner that provides quality education for Port Townsend students.

The district is working to provide community access to the materials in our school board meeting packets in advance of each meeting. The materials will be placed in BoardDocs, with a link on the District website on the Wednesday before a Thursday meeting. To see this material go to [www.ptschools.org](http://www.ptschools.org). Under "Announcements" on the home page, there will be a link to the BoardDocs website, where meeting materials are available.

Cover Photo by Randy Inghram

**2017-2018 Calendar Staff**  
Information: Mary Colton  
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## Board Members

### **Connie Welch- Director District #1**

360 531-1457

email: [cwelch@ptschools.org](mailto:cwelch@ptschools.org)

Term Expires: November 2017

### **Jennifer James-Wilson - Director District #2**

360 390-8078

email: [jjwilson@ptschools.org](mailto:jjwilson@ptschools.org)

Term Expires: November 2017

### **Nathanael O'Hara - Director District #3**

360 379-5175

email: [nohara@ptschools.org](mailto:nohara@ptschools.org)

Term Expires: November 2019

### **Laura Tucker - Director District #4**

360 379-5235

email: [ltucker@ptschools.org](mailto:ltucker@ptschools.org)

Term Expires: November 2019

### **Keith White - Director District #5**

360 379-2272

email: [kwhite@ptschools.org](mailto:kwhite@ptschools.org)

Term Expires: November 2019

To address the board collectively, you may send email to [sboard@ptschools.org](mailto:sboard@ptschools.org). Email sent to this address will be included on the agenda of the next board meeting. **In order to appear on an agenda, all written communication (via letter or email) must be in the district office by noon on the Monday before the Thursday meeting.** (Note: The board does not accept anonymous correspondence.)

## ANNUAL NOTIFICATIONS FOR THE 2017-2018 SCHOOL YEAR

*This information is printed and distributed annually to all students and staff in the Port Townsend School District to inform them of their rights and responsibilities. Complete policies and procedures are available in the principal's office of each school or on the Port Townsend School District website: [www.ptschools.org](http://www.ptschools.org)*

### Directory Information

Federal law allows a school district to identify certain items as "directory information" that may be publicly released without permission of parents/guardians. Port Townsend School District identifies this information as the following: name, address, listed telephone number(s), date and place of birth, major field of study, photograph or video image, participation in officially recognized activities and/or sports, weight/height of members of athletic teams, dates of attendance, awards received, most recent previous school attended, or other similar information that would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to the media, colleges and universities, the military, or any party with a similar level of interest, unless a form is filed with the Port Townsend School District, by the parent or guardian, that restricts the release of this information. This form will be sent home for each student at the beginning of the year.

### Student Records

Policy and Procedure 3231 states that information about individual students (other than Directory Information) will not be released to persons or agencies without the written consent of parents/guardians. However, Port Townsend School District will forward school records without written parent consent to schools in other districts to which a student transfers. This procedure facilitates the prompt and appropriate placement of students in new school settings. Port Townsend School District also forwards transcripts or other information requested by high school students to colleges or other post-high school educational institutions.

Special Education records will be maintained until they are no longer needed to support educational services to the student. Confidential records are not maintained indefinitely and may be destroyed according to Washington State guidelines.

### Health Care Information

State law requires that orders from a licensed health care provider (LHP) for medication and/or treatments and a nursing care plan be in place before a student with a life-threatening health condition attends school (RCW 28.A.210). A condition is considered life threatening if that condition will put the student in danger of death during the school day if a medication or treatment order is not in place. **It is the responsibility of the parents/guardians to inform the school if their child has a potentially life-threatening health condition so that required steps can be taken to help ensure the child's health and safety while in school.**

### Medication for Students at School

Medication should be given during non-school hours when possible. If a student must receive prescribed or over-the-counter oral or topical medication, eye drops, ear drops, or nasal spray ("medications") from an authorized staff member, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. (See Policy 3416 Medication at School) This form must be completed annually.

### Identification Procedures for Highly Capable Students

Pursuant to WAC 392-170-042, identification and selection of students for the Highly Capable Program is determined through a comprehensive process of nomination, screening, and selection. Identification is conducted by a district committee through the use of multiple criteria including both objective and subjective measures. No single measure can be the determining factor for acceptance into or exclusion from the program. These procedures meet State requirements (WAC 392-170-045 and WAC 392-170-055) and have been designed to ensure the identification of any student who demonstrates educational need for the services of the program under the established guidelines. Efforts are made to ensure that all district populations will have access to the Highly Capable identification process.

### Child Find

A child with a disability may be eligible for special education and related services. If you have reason to suspect your child or another child may have a disability that affects his/her education, please contact the school for additional information. (WAC 392-172A-02040).

### School Employee Disciplinary Actions

State law requires school districts to provide parents and guardians with information regarding their rights under the Washington Public Disclosure Act to request public records regarding school employee discipline. To make a public records request, please see Policy and Procedure 4040. (RCW 42.56).

## **Annual Asbestos Notification**

Asbestos is a naturally occurring fiber that has been used in building materials for many years. In recent years, it has been commonly accepted that asbestos is a substance that may cause or incite cancer. The government has passed laws that require schools to treat asbestos carefully, especially if it becomes damaged.

This notification is to inform students, parents, and staff that building materials containing asbestos are present in our school buildings (except Blue Heron Middle School, which is asbestos-free). Asbestos containing materials are perfectly safe as long as they are being maintained in a stable condition. Since 1980, the district has been removing, encapsulating, or enclosing materials that become damaged. This process will continue for as long as our buildings last. An asbestos management program, which includes surveillance, inspection, response action, record keeping, and training for maintenance and custodial employees, is in place, and a written copy of the plan is available for review in the Superintendent's office, the Facilities Director's office, and in each school building. For more information, please contact the Facilities Director at 360 379-4513.

## **Annual Pesticide Notification (Policy and Procedure 6895)**

The Port Townsend School District makes every effort to minimize the use of pesticides. When pesticide use does become necessary, applications will be scheduled, if at all possible, so that they do not take place while staff or students are present. To help keep parents and community informed of any application of pesticides and to be in compliance with RCW.17.21.410, this annual notification is provided.

Parents, students, and staff shall be notified of pesticide applications as follows:

- Notification will occur at least 48 hours in advance of any application. A notice will be

placed at a prominent location at the main school office and near the entrance of the facility treated. Notification will include:

- The name of the pesticide to be applied
- The date and time of application
- The location where the pesticide is to be applied
- The pest to be controlled
- The name and phone number of a contact person at the school
- A notice will be placed at the specific location of the pesticide application, and will remain at the treated location for at least 24 hours following the application.
- Pre-notification may not occur in cases where students will not occupy the facility within 48 hours following the application. Posting will occur following any application and will remain for a minimum of 24 hours.
- Pre-notification may not occur in the case of an emergency (example: a pesticide is needed to avert an immediate student health hazard, such as an infestation of stinging insects). Post-notification procedures will be followed as noted above.
- Interested persons can review the pesticide application record and/or obtain information about pesticides used by contacting the maintenance department at 360 379-4513. An annual summary of pesticide use is available upon request.  
(RCW 28A.320.1651; RCW 17.21.415[2]).

## **Teacher Qualifications**

Under federal law, parents and guardians are entitled to request information about the professional qualifications of their child's teachers. Such requests should be made to the Superintendent.

## **Student Rights and Responsibilities (Policy 3200, Policy and Procedure 3241)**

These policies state the general policy of the district regarding student conduct. The procedure describes the disciplinary actions that may be imposed by Port Townsend School District if a student should violate district policy.

Disciplinary actions may include corrective measures, such as counseling, mediation, suspension, expulsion, or emergency action. Due process rights of students regarding notice of intended disciplinary action are also included in these policies and procedures. Special Education procedures are noted separately.

## **Student Conduct Code Violations**

### **Alcohol and Other Drug Use**

#### **(Policy 3240/3240P; Policy 2121/2121P)**

Students will not possess, use, deliver, distribute, sell, offer to sell, arrange to sell, be under the influence of, or show evidence of having used or abused any controlled substance or counterfeit substance (identified in RCW 69.50.204) or any illicit drugs or alcohol, as those terms are used in federal anti-drug and alcohol laws, including 20 U.S.C. 3171, 3221, etc., nor will they be in possession of drug paraphernalia (as defined by RCW 69.50.102) (1) on school grounds at any time when the school or school grounds are being used for any school activity, function, or event; (2) off school grounds at a school activity, function or event; (3) on or off school property when the possession, use, transmission, distribution, or sale (RCW 69.50.435 Drugs near schools – Felony) of said item(s) has a material and substantial adverse impact on any or all aspects of the educational process.

## **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.



## **Safe and Drug Free Schools**

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 Policies 3200, 3240 and 3241.

## **Exceptional Misconduct**

Exceptional misconduct includes behaviors that have been deemed by the district to be so serious in nature as to warrant an immediate need to proceed with the prescribed consequences identified in Policy and Procedure 3241.

## **Unlawful Discrimination, Harassment, Intimidation or Bullying Prohibited**

Harassment, intimidation, or bullying means any intentionally written message or image, including those that are electronically transmitted, verbal or physical act shown to be motivated by race, color, religion, ancestry, immigration status, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics when the act physically harms students or damages their property, substantially interferes with a student's education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school.

Individuals who believe there has been a violation of nondiscrimination, harassment, or bullying and intimidation laws may contact their school principal. Details regarding non-discrimination complaints can be found in Board Policy 3210 and Procedure 3210P. Complaints regarding discrimination, harassment, intimidation or bullying are addressed through Procedure 3207.

## **Student Discipline**

If a student is accused of breaking a rule; he/she the right to explain his/her description events to a

teacher, counselor, or administrator before the consequences are given. Parents/guardians are also allowed to meet with school staff to help identify concerns or solve problems, while also considering appropriate consequences. In the case of an emergency, students can be expelled immediately with the investigation to follow, especially if the safety of staff or students is a consideration. If there is a criminal offense, law enforcement authorities may be called and students may receive legal consequences, in addition to the discipline from the school system. Students and parents/guardians should receive written notification of the suspension within 24 hours of the action.

## **Short-Term Suspension**

Any student or parent/guardian who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the building principal or his/her designee for the purpose of resolving the grievance. After the building-level grievance meeting, the student, or parent/guardian, upon two school business days' prior notice, shall have the right to present a written or oral grievance to the Superintendent at 1610 Blaine St., Port Townsend WA 98368. 360 379-4501.

If the grievance is not resolved through that hearing, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written or oral grievance to the District's Board of Directors during the Board's next regular meeting. The short-term suspension shall continue, notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his/her designee elects to postpone such action.

## **Long-Term Suspension or Expulsion**

Any student or parent/guardian who is aggrieved by the imposition of a long-term suspension or expulsion shall have the right to request a hearing and must do so in writing and/or verbally before the expiration of the third school business day after receiving the

notice of long-term suspension or expulsion. If a hearing is requested, it will be scheduled to commence within two school business days of the day the request is received.

A written decision setting forth the findings of fact, conclusions, and the nature and duration of the suspension or lesser form of corrective action or punishment, if any, shall be provided to the student, parents/guardians, and legal counsel. (WAC 392-400-260, 392-400-265 and 392-400-270). Long-term suspensions cannot be imposed beyond the school year in which the alleged misbehavior occurs.

Any student who has been suspended or expelled shall be allowed to make application for re-admission at any time (WAC 392-400-240).

### Persons with Disabilities

Individuals with disabilities who may need a modification to participate in school-related meetings or activities should contact the school or district office location no later than three days before the meeting so that arrangements for the modification can be made.

### Students with Disabilities

Complaints regarding discrimination relative to a disability, as it pertains to Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, are addressed in Policies and Procedures 2161 and 2162. Questions about IDEA or 504 should be directed to the Director of Special Education, 360 379-4366.

### Mandatory Attendance

The compulsory attendance law of the state of Washington requires that any child between 8 years and 18 years of age must attend school full time when school is in session unless the child is enrolled in an approved private school, an educational center, or is receiving home-based instruction. If a parent enrolls a child who is 6 or 7 years of age in a public

school, the child is required to attend the entire time the school is in session.

Policy and Procedure 3122 defines excused absences, unexcused absences, and trancies and the responsibility of the school district, parent or guardian, and teachers in monitoring school attendance. Based on RCW 28A.225.030, a petition must be filed with the Juvenile Court not later than the student's 7<sup>th</sup> unexcused absence within any month of the current school year, 10 unexcused absences in a year, or if a student's unexcused absences cannot be reduced over a period of time.

### Equity Statement

Port Townsend School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, immigration status, 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 Boy Scouts and other designated youth groups. Contact the following employees, offices located at 1610 Blaine Street, Port Townsend, WA, for questions or complaints regarding alleged discrimination: Amy Khile, Civil Rights Coordinator, 360-379-4603. Laurie McGinnis, Title IX Officer, 360-379-4602. Patrick Kane, Section 504 Coordinator, 360-379-4267.

### Meal Prices for 2017-2018

	Breakfast	Lunch
<b>Grant St.</b>	<b>1.50</b>	<b>2.75</b>
<i>Reduced</i>	<i>Free</i>	<i>Free</i>
<b>BH/PTHS</b>	<b>1.75</b>	<b>3.00</b>
<i>Reduced</i>	<i>Free</i>	<i>.40</i>
<b>Adult</b>	<b>2.25</b>	<b>\$4.00 GS \$4.25 BH \$5.00 HS</b>
<b>Milk</b>	<b>.50</b>	<b>.50</b>

## STUDENT FEES FOR THE 2017-2018 SCHOOL YEAR

### All grades:

Instrument Rental Fee	\$50.00 /year
Lost Library book	Replacement cost
Lost Textbooks	Replacement cost

### Port Townsend High School:

ASB Activity fee	Grades 9-12	\$25.00/activity
Art	Grades 9-12	\$25.00/semester
ASB card	Grades 9-12	\$30.00/year <sup>1</sup>
Culinary Arts	Grades 9-12	\$25.00/semester
Robotics	Grades 9-12	\$20.00/year
Maritime Cl. Supplies	Grades 9-12	\$20.00/year
Class Workbooks		varies
Yearbook (optional)	Grades 9-12	\$50.00 preorder \$54.00 preorder w/name \$62.00 in spring

Sport fees	Grades 9-12	
Athletic fee	(charged at time of first sport)	\$75.00

1 <sup>st</sup> sport	\$65.00
2 <sup>nd</sup> sport	\$60.00
3 <sup>rd</sup> sport	\$55.00

### Blue Heron School:

ASB card	Grades 6-8	\$20.00/year <sup>1</sup>
Sport Fee <sup>2</sup>	Grades 7-8	\$45.00/sport
Tech/STEAM class	Grades 6-8	\$20.00/semester
Yearbook (optional)	All grades	\$25.00 (\$30 w/o ASB card)

### Grant Street Elementary:

Preschool tuition <sup>3</sup>	Low	Mid	High
	\$60/mo	\$120/mo	\$180/mo

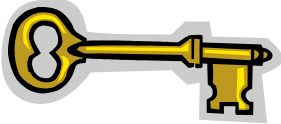
<sup>1</sup> Required of all extracurricular participants. Provides reduced admission to extracurricular activities.

<sup>2</sup> \$100/yr. individual maximum, \$200/yr. family maximum

<sup>3</sup> Sliding fee scale based on family income.

F/R meal status is considered for all charges, EXCEPT ASB cards and yearbooks

## School Safety Involves You!



### *Preparation is the Key to Safety*

School District personnel and students will practice, on a regular basis, objective-based drills associated with specific emergencies during the school year. These drills will include the following:

- Evacuation (fire)
- Earthquake
- Intruder
- Shelter-in-place (Many times the safest place for students during an emergency is to stay inside the school “shelter-in-place.”)
- Complete site evacuation

Drills are important to build confidence and trust, to build in automatic responses, and to practice and learn. *Teach your child the importance of listening to teachers in drills and in emergency situations.*

### **Keep Your Family Emergency Information Current**

Emergency and crisis situations can happen at any time, so it is critical to keep your contact information current. Emergency information should include any special needs or medications your child requires. An up-to-date list of individuals authorized to pick up your child should be on file at your child's school. Notify your child's school every time there is a change.

It is a good idea to include an out-of-area contact, in case long distance service is more readily available. In an emergency

evacuation, students will be released only to individuals (photo ID required) on the authorized pick-up list.

### **During a School Emergency**

In order for our emergency response plans to be effective, we must depend on the cooperation and assistance of many people, such as police and fire departments. We also depend on the parents of our students to support our disaster response efforts. We ask parents to observe the following procedures during a crisis situation:

- **Do not telephone the school.** We understand and respect your concern for your child, but it is essential that the telephone system be available for emergency communications.
- The district has an automated call-out system that can be used in the event of a school emergency to dial parents/guardians or emergency contacts with a recorded message that gives information and instructions.
- You may also access information and instructions by going to the district website [www.ptschools.org](http://www.ptschools.org) or calling the recorded message line at 360 379-4500.
- Do not come to the school or evacuation location until you are instructed to do so. If a building is in a lockdown situation you will not be allowed to enter.
- If evacuation is required, students may be transported to a location away from the school. An adult will always stay with your child until

he/she can be picked up or be safely transported home.

- Staff is trained to respond to emergency situations and have specific assignments. Volunteers should report to the building principal for assignment rather than offering to assist on their own. Good intentions may sometimes complicate problems.
- The school district has a plan to assist with emotional recovery after an event.

### **Online links to additional important safety information for families**

[www.k12.wa.us/Safetycenter](http://www.k12.wa.us/Safetycenter)

The Office of the Superintendent of Public Instruction (OSPI) provides information to parents on a broad spectrum of topics, including bullying, substance abuse prevention, suicide prevention, discipline, truancy, and preparation for emergencies at school.

<http://www.ready.gov/kids/parents>

The Federal Emergency Management Agency (FEMA) provides resources for parents, including information on how to talk to your children about threats of terrorism and other tragic events.



# AUGUST 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
GS = Grant Street School BH = Blue Heron HS = Port Townsend High School		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 HS ASB Office open 10-1:30	16 HS ASB Office open 10-1:30 HS Football practice begins	17 HS ASB Office open 10-1:30	18	19
20	21 HS Fall sports practices begin HS ASB Office open 10-1:30  <b>School Board meeting, 6 pm</b>	22 HS ASB Office open 10-1:30	23 HS Main and Counseling offices open Call HS Counseling office (379-4523) to schedule new student registration on Aug 28 and 29 BH Office open 8-3	24 BH Office open 8 – 3 <b>School Board Retreat, 4 pm</b>	25 BH New student registration call 379-4543	26
27	28 HS Back-to-School Day 10-1:30 HS Freshman parent meeting 4:00 pm HS New student registration by apt. 379-4523 Kindergarten Orientation, GS	29 BH Welcome back grades 4-5, 5:30 – 6:30 pm	30 HS Freshman Orientation 8:30 – 11:00 am BH Welcome back grades 6-8, 5:30 – 6:30 pm	31 OCEAN Welcome Back-to-School Night, 6 pm, BH		



# SEPTEMBER 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
GS = Grant Street School BH = Blue Heron HS = Port Townsend High School					1	2
3 OCEAN WSLP Conferences Sept 1-7	4 <b>LABOR DAY</b>	5 <b>First day of school</b> No Kindergarten BH Fall sports practices begin OCEAN HS Orientation, 9 am	6 No Kindergarten OCEAN MS Orientation, 8:30 am	7 Kindergarten half-day OCEAN Elementary Orientation, 6 pm  <b>School Board Meeting, 5:30 pm</b>	8 Kindergarten half-day  Regis. deadline for Oct 7 SAT	9 ACT
			2-hr. Early Release GS and BH			
10	11 First day Preschool First full day Kindergarten	12 GS PTA meeting 2:45 pm OCEAN classes begin	13	14 GS Open House, 6 pm HS Picture make-up day, 8 – 10:30 am	15 Regis. deadline for Oct 7 SAT HS Friday Salon, 2:00 pm	16 ACT
			2-hr. Early Release GS and BH			
17	18	19	20	21 BH Group/Class Photo Day  <b>School Board Meeting, 5:30 pm</b>	22 BH Student Photo Day Regis. deadline for Oct 28 ACT HS Homecoming Game	23 HS Homecoming Dance, 8 – 11 pm
			2-hr Early Release, all schools			
24	25	26	27 PTHS College Fair 1-3 pm	28	29	30
			2-hr Early Release GS and BH			

# OCTOBER 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Filing period opens for Federal Student Aid (FAFSA)	2	3	4  2-hr early release all schools	5 School Board Meeting, 5:30 pm at Port Townsend High School	6 Regis. deadline for Nov 4 SAT BH Mid-term 1 <sup>st</sup> quarter	7 SAT
8	9	10 GS PTA meeting, 2:45 pm Parent Financial Aid Night, 5:30-6:30, HS Library	11 PSAT/NMSQT, HS 8:00 am  2-hr early release GS and BH	12	13  State Professional Day No School	14
15	16	17 HS 6-week grading period ends	18  2-hr early release all schools	19 GS Picture Day Great Shake-Out Earthquake Drill, 10:19 am School Board Meeting, 5:30 pm at Blue Heron School	20	21
22	23	24	25  2-hr early release GS and BH	26 Health screening, GS BH Picture re-takes	27 National College Fair, Seattle Convention Center, 9 am – 12 pm Health screening, BH	28 National College Fair, Seattle Convention Center 12 pm – 4 pm  ACT
29	30	31				GS = Grant Street School  BH = Blue Heron  HS = Port Townsend High School

# NOVEMBER 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
GS = Grant Street BH = Blue Heron HS = Port Townsend High School			1	<b>School Board Meeting, 5:30 pm at Grant Street Elementary</b>	3 Regis. deadline for Dec 2 SAT and Dec 9 ACT HS Fall Play, 7 pm, Auditorium BH End of first quarter	4 SAT HS Fall Play, 7 pm, Auditorium
			2-hr early release all schools			
5 DAYLIGHT SAVING TIME ENDS	6	7	8	9	10 <b>VETERANS' DAY NO SCHOOL</b>  HS Fall Play, 7 pm, Auditorium	11  HS Fall Play, 7 pm, Auditorium
			2-hr early release GS and BH			
12 <b>GS, BH Book Fair, Nov 13-17</b> HS Fall Play, 2:30 pm, Auditorium	13 GS, BH Parent/Teacher conferences HS winter sports practices begin	14 GS, BH Parent/Teacher conferences PTA Meeting, GS, 2:45 pm	15 GS, BH Parent/Teacher conferences Strings solo event, 1-3 pm, BH	16 GS, BH, HS Parent/Teacher conferences  <b>School Board Meeting, 5:30 pm</b>	17 GS Picture re-takes GS, BH Parent/Teacher conferences HS Fall Play, 7 pm, Auditorium Movie Night, GS, 6 pm	18  HS Fall Play, 7 pm, Auditorium
	3-hr early release, GS and BH	3-hr early release, GS and BH	2-hr early release All schools	3-hr early release, All schools	3-hr early release, All schools	
19	20	21	22	23 <b>THANKSGIVING BREAK</b>	4 <b>THANKSGIVING BREAK</b>	25
			2-hr early release, staff and students			
26	27	28 HS 6-week grading period ends	29	30		
			2-hr early release GS and BH			

# DECEMBER 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
GS = Grant Street School BH = Blue Heron HS = Port Townsend High School					1	2 SAT
3	4	5	6 HS Band Concert, 7 pm 2-hr early release all schools	7 School Board Meeting, 5:30 pm	8 BH Mid-term 2 <sup>nd</sup> quarter	9 ACT HS Winter Stringfest, 1-3 pm Stringfest Concert, 3 pm, HS Gym
10	11	12 PTA Meeting, 2:45 pm, GS	13 Grades 6-8 Band Concert, 7 pm, BH 2-hr early release GS and BH	14	15	16 Holiday craft night, GS, 6 pm
17	18	19	20 2-hr early release all schools	21 WINTER BREAK	22 WINTER BREAK	23
24 31	25 WINTER BREAK	26 WINTER BREAK	27 WINTER BREAK	28 WINTER BREAK	29 WINTER BREAK	30

# JANUARY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
GS = Grant Street School BH = Blue Heron HS = Port Townsend High School	1  WINTER BREAK	2  WINTER BREAK	3  WINTER BREAK	4  School Board Meeting, 5:30 pm	5 Regis. deadline for Feb 10 ACT	6
7	8	9 PTA Meeting, GS, 2:45 pm	10  2-hr early release all schools	11 School Board Retreat, 1-5 pm	12	13
14	15 Martin Luther King, Jr. Day  NO SCHOOL	16	17  2-hr early release, GS and BH	18 School Board Meeting, 5:30 pm	19 Spaghetti Bingo Night, GS, 6 pm	20
21	22	23	24  2-hr early release all schools	25	26 BH End of 1 <sup>st</sup> semester HS End of 1 <sup>st</sup> semester	27 HS Winterfest Dance, 8-11 pm
28	29 BH Start of 2 <sup>nd</sup> semester	30	31 5 <sup>th</sup> Grade Band Concert, 6:30 pm, BH  2-hr early release, all schools			

# FEBRUARY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
GS = Grant Street BH = Blue Heron HS = Port Townsend High School				1 School Board Meeting, 5:30 pm	2 BH Student Recognition Assembly, 2:15 pm	3
4	5	6	7 2-hr early release all schools	8	9 Regis. deadline for Mar 10 SAT Science Fair, GS, 6 pm	10 ACT
11	12	13 PTA Meeting, GS, 2:45 pm	14 2-hr early release GS and BH	15 School Board Meeting, 5:30 pm	1 <b>EMERGENCY SNOW MAKE-UP DAY</b>  <b>NO SCHOOL (UNLESS NEEDED TO MAKE UP SNOW DAY)</b>	17
18	19 <b>PRESIDENTS' DAY</b> <b>NO SCHOOL</b>	20	21 2-hr early release all schools	22	23 Dance of the Decades, GS 6 pm	24
25	26 HS Spring sports practices begin	27 District Band Concert, 7 pm	28 HS Band Adjudications, Port Angeles 2-hr early release, GS and BH			

# MARCH 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
GS = Grant Street School BH = Blue Heron HS = Port Townsend High School				1 School Board Meeting, 5:30 pm	2 BH Mid-term, 3 <sup>rd</sup> quarter	3
4	5	6 HS and BH 7 <sup>th</sup> and 8 <sup>th</sup> Grade Orchestra Concert, Auditorium, 7 pm	7 BH Orchestra to adjudication, Port Angeles 2-hr early release all schools	8	9 Regis. deadline for Apr 14 ACT	10 SAT
11 DAYLIGHT SAVINGS TIME BEGINS	12	13 HS 6-week grading period ends PTA meeting, GS, 2:45 pm	14 4 <sup>th</sup> Grade Music Concert, BH, 6:30 pm 2-hr early release, GS and BH	15 School Board Meeting, 5:30 pm	16 Movie Night, GS, 6 pm	17
18	19	20	21 2-hr early release all schools	22	23 BH End of 3 <sup>rd</sup> Quarter	24 HS Tolo Dance, 8 – 10:30 pm
25 BH, GS Parent/Teacher Conferences, 26-30, 3-hr early release  BH, GS Book Fair Mar 27-31  Missoula Children's Theater Practice, 26-30. Auditions on Monday, BH	26 3-hr early release GS and BH	27 3-hr early release GS and BH	28 3-hr early release GS and BH	29 3-hr early release GS and BH	30 Missoula Children's Theater performance, 7 pm, BH Commons 3-hr early release GS and BH	31 Missoula Children's Theater performance, 3 pm, BH Commons



# APRIL 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 SPRING BREAK	3 SPRING BREAK	4 SPRING BREAK	5 SPRING BREAK  School Board Meeting, 5:30 pm	6 SPRING BREAK  Regis. deadline for May 5 SAT	7
8	9	10 PTA meeting, GS, 2:45 pm	11  2-hr early release all schools	12	13  BH Student Recognition Assembly, 2:15 pm	14  ACT
15 HS SBAC testing Apr 16-May 4  BH SBAC testing Apr 16 – May 11	16	17	18  No Early Release	19  School Board Meeting, 5:30 pm	20 GS Art Walk, 6 pm	21
22	23	24	25  No Early Release	26	27 BH Mid-term, 4 <sup>th</sup> quarter	28
29	30					

# MAY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
GS = Grant Street School BH = Blue Heron HS = Port Townsend High School		<b>1</b> HS 6-week grading period ends	<b>2</b> <b>NO EARLY RELEASE</b>	<b>3</b> <b>School Board Meeting, 5:30 pm</b>	<b>4</b> Regis. deadline for Jun 2 SAT and Jun 9 ACT  HS Spring Play, 7 pm, Auditorium	<b>5</b> <b>SAT</b>  HS Spring Play, 7 pm, Auditorium
<b>6</b> TEACHER APPRECIATION WEEK, MAY 7-11	<b>7</b>	<b>8</b> PTA meeting, GS 2:45 pm	<b>9</b> Bike, Walk-to-School Day HS AP English Literature and Composition exam	<b>10</b> 5 <sup>th</sup> and 6 <sup>th</sup> Grade Band and Orchestra Concert, 6:30 pm, BH	<b>11</b> HS AP U.S. History exam HS Spring Play, 7 pm, Auditorium	<b>12</b> HS Prom 9 pm – midnight HS Spring Play, 7 pm, Auditorium
			<b>2-hr early release all schools</b>			
<b>13</b> HS Returning Student Registration for 2018-19, May 14-17 HS Spring Play, 2:30 pm, Auditorium	<b>14</b> HS AP Biology exam	<b>15</b> 7 <sup>th</sup> and 8 <sup>th</sup> Grade Band Concert, 7 pm, BH HS AP Calculus exam	<b>16</b>	<b>17</b> 5 <sup>th</sup> Grade Band in Rhody Pet Parade  <b>School Board Meeting, 5:30 pm</b>	<b>18</b> 6 <sup>th</sup> Grade Band in Rhody Kiddie Parade HS Spring Play, 7 pm, Auditorium	<b>19</b> HS Band and Grades 7-8 Wind Ensemble in Rhody Grand Parade  HS Spring Play, 7 pm, Auditorium
			<b>2-hr early release GS, BH</b>		<b>2-hr early release students/staff</b>	
<b>20</b>	<b>21</b>	<b>22</b> HS Senior Symposium, Fort Worden	<b>23</b>	<b>24</b>	<b>25</b> <b>EMERGENCY SNOW MAKE-UP DAY</b>  <b>NO SCHOOL (UNLESS NEEDED TO MAKE UP SNOW DAY)</b>	<b>26</b>
			<b>2-hr early release all schools</b>			
<b>27</b>	<b>28</b> <i>MEMORIAL DAY</i>  <b>NO SCHOOL</b>	<b>29</b>	<b>30</b>	<b>31</b> HS Band and Orchestra Concert, 7:00 pm, Auditorium		
			<b>2-hr early release GS, BH</b>			

# JUNE 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
GS = Grant Street School BH = Blue Heron HS = Port Townsend High School					1	2 SAT
3	4 HS Scholarship awards, 6 pm, BH	5 Last day of class for graduating seniors	6 HS Awards Assembly, 10 am  Senior Walk, GS  NO EARLY RELEASE	7 HS End of Course Biology exam  <b>School Board Meeting, 5:30 pm</b>	8 Graduation, 7:-00 pm, McCurdy Pavilion Last day of classes, OCEAN Regis. deadline for Jul 14 ACT GS Jog-a-Thon, 5:30 pm	9 PTHS Alumni Banquet  ACT
10 June 11-15, OCEAN Year-end conferences	11	12	13	14 BH All-school assembly, 12 pm	15 HS 2 <sup>nd</sup> Semester Ends BH End of 4 <sup>th</sup> Quarter 8 <sup>th</sup> Grade graduation, BH	16
			2-hr early release, GS and BH	2-hr early release, all schools	2-hr early release, all schools	
17	18 <i>EMERGENCY SNOW MAKEUP DAY</i>  <i>NO SCHOOL (UNLESS NEEDED TO MAKE UP SNOW DAY)</i>	19 <i>EMERGENCY SNOW MAKEUP DAY</i>  <i>NO SCHOOL (UNLESS NEEDED TO MAKE UP SNOW DAY)</i>	20	21  <b>School Board Meeting, 5:30 pm</b>	22	23
24	25	26	27	28	29	30

## July 2018

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4 INDEPENDENCE DAY	5 School Board Meeting, 5:30 pm	6	7
8	9	10	11	12	13	14
15	16	17	18	19 School Board Meeting, 5:30 pm (tentative)	20	21
22	23	24	25	26	27	28
29	30	31				

## August 2018

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 School Board Meeting, 5:30 pm	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# Port Townsend School District

*"Learning Through a Sense of Place"*

## Mission:

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

## Core Principles:

- Innovation impacts real community needs
- Empowered learners own their learning
- Learning is connected day-to-day and year-to-year
- Learning is embedded in authentic activities and projects
- Meaningful relationships develop while learning
- Our maritime community, in all its facets, provides rich resources for place-based learning

Adopted June 27, 2016

## Registering Students

Students enrolling in the Port Townsend School District are registered in the office of the school they will attend. By midnight of August 31, 2017, students entering kindergarten must have reached the age of five, and students entering first grade must have reached the age of six. A birth certificate is required for proof of age. Parents of students new to the district should contact the appropriate school to schedule a registration appointment. **Please bring immunization records with you to this appointment.** A list of required immunizations is available on the district website: [www.ptschools.org](http://www.ptschools.org).

### How to Contact Us:

#### District Office:

1610 Blaine St., Port Townsend WA 98368

#### Superintendent:

Dr. John A. Polm 360 379-4501

Mary Colton, Superintendent's Secretary

#### Director of Learning Support Services:

Patrick Kane 360 379-4366

#### Manager of Fiscal Services:

Amy Khile 360 379-4603

#### Payroll Officer: Laurie McGinnis 360-379-4602

#### Accounts Payable:

Dawn Young 360 379-4604

#### Director of Facilities:

Brad Taylor 360 379-4513

Food Service: Stacey Larsen 360 379-4281

#### Transportation (Bus Barn):

Monica Mulligan, Supervisor 360-302-5811

#### McKinney-Vento (Homeless)

Liaison, Dawn Young 360 379-4604

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

#### Port Townsend High School (Grades 9-12)

1500 Van Ness St., Port Townsend WA 98368

#### Carrie Ehrhardt, Principal

Office 360-379-4520

Attendance Office 360 379-4521

Counseling/Registrar 360 379-4523

#### Blue Heron School (Grades 4-8)

3939 San Juan Ave., Port Townsend WA

#### Patrick Gaffney, Principal

Attendance/Registrar 360 379-4543

Report Absences 360 379-4500 x 8110

#### Grant St. School (Pre K-3, OPEPO)

1637 Grant St., Port Townsend WA 98368

#### Lisa Condran, Principal

Ann Healy-Raymond, Assistant Principal

Office 360 379-4535

#### OCEAN

360 379-4251