

Student Handbook



2024-2025
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Our Vision at Cedarcrest Middle School

At Cedarcrest, our vision is to cultivate a nurturing and inclusive community where every student feels valued, respected, and inspired to achieve their fullest potential. We envision a school where collaboration, innovation, and a commitment to excellence drive our educational practices. By fostering a culture of belonging and connectedness, we aim to empower students with the skills, knowledge, and critical thinking abilities they need to succeed in an ever-changing world. Our vision is to create a dynamic learning environment that celebrates diversity, encourages curiosity, and prepares students to be compassionate, responsible, and active members of society.

Our Mission at Cedarcrest Middle School

At Cedarcrest, our mission is to provide a safe, supportive, and inclusive learning environment where every student is empowered to reach their full potential through high-quality education, strong community partnerships, and a commitment to equity and inclusion, fostering academic excellence, personal growth, and social responsibility.

Our Goals at Cedarcrest Middle School

At Cedarcrest, our primary goal is to enhance the larger Cedarcrest community, ensuring that every student feels a sense of belonging and connectedness when they come to school. We are dedicated to fostering an inclusive environment where everyone feels welcomed and valued. Our teachers collaborate to develop essential student skills in reading, writing, and math, working together to create a robust educational foundation. Additionally, we are committed to providing student-centered instruction that emphasizes visible learning, celebrates diverse identities, and promotes critical thinking skills. By focusing on these areas, we aim to support each student's academic and personal growth, helping them to thrive both inside and outside the classroom.

Cedarcrest Middle School Welcome Chargers!

Welcome to the 2024-2025 school year at Cedarcrest Middle School, home of the Chargers! We are excited and looking forward to a successful school year. You are entering a community that values high academic and behavioral expectations, where we are dedicated to helping you develop the necessary skills to be successful at the high school level. We expect all of our Chargers to follow the Charger Expectations by being safe, respectful, and responsible.

At Cedarcrest Middle School, we prioritize student academics, behavior, and safety. Our staff is dedicated to helping you achieve your potential, and we are committed to helping you succeed at Cedarcrest Middle School.

You will be challenged to do your best every day you are at Cedarcrest Middle School. We expect excellence from all of our students. We expect you to attend school each day, complete your assigned class work on time, and follow our expectations. Advisory time is used every day to facilitate learning and academic success, and to help build your career and college readiness.

Please use this handbook as a guide to help you succeed, and if you have any questions about anything in this handbook, please don't hesitate to call the school. Experience has shown that most problems can be more easily addressed directly and resolved if handled early before they become major issues. At Cedarcrest, we are here to support our students and their families.

Thank you and have a GREAT year!

Hans Nelson
Principal

Zachary Womack
Assistant Principal

Julie Kapaska
Associate Administrator

Important Notice: This handbook is meant to be a guide and is not all-inclusive of all district and school rules and policies.

TABLE OF CONTENTS

<u>Activity Bus</u>	<u>Guests</u>
<u>Assemblies</u>	<u>Hall Passes</u>
<u>Associated Student Body (ASB) & Leadership</u>	<u>Harassment, Intimidation, Bullying (HIB) & Coercion</u>
<u>Athletics</u>	<u>Health Room Services</u>
<u>Attendance</u>	<u>Interagency Cooperation (CPS & Pierce County Sheriff)</u>
<u>Bicycles/Skateboards/Wheels</u>	<u>Library</u>
<u>Buddy Room</u>	<u>Lockers</u>
<u>Bus transportation/Bus Passes/Bus Zone Expectations</u>	<u>Lost & Found</u>
<u>Buying/Selling Personal Items at School</u>	<u>Non-Negotiables</u>
<u>Behavior Expectations</u>	<u>Physical Education (PE)</u>
<u>Campus Safety</u>	<u>Public Display of Affection (PDA)</u>
<u>Clubs & Activities</u>	<u>Restrictions for Multiple Discipline Incidents</u>
<u>Cedarcrest Information</u>	<u>School Hours/Schedules</u>
<u>Charger Pride</u>	<u>Searches</u>
<u>Counseling Center</u>	<u>Supply List</u>
<u>Code Of Conduct</u>	<u>Student Planners</u>
<u>Curriculum & Classes</u>	<u>Uniform Policy</u>
<u>Dances, Events & Field Trips</u>	<u>Technology & Internet Use</u>
<u>Digital Citizenship</u>	<u>Textbooks</u>
<u>Dress Code Policy</u>	<u>Visitors & Volunteers</u>
<u>Emergency Procedures</u>	<u>Yearbook</u>
<u>Fines</u>	
<u>Food and Gum</u>	
<u>Food Programs (Breakfast & Lunch)</u>	

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- [Addendum 2024-2025 \(as needed\)](#)
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Activity Bus

The activity bus is available to students who normally take the bus to and from school. Students need to meet the activity bus in the front of the building at 4:05pm. Students participating in a club, sport, activity, or who stay after school for academic help in Learning Lab, may take the activity bus with a bus pass. **Students must get a bus pass from their teacher, coach or advisor showing they were a part of a school sponsored activity.** Students without a bus pass will not be allowed to take the bus. Students may not leave campus and then return to take the activity bus. The activity bus runs Monday-Thursday. There is no activity bus on Fridays.

Assemblies

Assemblies are considered to be another opportunity for a valuable learning experience. Some assemblies are designed to support school spirit and a positive school climate. Other assemblies are educational in nature. Those students who may have received multiple lunch detentions or other progressive discipline may lose privileges such as assemblies, dances, or other social/extracurricular events. Students are expected to show the Charger Pride attributes of being safe, respectful, and responsible during all assemblies. Those students who choose not to follow this expectation will be subject to disciplinary action including not being able to attend the next school assembly. By following these expectations, we can ensure that all assemblies at Cedarcrest are safe, respectful, and responsible, creating a positive and enriching experience for everyone.

	Be Safe	Be Respectful	Be Responsible
Assembly Expectations	<ul style="list-style-type: none"> • Enter and Exit the assembly space calmly and quietly • Remain seated throughout the assembly unless instructed otherwise • Keep aisles clear of personal belongings to prevent tripping hazards. 	<ul style="list-style-type: none"> • Listen attentively to speakers and presentations, showing respect by maintaining quiet and focus. • Follow all directions given by teachers and staff. promptly and courteously. • Respect personal space by keeping hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> • Arrive on time and be prepared to participate appropriately. • Take care of your belongings and ensure they are not in the way of others. • Set a positive example for peers by demonstrating appropriate behavior.

Associated Student Body (ASB) & Leadership

The Associated Student Body (ASB) of Cedarcrest Middle School consists of every student here at CMS. The Executive Board (ASB Officers) represent the student body and plan our school events and activities.

ASB cards support all student athletic, club, and extracurricular activities at CMS.

Students who purchase an ASB Card receive the following benefits:

- Discounts on dances and paid events
- Discount on yearbooks
- Reduced prices on Bethel School District athletic and cultural events
- Invited to special events
- It is required in order to participate in clubs, music programs, and athletics
- Your card helps support all athletics, clubs, and extra-curricular events at CMS

ASB Card Fee: \$30

- Students who qualify for Free & Reduced Lunch should contact our ASB clerk.

How can students be a part of student government at CMS?

- Ask the ASB advisor or ASB clerk for details
- Run for office
- Become a classroom representative
- Sign up for leadership class

ASB Hours

The ASB office will be open before school and during lunches Monday-Friday

Athletics

All 6th-8th grade students at Cedarcrest Middle School are encouraged to turn out for a sport. Student athletes are expected to maintain high academic and behavioral standards, as well as show good sportsmanship both on and off the field. (See [Bethel School District Athletic Handbook](#). Teachers and coaches work with student athletes on an individual basis to set and maintain goals that will benefit the student, team, and school. In addition, students must be in attendance at least one half day to participate in practice. **On contest days, students are expected to attend and participate in ALL classes** on the day of the scheduled activity and the day after (if competition is held on Mon-Thursday). Students are required to pay a participation fee established by the Bethel School District. This fee must be **paid by the FIRST competition**.

To try out for a sport, a student must complete/sign all of the following:

- A current physical on file in the office (good for 13 months) [Physical Form](#)
- Meet the current season’s grade requirements and be passing 5 of 6 classes
- **All forms must be completed online through the [ParentVue portal/app](#).**
- “Pay to Participate” fee paid [through BSD’s InTouch System](#) or through [ParentVue portal/app](#).

Sports offered by season, all students are welcome to play all sports except Football, Football is for 7th and 8th grade students only.

Fall	Winter 1	Winter 2	Spring
Girls Fastpitch	Girls Basketball	Boys Basketball	Girls Volleyball
Boys Baseball	Boys and Girls Wrestling	Girls Soccer	Girls Cross Country
Boys and Girls Track		Boys Soccer	Football (No 6 th grade)

* Track, Wrestling, Cross Country, and Football are non-cut sports. All students who are eligible will be on the team.

The Bethel School District Middle School Athletic Schedule for 2024-2025 can be found [here](#).

Attendance

To report an absence, call: 253-800-7592 or Login in to ParentVue

At Cedarcrest Middle School, we expect all students to attend every class daily. Learning at Cedarcrest is designed to take place in class. We recognize a direct correlation between attendance and achievement, students that miss more than 10% (2 days a month) of the school year experience far less growth, even if they are excused absences, they still count toward your attendance percentage. Daily attendance is one of the keys to a student's educational success. Every subject taught requires a student's active and continuous involvement in order to develop skills and knowledge of the particular subject. Most classroom experiences cannot be duplicated on an individual basis; an absent student loses the experience of lecture, discussion, group work and participation.

Cedarcrest's attendance policies and procedures are in accordance with Bethel School District policies. They are summarized below. Full language of the policies is available upon request.

Daily Attendance- [District Policy 3121](#)

- **Parents are responsible** for sending their children to school as required by RCW 28A.225.10; to make sure their children are in school on time each day; to encourage their children to come to school with a mental attitude which fosters learning; to communicate accurately with the school concerning their child's absence.
- **Students are responsible** for attending school regularly and remaining in school until they are officially excused. Any student whose absence is not excused shall be the focus of remedial efforts and subject to progressively severe disciplinary actions.
- **Teachers are responsible** for notifying students of the attendance policy in their classes and reporting student attendance; requiring written excuses from a parent or guardian for all cases of students' absences; for bringing to the attention of parents students' attendance patterns that may adversely affect a student's academic growth.

Absences- [District Policy 3122](#)

Regular school attendance is necessary for mastery of the educational program provided to students. Students at times may appropriately be absent from class. Absences due to illness or a health condition; a religious observance, when requested by a student's parents; school-approved activities; family emergencies, required by law, disciplinary actions or short term suspensions shall be excused.

The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.

Excused or Unexcused Absences

Parents are asked to call the Attendance Office or log into Parent Vue in the morning if their child will not be attending school that day. Absences for illness or doctor/dentist appointments are excused. If a student missed the bus, overslept, stayed up too late the night before, parent drops student off late, etc. are considered unexcused absences. Parents have a responsibility to make sure their children

are in school on time each day as required by [RCW 28A.225.010](#). **Students having 7 or more unexcused absences/tardies in a month or 10 total absences in a year may be referred to the Juvenile Justice System (Becca Law).**

Excessive absences may lead to parent contact, counseling and referral to administration. Excessive excused absences that negatively impact students' academics may still be referred to the BECCA conference.

Please also be aware of the following district-approved excused and unexcused reasons to be absent or tardy (this is not an all-inclusive list):

Excused Absences	Unexcused Absences
Sick/Injury/Health	Slept Late
Family Emergency	Parent Running Late
Doctor/Dentist Appointment	Missed the Bus
Religious Observance	Car Trouble/Traffic
Suspension	Late Night/Activity
Court/Legal Appointment	Late Ride or No Ride
Bereavement	
School-Authorized Activities	

Pre-Arranged Absences- District Policy 3122

Students whose parents pre-approve their absence for 3 or more days need to fill out a [Prearranged Absence Form](#). If the activity is not of educational value and adversely affects the educational progress of the student, the principal may deny approval of a prearranged absence. The following are steps for a pre-arranged absence:

1. Bring a note from a parent or guardian.
2. Get a Planned Absence Form from the attendance office.
3. Turn the signed form into the Attendance Office at least 3 days prior to leave.
4. Students will make up all work and tests as determined by their teachers.
5. It is a student's responsibility to check with teachers about work that is to be made up and when the work is to be turned in.

Make-Up Work- District Policy 3122

A student will have the right to make up work for an excused absence *provided arrangements are made with the teacher to do so within a reasonable length of time*. A student may be required to make up work for unexcused absences.

Attendance and Activities

Any student participating in an after school or evening activity is expected to attend **all** classes on the day of the scheduled activity. Students must be in attendance at least one-half day to participate in practice. On contest days, students are expected to attend and participate in all classes on the day of the scheduled activity. Attendance for all classes the following day is also expected. For weekend activities, attendance in classes the previous Friday is required. Failure to comply with these attendance regulations may result in a student being declared ineligible and not allowed to participate.

Late, Absent, and Returning from an Absence

- Date of note
- Date of absence
- Specific reason for absence
- Time of dismissal (if appropriate)
- Signature of parent/guardian
- Contact number

Late Arrival/ Tardiness

Students who arrive late at school after the first period has begun must report to the attendance office to check in and receive a pass to class. We expect all Cedarcrest students to be on time to each class on a daily basis. If a student is tardy 3 or more times to class, the student will be subject to progressive discipline.

Students are allowed 4 minutes of passing time. Being on time to class means being in the teacher's classroom when the bell begins to ring and students are following the teacher's expectation for the start of class. Students not meeting this expectation will be considered tardy and progressive discipline steps will apply. If a student is more than 5 minutes late to class they will be considered to be skipping that class and appropriate discipline will apply. Below is generally how progressive discipline will work with regard to tardies (this includes excused tardies).

Amount of Tardies Per trimester	Consequences
1-2 tardies	Verbal Warning
3-5 tardies	Lunch Detention
6 or more detentions	After School Detention with Progressive Discipline

Early Dismissals

- To be dismissed early from school for an appointment you must bring a note to the attendance office before school signed by your parent or guardian stating the time and reason and receive an early dismissal pass. Parents must pick up students in the office and sign them out at that time. Parents may be asked to show picture identification. If your student is to leave school with someone other than the parent/guardian, the person must be listed on the authorized pick-up list.

State law requires a parent/guardian must provide written or phone contact to report a student's absence or tardy. **The 24 hour message number is 253-800-7592.** Either contact method requires the following information to be provided:

Students who return from an absence need to report to the attendance office to check in before the school day begins. If a student has frequent absences for illness, the school may require that the parent/guardian provide a note from a doctor excusing the absence. **If a student is absent 10 or more times a doctor's note may be required.**

BECCA Conferences

Unexcused absences/tardies are subject to a BECCA conference. The BECCA Bill supports the state mandate for students to attend school regularly. When a pattern of attendance concerns become evident, parents may be called in for a conference at which time attendance and grades will be reviewed to initiate an action plan for attendance and making up assignments.

Homework Request for Absences

If a student is absent for 3 or more days, the parent/guardian can request homework to be collected from teachers. Requested make-up work can be collected the following day at 2:00. Please call 253-800-7592 to request homework.

If you have any attendance questions, call 253-800-7592.

Bicycles/Skateboards/Wheels

Bicycles

If a student lives within a one-mile radius of Cedarcrest Middle School, they may walk or ride a bike to school. However, students must secure their bike with their own lock on a daily basis in the bicycle rack. The school and district assume no liability for loss or damage that might occur to a bicycle that is brought to campus.

Skateboards or Rollerblades

Skateboards and rollerblades are allowed on campus property but may not be used on campus property.

Parking Lots, Bike Racks, and Driveways

Although the district provides bicycle racks, driveways, and parking lots for the use of students, employees, and the public, the district assumes no liability for loss or damage occurring in connection with their use. All persons who use such facilities do so at their own risk.

Bus Transportation/Bus Passes

Bethel Transportation - Bethel School District Bus Rules

The following rules and relations apply to all students using school district transportation to and from school and school-sponsored activities and events. Please see BSD [Board Policy 6630.2](#).

1. While loading, unloading, or being transported, the student is under the jurisdiction of the driver whose reasonable direction must be obeyed. Consequences can be assigned from transportation and CMS for student misbehavior on the bus.
2. With the exception of ordinary conversation, students shall observe regular standards of classroom conduct on a school bus.
3. The student shall ride a regularly-assigned bus and depart at their assigned stop unless specifically authorized to ride another by the building representative, director of transportation or designee.
4. Eating and drinking on the bus is not permitted.
5. Items that interfere with the safety of students and drivers are not permitted (i.e. animals, insects, breakable containers, chemicals, explosives, balloons, skateboards, etc.).
6. Students shall not have or use tobacco products, drugs, alcohol, paraphernalia, matches, lighters or any other flammable or sparking device on the school bus.
7. Students may take only those music instruments that can be secured on the student's lap or between their legs and that won't disrupt the loading and unloading of students, (i.e. flute, clarinet, trumpet, violin, trombone, and alto saxophone are allowed). Drums, tenor saxophone, cello, bass, baritone horn, and French horn are not allowed.
8. Students shall remain seated while the bus is in motion and are not to get up until the bus has come to a full stop.

9. Students shall board the bus in an orderly manner and remain within the bus driver's view at all times.
10. Students shall cross the highway in front of the bus only after verifying it is safe to do so and after obtaining the consent of the driver.
11. Students shall leave home in time to arrive at the bus stop five (5) minutes prior to bus stop time.
12. At the bus stop, students shall remain out of roadways and avoid pushing, shoving and damaging private property surrounding the bus stop.
13. Students who must walk along a highway to and from a bus-loading zone must walk where practicable on the left-hand side of the road facing oncoming traffic. This also applies to students leaving the bus-loading zone in the evening.
14. In the event of an emergency, students shall follow emergency procedures as established by emergency exit drills.

Bus Passes

Per Bethel School [Board Policy 6630.2](#), in order to ride a different bus than has been assigned to a student or to get off at a stop other than the assigned bus stop, students need to bring a written note from their parent/guardian that specifically addresses the change requested. This note needs to be turned in before school and no later than 1st period. Bus passes may be picked up during lunches or immediately after school. Students must have a bus pass to give to the bus driver notifying the bus driver of the change.

	Be Safe	Be Respectful	Be Responsible
Bus Zone Expectations	<ul style="list-style-type: none"> • Walk at all times • Wait for the bus in designated areas • Keep hands, feet and objects to yourself • Stay on sidewalk away from driveway 	<ul style="list-style-type: none"> • Give students enough space to move safely • Use kind appropriate language. • Line up to board buses when multiple students are trying to board • Wait your turn and be patient. 	<ul style="list-style-type: none"> • Arrive at the bus zone on time. • Keep the bus zone clean • Report any problems or unsafe behavior to an adult.

Buying/Selling Personal Items at School

Students are not permitted to bring items to sell at school including food, drinks, candy, and other personal items.

Behavior Expectations

Behaviors and actions listed on the following pages are subject to school authority. Students who violate school rules are disciplined according to the matrix.

-
- Be actively engaged in each classroom
 - Maintain a safe environment
 - Maintain a clean environment
 - Screens down when asked
 - Only one earbud in while at school for safety
 - Earbud use in classrooms is with teacher discretion
 - You may use your phone with specific permission from your teacher. Phones should not be seen otherwise (Stored in your bag/backpack/paper sack on desk, not visible or in pockets)
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Cedarcrest Middle School prides itself on creating a safe environment where all students can learn. Charger Pride is exhibited by staff and students every day. We want you to learn in a positive and supportive setting. **We expect students, staff, and community members to show Charger Pride by working hard and being safe, respectful, and responsible.** We show Charger Pride on a daily basis!!

	Be Safe	Be Respectful	Be Responsible
Before and After School Expectations	<ul style="list-style-type: none"> Walk, don't run, in hallways and on school grounds Follow the designated routes for entering and exiting the school. Stay in supervised areas until the bell rings or you are picked up. 	<ul style="list-style-type: none"> Use quiet voices inside the building. Respect personal space and belongings of others. Follow directions from all school staff. 	<ul style="list-style-type: none"> Arrive at school on time and be prepared for the day. Stay focused and complete any assignments or tasks. Report any problem or concerns to a teacher or school staff.

	Be Safe	Be Respectful	Be Responsible
Cafeteria Expectations	<ul style="list-style-type: none"> Walk at all times, do not run. Sit properly with feet under the table and hands to yourself. Follow the cafeteria rules and staff directions. 	<ul style="list-style-type: none"> Stay in line Use polite language and manners. Say please and thank you Wait your turn in line and be patient. No cutting. Clean up your area after eating. 	<ul style="list-style-type: none"> Make healthy food choices. Dispose of trash and recycling properly. Report any spills or issues to a cafeteria monitor.

	Be Safe	Be Respectful	Be Responsible
Charger Buck Expectations	<ul style="list-style-type: none"> Any behavior that demonstrates an understanding of the safety expectations at CMS 	<ul style="list-style-type: none"> Any behavior that demonstrates an understanding of the expectations regarding respect at CMS 	<ul style="list-style-type: none"> Any behavior that demonstrates an understanding of responsibility expectations at CMS

	Be Safe	Be Respectful	Be Responsible
Charger Pride Expectations	<ul style="list-style-type: none"> Follow all school rules and safety guidelines. Keep hallways and common areas clear and orderly. Report any unsafe behavior or conditions to an adult. 	<ul style="list-style-type: none"> Show courtesy and kindness to everyone. Listen attentively when others are speaking. Respect school property and the personal space of others. 	<ul style="list-style-type: none"> Be prepared and on time for all classes and activities. Take ownership of your learning and behavior. Act as a positive role model for your peers.

	Be Safe	Be Respectful	Be Responsible
Following Staff Directions Expectations	<ul style="list-style-type: none"> Follow instructions immediately to maintain a safe environment. Pay attention to safety guidelines provided by staff. Move calmly and carefully when directed. 	<ul style="list-style-type: none"> Listen attentively when staff are speaking. Respond politely and appropriately to staff directions. Avoid interrupting or talking back to staff. 	<ul style="list-style-type: none"> Following through with tasks and instructions given by staff. Ask questions if you do not understand a direction. Take responsibility for your actions and correct mistakes when guided.

	Be Safe	Be Respectful	Be Responsible
Hallway/Stairs Expectations	<ul style="list-style-type: none"> Walk, don't run, in hallways and on stairs. Keep to the right to allow others to pass. Hold handrail when using stairs. 	<ul style="list-style-type: none"> Use quiet voices to avoid disturbing classes. Respect personal space and keep hands to yourself. Follow staff directions promptly. 	<ul style="list-style-type: none"> Electronic devices are put away after 7:05 while in the hallway/stairs Move directly to your destination without loitering. Keep hallways and stairs clean by picking up after yourself.

	Be Safe	Be Respectful	Be Responsible
Locker Expectations	<ul style="list-style-type: none"> Use your locker only during designated times to avoid crowding. Close your locker door gently to avoid injuries. Keep your combination private to ensure the security of your belongings. 	<ul style="list-style-type: none"> Keep noise levels low when at your locker to avoid disturbing others. Respect others; lockers and personal space. Wait your turn and be patient in crowded locker areas. 	<ul style="list-style-type: none"> Keep your locker clean and organized. Secure your belongings properly and lock your locker. Report any locker issues or damage to campus safety immediately.

	Be Safe	Be Respectful	Be Responsible
Office Expectations	<ul style="list-style-type: none"> Enter and exit the office in an orderly manner. Stay in designated areas and follow any posted instructions. Wait your turn and avoid crowding around the desk or counter. 	<ul style="list-style-type: none"> Use polite and appropriate language with office staff. Follow directions given by office personnel promptly. Respect the privacy and confidentiality of others. 	<ul style="list-style-type: none"> State your purpose clearly and concisely when visiting the office. Bring any necessary materials or information with you. Return to class or your next activity promptly after your business is completed.

	Be Safe	Be Respectful	Be Responsible
Preparing for the Day Expectations	<ul style="list-style-type: none"> Arrive at school with enough time to prepare before the bell rings. Organize your materials in a way that avoids clutter and tripping hazards. Ensure all personal items are stored in your locker. 	<ul style="list-style-type: none"> Greet classmates and staff politely as you start the day. Be mindful of others' space and activities. Follow classroom or school routines quietly to avoid disruptions. 	<ul style="list-style-type: none"> Check that you have all necessary supplies and materials. Review your schedule and plan for any special activities or events. Be punctual and ready to start your first activity or class on time.

	Be Safe	Be Respectful	Be Responsible
Restroom & Drinking Fountain Expectations	<ul style="list-style-type: none"> Walk to and from the restroom and drinking fountain. Wash your hands thoroughly after using the restroom. Use the facilities properly and report any issues to a staff member. 	<ul style="list-style-type: none"> Respect the privacy of others in the restroom. Use a quiet voice and avoid unnecessary noise. Take turns at the drinking fountain and wait patiently. 	<ul style="list-style-type: none"> Use the restroom/drinking fountain closest to your classroom Use the restroom and drinking fountain during designated times to avoid class disruptions. Return to class promptly after using the restroom or drinking fountain. Tell a staff member if the restroom/drinking fountain needs attention

	Be Safe	Be Respectful	Be Responsible
Tardy Pass Expectations	<ul style="list-style-type: none"> Walk calmly to the attendance office to get your tardy pass. Have your studentvue ready at the window. 	<ul style="list-style-type: none"> Politely explain your reason for being late when asked. Wait your turn to receive your tardy pass. Enter the classroom quietly to minimize disruption. 	<ul style="list-style-type: none"> Obtain your tardy pass promptly upon arriving late. Present your pass to your teacher as soon as you enter the classroom. Take responsibility for catching up on any missed work or instructions.

	Be Safe	Be Respectful	Be Responsible
iPad and StudentVue Expectations	<ul style="list-style-type: none"> Handle your iPad carefully to avoid damage. Keep your iPad in a protective case when not in use. Avoid using your iPad in areas where it could easily be dropped or damaged. 	<ul style="list-style-type: none"> Use your iPad for educational purposes only during school hours. Follow all school rules regarding appropriate content and apps. Respect others' privacy by not accessing their accounts or information. 	<ul style="list-style-type: none"> Charge your iPad fully each night and bring it to school each day. Keep track of your iPad and store it securely when not in use. Use Studentvue to stay informed about your assignments, grades, and school announcements. Report any technical issues immediately.

	Be Safe	Be Respectful	Be Responsible
Voice Level Expectations	<ul style="list-style-type: none"> Use a quiet voice in hallways and common areas to avoid causing disruptions. Maintain an appropriate voice level to ensure everyone can hear instructions clearly. Use a low voice in the cafeteria to keep the noise level manageable. 	<ul style="list-style-type: none"> Adjust your voice level based on the activity and setting. Respect others' need for a quiet environment, especially during study times. Follow your teacher's guidelines for voice-levels in different situations. 	<ul style="list-style-type: none"> Monitor your own voice level and adjust it as needed without being reminded. Use an appropriate voice level when speaking to peers and staff. Model good voice level behavior for others by setting a positive example.

Buddy Room

The purpose of the Buddy Room is to provide a supportive and controlled environment where students can safely calm down and regain self-control when experiencing behavioral or emotional difficulties in the classroom. The use of Buddy Rooms and the required processing form is a part of the Cedarcrest Behavior Policy, but it is not considered discipline. Teachers use Buddy Rooms and the processing form for low-level behavior infractions, offering students time for reflection and an opportunity for both student and teacher to discuss what is preventing active engagement and learning. This approach helps maintain a conducive learning environment for all, minimizing interruptions while promoting positive behavior by encouraging students to understand the consequences of their actions and practice problem-solving skills. Ultimately, the Buddy Room prepares students to reintegrate into the classroom with the tools and mindset needed for success.

	Be Safe	Be Respectful	Be Responsible
Buddy Room Expectations	<ul style="list-style-type: none"> Enter the Buddy Room calmly and quietly. Keep hands, feet, objects to self. Follow instructions from the Buddy Room Teacher. 	<ul style="list-style-type: none"> Use a quiet voice and appropriate language. Respect the space and materials in the Buddy Room. Allow others to continue to focus without disruptions. 	<ul style="list-style-type: none"> Use the time in the Buddy Room to reflect on your behavior. Complete the processing form thoughtfully and honestly. Discuss with the teacher what is preventing you from actively engaging and learning, and make a plan to improve.

Student Code of Conduct [Board Policy 3240](#)

Rules of conduct are essential to maintain a conducive learning environment. General Disruptive Conduct and/or Defiance refers to any behavior that disrupts or obstructs teaching and learning. Discipline is any action taken by the school district in response to such behavioral violations. For a comprehensive list of activities subject to school authority and disciplinary action, please view [Bethel School District Board Policy 3240](#). These include, but are not limited to:

Violation of Student Code of Conduct Examples:

Arson/ Burglary	Disobedience/ Insubordination	Failure to Serve/complet e detention or alternative	Forgery/ Cheating	Malicious Mischief/ Vandalism	Trespass	Vulgar or Lewd Conduct/ Includes Inappropriate Display of Affection
Attendance/ Tardy/ Skipping	Disruptive Conduct	False Alarm	Gang Activity	Repeated/ Cumulative Violations	Verbal Abuse/ Threats to Others	Weapons: Handgun, knife or dagger,
Drugs/Alcohol/ Including vaping or e-cigs	Encouraging Others to Fight	Failure to Identify Self	HIB (See page 20 for more information)	Robbery/ Theft	Violence With Major Injury	Weapons: Multiple Firearms
Defamation	Extortion/Black mail/Coercion	Fighting w/o Major Violence	Inappropriate Dress	Threats-Destru ction of Property	Violence W/O Major Injury	Weapons: Rifle or Shotgun

****Note: It is the responsibility of the parent/legal guardian of the student to retrieve confiscated cell phones or other electronic devices.**

Digital Citizenship

Digital Citizenship is the responsible, respectful, and safe use of technology. With the addition of iPads at CMS, students are expected to demonstrate digital citizenship in their daily use of their district-issued device. Digital Citizens at Cedarcrest Middle School observe Charger Pride Expectations in their use of technology.

	Be Safe	Be Respectful	Be Responsible
Digital Citizenship Expectations	<ul style="list-style-type: none"> • Protect your personal information and privacy online. • Use secure passwords and do not share them with others. • Report any cyberbullying or suspicious activity to a trusted adult. 	<ul style="list-style-type: none"> • Communicate kindly and respectfully in all digital interactions. • Respect the intellectual property of others by not plagiarizing or pirating content. • Avoid posting or sharing inappropriate or offensive material. 	<ul style="list-style-type: none"> • Use technology for educational purposes and stay on task. • Follow the school's acceptable use policy for internet and device usage. • Think critically about the information you find online and verify sources.

Students are responsible for their own behavior and actions at school and are held accountable for the rules and expectations stated in this handbook and the [Student Rights and Responsibilities](#) reviewed and available on the CMS district website. All rules are subject to change at administrator discretion due to the needs of the building. Attempts to notify parents will be made to explain changes to school rules via school website, emails and the school newsletter. **School administrators will also make the final decision regarding discipline based on areas not clearly defined in the handbook.**

Campus Access & Safety/Cameras

Access

Cedarcrest Middle School students are allowed in the cafeteria and gym at 6:55 a.m. The hallways are open to students at 7:05 a.m. Classes begin for all students at 7:15 a.m. and conclude at 1:45 p.m.

Cedarcrest Middle School is a closed campus: students may not leave during the day without permission. If a student leaves campus for any reason without checking out, they will be considered truant and subject to disciplinary action.

All students who are not involved in a supervised after- school activity must be out of the building and off campus by 2:00 p.m. Once students leave campus for the day, they are not allowed to return without adult supervision until the next morning. Students that remain on campus without adult supervision may be assigned disciplinary consequences.

Safety

The Campus Safety Officer's responsibility is to ensure that students are acting in a safe, responsible manner while on our campus. These duties include lockers, lost and found, walking passes, supervision of students during school hours, and investigation of incidents including interviewing

students. In order to keep our school safe, it is critical that all students are honest and cooperative during the investigative process.

To report information about unsafe activity in our building you can call campus safety, at 253-683-7574.

Cameras

There are numerous cameras installed inside and outside Cedarcrest's campus to create a safe environment. They are in place to assure security and as prevention of school vandalism and theft.

Personal Property

The district cannot and will not assume liability for personal property lost due to fire or theft, nor for damage or destruction due to accident, acts of vandalism, or any other cause. Students choosing to bring personal property on school premises do so at their own risk.

Clubs & Activities

Cedarcrest has a number of clubs and activities available to students. Listen for information in the morning announcements, in newsletters, and on our [website \(website under construction\)](#) for the most current dates, times, and contact details. Clubs will be based on student interest and staff availability, and will follow all ASB regulations and guidelines.

Cedarcrest Middle School Information

School Colors: Red and Yellow	Mascot: Charger
Address: 19120 13 th Ave Ct E Spanaway, WA. 98387	Main Office: (253) 800-7500 Attendance: (253) 8-00-7592
Website: https://cms.bethelsd.org	

Charger Pride

We expect all students, staff and community members to show CHARGER PRIDE!!
Chargers will...

- Be Safe
- Be Respectful
- Be Responsible
- Work Hard

Student Recognition

Our Cedarcrest students will be recognized for modeling and representing Charger Pride in a number of ways and throughout the year. Opportunities include (but are not limited to) the following events:

- Charger Bucks
- Positive Office Referrals
- Shout Outs
- Student of the Month
- Trimester Awards

Counseling Center

The Cedarcrest Counseling Team has an open-door policy. Our counseling team consists of:

A-L Heather VanDyke Email: hvandyke@bethelsd.org (253) 800-7579
M-Z Frank Gilletti Email: fgilletti@bethelsd.org (253) 800-7578

Social Worker Toni Stallman. Email: tstallman@bethelsd.org (253)800-7570

We see students individually, in small groups, and in the classroom setting. During the course of the school year, it would be safe to predict that we will work with all kids in some capacity. Many student concerns are common, ordinary kid concerns that can be handled at school. Be assured that if something were to come up that was more serious, parents would be contacted and we would work together to solve the situation. Regarding confidentiality, information shared with the counselors will remain confidential unless the student is a harm to themselves, a harm to others, or someone is harming the student.

How does a student see the counselor?

- Self-referral
 - Request of a counselor
 - Parent request
 - Administrative request
 - Teacher or other staff request
-

Parents can contact the school counselors with issues regarding their child and counselors can help facilitate meetings with teachers. The following counseling services are available:

-
- Academic advising
 - Brief individual/group counseling
 - Referrals to community resources
 - Conflict resolution/mediation
 - Parent/teacher meetings
 - Student scheduling
-

Curriculum & Classes

All 6th, 7th, and 8th grade students are required to take the following core and exploratory classes:

SIXTH GRADE

SEVENTH GRADE

EIGHTH GRADE

<p><u>Core Required Classes</u> 2 hour Humanities Block: English Language Arts & History Science Math PE</p> <p><u>1 Fine Arts Exploratory Rotation</u> Band, Choir or Orchestra (all year course)</p>	<p><u>Core Required Classes</u> 2 hour Humanities Block: English Language Arts & Washington State History Science Math</p> <p><u>2 Elective Rotations (Fine Arts, Technology)</u> Band, Choir or Orchestra (all year course)</p>	<p><u>Core Required Classes</u> English Language Arts United States History Science Math</p> <p><u>2 Elective Rotations (Fine Arts, Technology)</u> Band, Choir or Orchestra (all year course)</p>
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Cedarcrest Middle School, and all BSD middle schools are currently using the following curriculum in Core and Advisory classes:

English Language Arts (ELA): [Springboard](#)

Math: [Open Up Resources](#)

Science: [Amplify](#)

Social Studies/History: [TCI History Alive!](#) and [The DBQ Project](#)

Advisory Social Emotional Learning (SEL): [Second Step](#)

Advisory High School & Beyond: [SchoolLinks](#)

Dances, Events & Field Trips

Dances and other events will be held at intervals throughout the year. Tickets to dances will be pre-purchased during lunches; tickets will not be sold at the door. Students going to the dance will get bracelets the day of the dance. Bracelets cannot be given to anyone else and must remain on the wrist of the student that bought the dance ticket during the school day and dance. If the student decides to not attend the dance, the student needs to notify the office. Dances will be held after school from 1:50 - 4:00. Students who regularly ride the bus can take the activity bus home after a dance; if students choose to not ride the bus, they **must be picked up by 4:15**.

We want students to have fun at dances and events, so we have the following expectations in place:

- Have fun
- Dancing by yourself is ok
- Dancing with a friend face to face, standing up is ok
- Slow dancing face to face is ok
- Dancing in a group, standing up and not touching is ok
- Keep 12 inches between students standing and dancing
- Stay in the designated/supervised area for dances and activities

School events and field trips are planned by various groups and held throughout the school year. Students attending any school sponsored dance, field trip or event at any time of day must follow all CMS guidelines. Please keep the following in mind:

- Those students who purchase an ASB card will be able to attend select events at a reduced price.
- **Students who are suspended, did not attend school that day, have fines or are on the restrictions due to multiple discipline incidents list will not be allowed to attend.**
- All students are to remain in designated areas.
- There may be concessions for purchase at school dances, and they must be consumed in designated locations.
- The school dress code and all school rules apply during dances.
- Students are not allowed to leave the event unless escorted by a parent. Students may not re-enter the event after leaving.

- Behavior that is unsafe or violates school and district guidelines will result in students being removed from the event and possible loss of event privileges for the rest of the year.
- Only current Cedarcrest students may attend Cedarcrest dances; guests from other schools are not allowed to attend.
- Students must take the activity bus home or arrange for transportation directly after the dance. Students must be picked up by 4:15 if they are not riding the bus.
- All rules and regulations of the Bethel School District and CMS apply to events.
- If a parent is interested in chaperoning, they must first complete the Bethel School District volunteer application. Once cleared, they may contact the ASB advisors to participate in an ASB sponsored activity.

Emergency Procedures

Emergency Drills and Events

CMS conducts regular drills to ensure safety for evacuating the building during a fire, eruption, earthquake, or lockdown. Staff members will teach the procedures and give students directions during a drill or event.

Emergency Dismissal Procedures

In the event of a sustained power failure or other emergency, it may be necessary to dismiss school early. Buses may not be available. You should decide as a family what your plan for getting home is, and have it on file with the attendance/health clerk. **Students are never allowed to leave with anyone who is not listed as an emergency contact on their emergency card.**

Fines

Students will be issued a complete set of textbooks. If any books are lost, students will not be issued a new book until the lost book is paid for. Due to textbook fines that come in late in the year, yearbooks will be held until the library clears all fines.

Until all fines are paid in full, students:

- May not be able to attend some dances or events
- May not receive their yearbook
- Attend Fun Fridays specific to all fines paid and forms submitted

Any questions or concerns about fines should be appealed through the following process:

Parents/students need to meet with the following people in the following order:

1. Staff member/advisor who submitted the fine
2. Administrator
3. District

Food & Gum

We work hard to keep our building clean and safe. Food and beverages, other than water, are to be consumed in the cafeteria only. Gum is not allowed.

Food Programs

Cedarcrest's cafeteria serves breakfast and lunch daily and is currently free for every student

regardless of income.

- Prices were accurate at the time of publication, minor changes may occur.
- Meals may be purchased through the Child Nutrition Office using Visa, Master or Discover cards. You may call the Child Nutrition Office to place an order or visit their office Monday thru Friday, 7:00 a.m. – 4:30 p.m., at 516 E 176th Street in Spanaway. Bank debit cards cannot be used.
- The Child Nutrition Office will notify your student's school of the number of school meals purchased.
- Students are not to sell their lunches to others.
- Applications for **Free and Reduced Lunches** are available online on the [BSD Child Nutrition](#) page.
- Monitoring of your child's food purchases are available online through PayPams.

Guests During School Hours and School Events

Student guests must be approved by administration and must be in a school related activity to be on campus. All guests must sign in at the front office and wear a visitor badge the entire length of their stay. The visitor badge must be visible to all staff and students. **Students from other schools will not be allowed to attend CMS dances or celebration events without a parent or guardian.**

Hall Passes

Students must have a current, signed hall pass when exiting the classroom or assigned location at all times. The hall pass must contain the date, time, and location. If a student does not have a hall pass and is out of their assigned location, discipline for truancy may be assigned. Hall passes will not be issued during the first 10 or last 10 minutes of the class period except for emergencies.

Harassment, Intimidation, Bullying (HIB) & Coercion Anti Sexting

The Bethel School District and Cedarcrest Middle School are committed to providing a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. Harassment consists of verbal or physical conduct relating to a person's actual or perceived national origin, disability, race, sexual orientation, or religion, which has the purpose or effect of creating an intimidating, hostile or offensive academic, residential or otherwise adversely affects a person's academic or work opportunities. Harassment may include: name calling, gestures, bullying, mimicking, mocking, derogatory jokes, remarks, or rumors, unwelcome touching of a person or clothing, offensive or graphic posters, book covers, notes or cartoons, graffiti, display or circulation of written materials or pictures, or any other malicious or insensitive conduct of a severe or pervasive nature directed at the characteristics of a person's national origin, customs, culture, disability, race, sexual orientation, or religion (WAC 48-120-100 Section (19) malicious harassment).

To report HIB violations go to [Report Harassment, Intimidation, and Bullying \(HIB\)](#)

Bullying is intentionally using words or actions to intimidate, hurt, or humiliate others. School officials will be involved with bullying issues when it adversely impacts the learning environment. School officials will first make attempts to use peer mediation. If that fails, the school may require students to sign a No Contact Order. ([See Policy 3207](#))

Behavior is considered harassment when it:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

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

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator.

Examples of Harassment, Intimidation and Bullying

PHYSICAL AGGRESSION				
Shoving Hitting Pushing	Hitting Kicking	Defacing Property Stealing	Physical Acts that are humiliating but not physically harmful (de-pantsing, tapping w/ pencil, etc)	Physical Violence against family or friends Threatening with a weapon Inflicting Bodily Harm
SOCIAL ALIENATION				
Gossiping Dirty looks or stares Embarrassing others	Setting up to look foolish Spreading Rumors	Oppressive language Setting up to take the blame	Publicly Humiliating Excluding from group Social rejection	Threatening with total isolation by peer group Texting/starting/spreading rumors and/or hate messages
VERBAL AGGRESSION				
Taunting Mocking	Teasing about clothing or possessions	Teasing about appearance Name calling	Intimidating phone calls	Verbal threats of aggression against property or of inflicting bodily harm
INTIMIDATION				
Threatening to reveal personal information Graffiti	Defacing property or clothing	Taking possessions Playing a trick	Extortion Publicly challenging to do something	Threats using coercion against family or friends Coercion threatening with a weapon
RACIAL AND ETHNIC HARASSMENT				
Joke telling with racial or ethnic targets	Exclusion (ethnic, cultural group)	Oppressive language	Verbal accusations, putdowns Public Humiliation	Destroying or defacing property due to ethnic or cultural group Physical or verbal attacks due to group membership
SEXUAL HARASSMENT				
Sexual or "dirty" jokes Conversations that are too personal	Howling, cat calls, whistles Leers and stares	Wedgies Snap bra Repeatedly asking someone out when he/she is not interested	Spreading sexual rumors Pressure for sexual activity De-Pantsing Hitting/Slapping in private areas	Cornering, blocking, standing too close, following Sexual Assault and attempted sexual assault Rape Sexting
Bullying				
Malicious Gossip		Texting/Cyber Malicious Gossip		See bullying section for more detail

WHAT CAN YOU DO?

1. **Self-advocate.** Stand up for yourself! It's the first step in stopping harassment. If someone is treating you in a way you don't like, TELL THEM to STOP!

2. **Get Help.** If you have told the person(s) who is bothering you to leave you alone and they won't stop, come to the office, report to an adult and get our help! Ignoring the people who harass you won't make them stop.
3. **Be aware** that YOUR OWN ACTIONS can hurt people's feelings. You may be bothering someone and you don't even know it!
4. **Take a stand** against harassment even when it's not aimed at you. If you see harassment, speak up! Help keep Cedarcrest a safe place where learning can occur.
5. **When in doubt- Tell the person to stop, walk away, and report to an adult immediately!**

Anti-sexting expectations: Sexting is defined as: the act of sending sexually explicit messages or photographs (material), primarily between mobile phones.

1. The mere possession of sexually explicit material on any device is prohibited regardless of whether the state law is a violation.
2. All involved in sexting, unless they delete the material immediately, will receive consequences.

It is prohibited to send, share, view, or possess pictures, text messages, emails or any other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device. Parents and the sheriff may be contacted if possession of material is found. Students found in possession of inappropriate sexual material are subject to discipline including possible long term suspension and school transfer.

Health Room Services

Health Room Staff

Mrs. Almogela is Cedarcrest's health clerk. She can be reached at 253-800-7593 during school hours. The nurse will be at Cedarcrest three days each week (TBD) and can be reached at 253-800-7568.

If You Feel Sick

If you feel ill, get a pass signed by your teacher and go to the health room immediately. The health clerk will check you in and contact your parents if you need to go home. **Please do not call your parents from the classroom or any other location besides the health room.** Please stay home if you feel ill before school. [WHEN TO KEEP YOUR CHILD HOME INFOGRAPHIC](#)

When to Keep Your Child Home



Dear parent or guardian:

Keep your child home if they:

- Are too sick to participate in normal activities.
- Need a level of care or observation not manageable at school or childcare.
- Create an unhealthy or unsafe environment for others.

Some conditions **require** you to keep your child home. They include, but are not limited to:

Chickenpox (varicella)	Keep your child home until all blisters have scabs and no new blisters are forming.
Diarrhea	Keep your child home from: <ul style="list-style-type: none"> • School until diarrhea can be contained and they can participate in normal activities. • Childcare until they have had less than 3 episodes of diarrhea in the last 24 hours.
Fever	Keep your child home until their temperature is below 100.4°F and they don't have behavior changes, sore throat, rash, vomiting, diarrhea, earache, irritability or confusion.
Flu (influenza)	Keep your child home until they are fever-free for 24 hours.
Impetigo	Keep your child home until they have taken antibiotics for 24 hours.
MRSA	Keep your child home until drainage can be contained with a dry, clean dressing.
Measles	Keep your child home until 5 days after rash appeared.
Mumps	Keep your child home until 5 days after swelling began.
Ringworm	Keep your child home until treatment is started.
Scabies	Keep your child home until treatment is completed.
Scarlet fever	Keep your child home until they have taken antibiotics for 24 hours and are fever-free.
Shingles	Keep your child home until rash can be covered or all lesions have crusted.
Skin infection	Keep your child home until drainage can be contained with a dry, clean dressing.
Strep throat	Keep your child home until they have taken antibiotics for 24 hours and are fever-free.
Vomiting	Keep your child home until they have not vomited for 24 hours and they can participate in normal activities.
Whooping cough (pertussis)	Keep your child home until they have taken antibiotics for 5 full days.
Other contagious condition	Check with your child's school, childcare or primary care provider or call the Health Department at (253) 798-6410.

The following conditions **don't** require you to keep your child home (unless they are too sick to participate in normal activities).

- | | | |
|-------------------------|--------------------------------|-------------------------------------|
| • Bronchitis | • Fifth disease | • Pinworm |
| • Cold (without fever) | • Hand, foot and mouth disease | • Pneumonia |
| • Cytomegalovirus (CMV) | • Molluscum contagiosum | • Respiratory syncytial virus (RSV) |
| • Ear infection | • Mononucleosis | • Warts |

Emergencies and First Aid

Care will be given up to the limits of state law. 911 will be called for injuries or illness, which are judged to require more than basic first aid. It is very important that each student has current emergency contacts and phone numbers on file in the health room.

Picking Up Sick Students

If a student becomes ill at school and needs to go home, the student can only go home with someone on the emergency list, as long as the primary family member has given specific permission for the emergency contact to pick up their student. Please be sure that anyone who you may want to pick up your student is on the pick-up authorization list. Please remember to bring a photo ID when coming to the office to pick up your child.

Health Screening

A nurse will screen all seventh-grade students for vision and hearing. If students or parents have questions, please contact the health clerk or nurse.

Immunizations

Every student must have proof of immunization on file at the school before the first day of attendance. All students must be immunized according to WAC 248-100-163. Students can be excluded from school if immunizations are not up to date and your student does not have a signed CIS form on file. For details, please see the health clerk.

Lice

The Bethel School District has a “no nit” policy. If lice or eggs are in a student’s hair, dead or alive, the student cannot attend school. If a student thinks they have head lice, please see the health clerk. The nurse or health clerk will help you and your parents learn how to remove the lice. You will be checked again before you can return to school.

Medication

You may not administer medications to yourself at school (see below)*. Some common medications you will need permission to have at school include but are not limited to Tylenol, Ibuprofen, cough drops and allergy meds. If a student is under the care of a doctor or dentist and needs to take medicine while they are at school, please follow this procedure:

- Ask the health clerk for a medication request form. Your doctor and your parents must sign it before the school can administer medication.
- A parent/guardian returns the form to the health clerk along with the necessary medication in the original container.

All medications are kept in a locked cabinet in the health room. Students must come to the health room, with a pass, when medication is needed. The health clerk or school nurse will dispense medication and document it. School district employees can administer medication when the proper procedure is followed.

*Possession and/or distribution of any medication during school, on school property, or at a school activity, not covered by Board Policy 2121 which include (but not limited to) aspirin, cough drops, over-the-counter, and prescription medicine will fall under Board Policy 3240, Disruptive Conduct and result in short-term suspension, long-term suspension or expulsion.

Interagency Cooperation- CPS & The Sheriff

This serves as a reminder that Washington State law is clear: “upon receiving reports of abuse or neglect, the department or law enforcement agency may interview children.” [RCW 26.44.030](#) (10). That interview may be conducted on school premises and other locations “outside of the presence of parents.” [RCW 26.44.030](#) (10). Although parents must be notified at the earliest possible point in the course of an investigation, that notification must “not jeopardize the safety or protection of the child of the investigation.” [RCW26.44.030](#) (1). The “law enforcement agency” means “the police department, the prosecuting attorney, the state patrol, the director of public safety, or the office of the sheriff.” [RCW 26.444.020](#) (2).

There have been questions by the schools regarding who is responsible for notifying parents/guardians that an interview has taken place on school grounds. In every case, parents will be notified by “the law enforcement agency” as soon as possible. Parents MUST NOT be notified by the schools.

Library

The CMS library has many print and digital resources for student use. The collection includes magazines, an extensive reference collection, and a balanced selection of fiction and non-fiction titles, both in print and digital options. Three items may be checked out for a two-week period. Students may visit the library in the morning with a pass from their Advisory teacher from 6:45 - 7:05, or can get a library pass during lunch time. Students will visit the library with their ELA teacher to choose reading materials at least every two weeks.

Lockers

Cedarcrest Middle School students will be assigned a locker to store their belongings. Students are permitted to use their locker at designated times throughout the day (before school, passing between 4th and 5th periods, after school). If a student has an emergency they may secure a pass from an adult to visit their locker at a non-designated time.

To prevent locker issues, remember the following:

- Learn your combination by memory
- **Do not tell anyone your combination**
- Do not change lockers
- Do not share your locker with anyone other than an assigned partner
- Do not store money or valuables in your locker
- Do not put pictures, stickers, or pennants on lockers
- Do not write on lockers
- Do not leave food in your locker overnight

CMS is not responsible for lost, stolen or damaged goods belonging to students. Students are responsible for the care of the locker assigned to them and for the property contained in the locker. Items left in lockers after the last day of school will be donated to charity.

Lockers are school property and may be searched anytime there is reasonable suspicion of violation of school policy. Locker searches are authorized under RCW 28.600.210-240. If the safety and welfare of school children is threatened, searches of school-issued lockers and their contents is a reasonable and necessary tool to protect the interests of the students as a whole.

Lost & Found

The lost and found is located outside Campus Safety. We encourage students to mark coats, purses, backpacks and other items for easy identification. Unclaimed items will be donated monthly to charity during the school year. For items of value, please contact campus safety as we store lost items of value in a locked location.

Non-Negotiables

- Be actively engaged in each lesson
- Maintain a safe environment
- Maintain a clean environment
- Screens down when asked
- Only one earbud in while at school for safety, earbuds used in class with teacher permission
- Your phone must be out of sight (in bag/string bag) during class time unless given specific permission from your teacher

Physical Education

Dress code for Physical Education Class

- Short or long sleeve t-shirt
- Court shoes with good support with tied laces
- Sweatpants or sweat shirts may be worn
- Coats can be worn outside on cold days
- No cell phones in locker rooms, gym or outside during PE class.

Public Display of Affection (PDA)

There is a time and place for signs of affection. At Cedarcrest, there will be no public displays of affection including and not limited to hugs, kisses, holding hands, arms around waist, etc. during school hours and during school sponsored events.

Restrictions For Multiple Discipline Incidents


Students with multiple disciplinary infractions may not be allowed to attend certain school events such as dances, assemblies, certain field trips, end of year field days, etc. Prior to each of these events administration and campus safety review the current discipline data and determine the opportunities available for students. Students with multiple discipline incidents will be evaluated regularly and can earn opportunities and privileges back if there are no recent disciplinary infractions.

School Hours/Schedules

Before School

School starts at 7:15 and ends at 1:45. Bus transportation is provided to every CMS student who lives outside of walking boundaries with the exception of waiver students. Students may enter the building at 6:45, but no earlier as there is no supervision prior to this time. At 6:45, students are to report to the commons, cafeteria, or gym and will remain there until the doors open to the hallways at 6:55.

Daily Bell Schedule

 <p>CEDARCREST Middle School</p>	<p>Monday</p> <p>7:15-7:45 Period 1 (Advisory) 7:49-8:40 Period 2 8:44-9:33 Period 3 9:37-10:26 Period 4</p> <p>LUNCH CLASS</p> <p>10:27-10:57 1st 11:00-12:02 5th 10:58-11:28 2nd 10:26-12:02 5th 11:29-11:59 3rd 10:25-11:30 5th</p> <p>10:27-11:59 Period 5 12:03-12:52 Period 6 12:56-1:45 Period 7</p>	<p>Tuesday</p> <p>7:15-7:45 Period 1 (Advisory) 7:49-8:40 Period 2 8:44-9:33 Period 3 9:37-10:26 Period 4</p> <p>LUNCH CLASS</p> <p>10:27-10:57 1st 11:00-12:02 5th 10:58-11:28 2nd 10:26-12:02 5th 11:29-11:59 3rd 10:25-11:30 5th</p> <p>10:27-11:59 Period 5 12:03-12:52 Period 6 12:56-1:45 Period 7</p>	<p>AM Assembly</p> <p>7:15-7:20 Period 1 (Advisory) 7:20-5:15 Assembly 8:19-9:02 Period 2 9:06-9:45 Period 3 9:53-10:36 Period 4</p> <p>LUNCH CLASS</p> <p>10:37-11:07 1st 11:12-12:14 5th 11:08-11:38 2nd 10:38-12:14 5th 11:39-12:09 3rd 10:38-11:42 5th</p> <p>10:37-12:12 Period 5 12:13-12:57 Period 6 1:01-1:45 Period 7</p>	<p>PM Assembly</p> <p>7:15-7:58 Period 2 8:02-8:45 Period 3 8:49-9:33 Period 4 9:37-10:26 Period 6</p> <p>LUNCH CLASS</p> <p>10:25-10:57 1st 10:58-12:01 5th 10:57-11:29 2nd 10:25-12:01 5th 11:29-12:01 3rd 10:25-11:29 5th</p> <p>10:59-12:01 Period 5 12:05-12:48 Period 7 12:52-1:45 Period 1 (Assembly)</p>		
	<p>Wednesday</p> <p>7:15-7:45 Period 1 (Advisory) 7:49-8:40 Period 2 8:44-9:33 Period 3 9:37-10:26 Period 4</p> <p>LUNCH CLASS</p> <p>10:27-10:57 1st 11:00-12:02 5th 10:58-11:28 2nd 10:26-12:02 5th 11:29-11:59 3rd 10:25-11:30 5th</p> <p>10:27-11:59 Period 5 12:03-12:52 Period 6 12:56-1:45 Period 7</p>	<p>Thursday</p> <p>7:15-7:45 Period 1 (Advisory) 7:49-8:40 Period 2 8:44-9:33 Period 3 9:37-10:26 Period 4</p> <p>LUNCH CLASS</p> <p>10:27-10:57 1st 11:00-12:02 5th 10:58-11:28 2nd 10:26-12:02 5th 11:29-11:59 3rd 10:25-11:30 5th</p> <p>10:27-11:59 Period 5 12:03-12:52 Period 6 12:56-1:45 Period 7</p>	<p>Friday</p> <p>7:15-7:45 Period 1 (Advisory) 7:49-8:40 Period 2 8:44-9:33 Period 3 9:37-10:26 Period 4</p> <p>LUNCH CLASS</p> <p>10:27-10:57 1st 11:00-12:02 5th 10:58-11:28 2nd 10:26-12:02 5th 11:29-11:59 3rd 10:25-11:30 5th</p> <p>10:27-11:59 Period 5 12:03-12:52 Period 6 12:56-1:45 Period 7</p>	<p>Half Days</p> <p>7:15-8:02 Period 2/5 8:06-8:54 Period 3/6 8:58-9:45 Period 4/7</p> <p>Last Day of School</p> <p>7:15-7:37 Period 2 7:41-8:03 Period 3 8:07-8:29 Period 4 8:33-8:54 Period 5 8:58-9:19 Period 6 9:23-9:45 Period 7</p>	<p>1 Hour Late Start</p> <p>8:15-8:58 Period 2 9:02-9:45 Period 3 9:49-10:32 Period 4</p> <p>LUNCH CLASS</p> <p>10:37-11:09 1st 11:11-12:13 5th 11:09-11:41 2nd 10:37-12:13 5th 11:41-12:13 3rd 10:37-11:41 5th</p> <p>11:11-12:13 Period 5 12:17-12:59 Period 6 1:03-1:45 Period 7</p>	<p>2 Hour Late Start</p> <p>9:15-9:47 Period 2 9:51-10:2 Period 3</p> <p>LUNCH CLASS</p> <p>10:24-10:54 1st 10:57-11:56 5th 10:29-10:54 2nd 10:29-11:56 5th 11:28-11:56 3rd 10:29-11:29 5th</p> <p>12:00-12:33 Period 4 12:37-1:10 Period 6 1:14-1:45 Period 7</p>

You can access all bell schedules [here](#).

After School

School ends at 1:45. Students waiting to be picked up by a parent are expected to wait in the front of the building and leave campus by 2:00. Cedarcrest is a **closed campus**; only students involved in a planned activity and supervised by an adult may stay past 2:00. If a student is on campus and not involved in a planned activity or event, campus safety will escort the student off campus. If a pattern develops with campus safety escorting students off campus after 2:00, a “no trespass” order will be given to the student and the Pierce County Sheriff may be called.

Searches

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, authorized school authorities may search a student and their effects and may seize any illegal or unauthorized materials discovered in the search. The term “unauthorized” means any item dangerous to the health or safety of students or school personnel, any item considered disruptive to the functions and mission of the school, or any item described as unauthorized in the school rules. A student’s failure to permit searches and seizures as provided in this policy will be processed as insubordination and students may be required to adhere to a safety and support plan. All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive.

Supply List

This is a general school supply list. Individual teachers may require a few additional items for class. Supplies may need to be replenished through the school year. Please contact a teacher, counselor, or administrator if providing these items is a financial hardship. CMS is a no backpack school. String bags are allowed.

- 1 box colored pencils
- Pencil pouch
- #2 pencils
- Pens (blue or black only for writing, one red for correcting/editing)
- Highlighters in assorted colors
- 2 packages of 3 x 3 sticky notes
- 1 binder with a divider / pocket folder for each class (2” or larger)
- 1 composition book
- 1 package college ruled paper
- Earbuds or headphones for testing
- String Bag

Student Planners

Students will use the calendar on the iPads to input class information such as assignments, projects, etc. Advisory lessons will focus on organizational skills requiring students to record homework and plan steps towards project completion.

StudentVue & ParentVue

Parents, guardians, and students have access to a variety of student information, such as attendance, schedules, grades, and student and family demographics through StudentVue and ParentVue. If a parent or student has a question about grades after checking StudentVue or ParentVue, please contact your child's teacher by email or phone to have questions answered.

Dress Code Policy

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Board of Directors.

Students' choices in matters of dress should be made in consultation with their parent(s)/guardian(s)/caregiver(s). It is the policy of the Bethel School Board that the student and their parent(s)/guardian(s)/caregiver(s) hold the primary responsibility in determining the student's personal attire, hairstyle, jewelry, and personal items. It is the responsibility of schools to ensure that student attire, hairstyle, jewelry, and personal belongings do not pose a health or safety risk to any student and do not create a hostile or intimidating environment that disrupts learning for any student.

In relation to student dress, the district's values include the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase the marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear.

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (*e.g. physical activity, science, or CTE courses*). Additionally, this policy allows for reasonable variation in required student attire for participation in activities such as swimming or gymnastics.

Students **may not** wear clothing, jewelry, or personal items that:

- Displays obscene or sexual words, pictures, messages, innuendoes, etc.;
- Displays drug or alcohol-related words, pictures, messages, innuendoes., etc.;
- Displays threats, violent conduct, weapons, etc.;
- Demonstrates hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, other protected groups, or gang association/affiliation, etc.;
- Shows private parts (*clothing must cover private parts in opaque - not able to be seen-through material*);
- Covers the student's face to the extent that the student is not identifiable (*except clothing/headgear worn for a religious or medical purpose*);
- Attire worn in observance of a student's religion is not subject to this policy.

	Be Safe	Be Respectful	Be Responsible
Pride Wear Expectations	<ul style="list-style-type: none"> • Wear clothing and accessories that do not pose a safety threat hazard. • Ensure that footwear is appropriate for school activities, including PE • Avoid clothing with sharp objects or potentially dangerous accessories. 	<ul style="list-style-type: none"> • Dress in a way that is respectful to yourself and others. • Avoid clothing with offensive language, images, or symbols. • Wear attire that covers undergarments and private areas appropriately. 	<ul style="list-style-type: none"> • Follow the school's dress code policy as outlined. • Be mindful of the appropriateness of your attire for different school activities and settings. • Take responsibility for addressing any dress code violations promptly.

Technology, Internet & iPad Use/Expectations

Cedarcrest Middle School encourages students to keep personal electronic devices at home to avoid distractions and disruptions to their learning or the learning of others. The school will not be held liable for any loss or damage to personal devices brought to school. Using a personal device without permission or creating a disruption with the device will result in confiscation and may lead to loss of future use privileges.

	Be Safe	Be Respectful	Be Responsible
Technology Expectations	<ul style="list-style-type: none"> • Keep personal devices secure and do not share passwords with others. • 	<ul style="list-style-type: none"> • Do not use personal technology to access or share inappropriate content. 	<ul style="list-style-type: none"> • Adhere to the school's policy on personal device usage.

All electronic devices and accessories must be stored and not in use from 7:05 am to 1:45 pm in all common areas. Devices such as speakers, laser pointers, cell phones, iPods, MP3 players, cameras, etc., should not be used or visible during the school day. Students may not make phone calls on their devices without staff permission.

Students may use their electronic devices in the cafeteria during lunch, provided their use is appropriate for school and not disruptive.

Any staff may ask students to turn off, put away, or hand over a personal device, and students are expected to respectfully comply.

Any electronic device, cell phone, or accessory that does not meet expectations or is used inappropriately in the building will be confiscated and turned into the ASB office. Each offense will be logged, and offenses are cumulative, resulting in progressive discipline.

1st Offense:	Warning; Student picks the phone up at the end of the day
2nd Offense:	Student picks the phone up at the end of the day; Administration calls home
3rd Offense	Administration calls home; Parent/Guardian required to pick up the phone
Continued Offenses	Administration calls home; Parent/Guardian required to pick up the phone; Administration develops a plan with parent/guardian (examples: check-in/check-out phone with office; phone not allowed at school for the remainder of year; phone locked in school safe until the end of the year, etc.)

All use of district technology and the district's Internet must be in support of education and research consistent with the educational purposes of the Bethel School District.

- Students will not post personal contact information about themselves. Personal contact information includes home address, telephone, school address, work address, etc. Students will promptly disclose to a staff member any message they receive that is inappropriate or makes them feel uncomfortable.
- Use of the district network to access pornographic material, inappropriate text files, chat rooms/hangouts, email, Facebook, Snapchat, Twitter, Instagram, YouTube, and other social media sites, or files dangerous to the integrity of the district, will be subject to disciplinary action consistent with district discipline policies.
- Use of the district network to submit, publish, or display any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages to either public or private computers will be subject to disciplinary action consistent with district discipline policies.



7:05am- 1:45pm

All electronic devices and accessories must be **not in use and in home position/stored** while in the common areas.

(Except in the cafeteria during your lunch.)



Students involved with any of the above violations will be subject to progressive discipline and may have limited access to technology and the internet.

Misuse of Technology

Students found to tamper with iPads or any district-owned technology, circumvent district content filters, use personal accounts or logins, or disable district restrictions will be subject to discipline.

	Be Safe	Be Respectful	Be Responsible
iPad Expectations	<ul style="list-style-type: none"> • Leave charging cords at home or in locker • Keep your case on • Screens off in the halls during passing • iPads & cell phones should not be visible in the bathrooms or locker rooms • Keep iPad secure in hand(s) when walking around in the classroom/school 	<ul style="list-style-type: none"> • Pictures and video can only be taken/used with staff and student permission • Respect others' privacy. • Before you take a picture of another person (staff or students) you must have permission from that person (staff or students) 	<ul style="list-style-type: none"> • Bringing a charged iPad to school daily • Use your iPad to stay informed about assignments, grades, and school announcements through StudentVue.

iPad and Electronic Devices Expectations

iPads

All students at Cedarcrest Middle School have iPads, which are intended for educational use only. Non-instructional use during instructional time will be addressed. To ensure academic success, students should bring iPads fully charged with Bluetooth on. To prevent damage, iPads must always be in a school-issued protective case. Damage to iPads not in approved cases is not covered by insurance. Students who are continually unprepared for learning will be subject to progressive discipline.

iPad Use in the Classroom:

- Use it as the teacher directs.
- Keep Bluetooth on.
- Only use Bethel School District-provided accounts and login information. Personal accounts or logins are not allowed.
- When the class is using the iPad, stay on task and use the class app.
- When the class is not using the iPad, keep it closed and face down on the desk.
- Pictures and videos are prohibited without teacher and/or student permission.

iPad Use Around School:

- iPads are not allowed to be open or used in the hallways.
- Pictures and videos of school or community members are prohibited without teacher and/or student permission.
- Accessing social media or associated apps on school iPads is not allowed.
- Take care of your iPad; do not drop it, eat around it, or otherwise damage it.

****CEDARCREST MIDDLE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN IPADS!****

Lost iPad Procedure

1. Go to the library and let them know you cannot find your iPad. They will give you a lost iPad form. Check each location on the form and get it signed off by each staff member throughout your day.
2. If you still have not found your iPad, bring the completed lost iPad form to the library. The library staff will then take the next steps.

Note: Any iPads not attended will be turned into the library. Repeated offenses may result in disciplinary actions.

Textbooks

Textbooks are assigned to students each year. Students are responsible for their maintenance. If a book is not returned or is damaged, the student and parent are responsible for the cost of the textbook. If a book is returned damaged beyond reasonable wear, a fine will be assessed and the student and guardian will be responsible for the replacement cost of the text. All fines need to be paid in full. Activities, end of year items and events, and high school graduation exercises will be denied until all fines are paid.

Visitors & Volunteers

The Cedarcrest Parent Boosters is an active school volunteer program. If a parent or community member wishes to volunteer at CMS, a volunteer application must be filled out and a background check will be made. Volunteers and visitors are welcome and must sign in at the front office and wear visible identification while in the building. You can find [BSD Volunteer applications here](#).

Yearbook

Cedarcrest's yearbook is student designed and managed. It is typically pre-sold in August and September. We will sell yearbooks throughout the year at various intervals. We encourage students to purchase yearbooks early, since only a few extra yearbooks are ordered. There may not be any yearbooks available for purchase in June. Students who purchase ASB cards will receive a discount on the price of the yearbook. Please contact our ASB clerk with any questions about the production or selling of the yearbook.

Addendums

Necessary additions will be included here as we move through the year.