

# Frederickson Elementary School

Bethel School District

17218 74<sup>th</sup> Ave. E. ◊ Puyallup, Washington 98375

Phone: (253) 800-6300 ◊ Fax: (253) 800-6398

## 2024-2025 Student & Parent Handbook



At Frederickson Elementary...

- *We are trustworthy.*
- *We are respectful.*
- *We are responsible.*
- *We are fair.*
- *We are caring.*
- *We are good citizens.*
- *And we're getting ready for college!*

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# Welcome to Frederickson Elementary School

◇ Home of the Flyers ◇

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## MISSION STATEMENT

Frederickson is a positive, safe environment focused on the academic and personal growth of every student, supported by loving and engaging staff who prepare our students for their futures beyond high school.

**Office hours: 8:15 am – 3:45 pm**

## SCHOOL CONTACTS

### Frederickson Elementary School

17218 74<sup>th</sup> Ave. E.

Puyallup, WA 98375

Phone (253) 800-6300

Fax (253) 800- 6398

Frederickson Elementary Website

<https://www.bethelsd.org/fes>

### Office Staff:

Mrs. Marie Poch, Principal

Ms. Mackenzie Flores, Assistant Principal

Mrs. Jo Caseman, Secretary

Mrs. Zenaida Lucero, Health/Attendance Clerk

Mrs. Gina Fort, Budget /Office Clerk

Mrs. Mirela Negrete, Office Clerk

### Attendance

(253) 800-6392

### Resource Room

(253) 800-6366

### Kitchen

(253) 800-6394

### Speech

(253) 800-6361

### Psychologist

(253) 800-6360

### LAP

(253) 800-6365

### Counselor

(253) 800-6379

## DISTRICT OFFICE CONTACTS

### District Office

516 176<sup>th</sup> St. E.

Spanaway, WA 98387

Phone (253) 800- 6000

Snow/Emergency (253) 800-6001

### Transportation

(253) 800-5900

### Child Nutrition

(253) 800-6913

# No Excuses University at Frederickson Elementary School



Your student attends a No Excuses University School. No Excuses University (NEU) was founded by Damon Lopez in 2006. As a No Excuses University, your student's school demonstrates a commitment to the development of the Six Exceptional Systems and meets the criteria for membership in the No Excuses University Network of Schools. Thank you for your support throughout the school year as your student's school strives to develop a Culture of Universal Achievement where all students can achieve their goals and earn their success!

## Frederickson's Six Exceptional Systems:

- **Culture of Universal Achievement:** A belief that ALL students can learn and that it is the school's job to make this happen.
- **Collaboration:** among staff, working together to come up with unique solutions for student learning.
- **Standards Alignment:** Aligning our teaching with what the state standards require students to know.
- **Assessment:** Creating an assessment plan so that we can see where students are at and how we can help them improve.
- **Data Management:** Analyzing data to see trends in how our students are doing, and being able to share this data with students so that they can set goals.
- **Interventions:** Working with at-risk students who are behind in their learning.

**NEU is the idea that all students deserve the opportunity to be educated in a way that prepares them for school after high school. It brings together a culture of universal achievement and a college-type atmosphere. Here are some of the things that we are doing to promote this:**

- Wear our NEU/Spirit gear every Monday and our University t-shirts every Friday
- Each class has adopted a university and will learn its cheer
- Promote college readiness through direct instruction of related vocabulary words
- Students write goals and action plans for achieving their goals
- Family University Nights to promote learning and college readiness
- College bulletin boards highlighting where our staff went to college
- All cheer "We're getting ready for college!" during the morning announcements

# WHAT'S YOUR PLAN?



## CAREER SCHOOL

- APPRENTICESHIP
- SPECIFIC JOB TRAINING

## TWO YEAR COLLEGE

- ASSOCIATES DEGREE
- CERTIFICATE
- CREDENTIAL

## WHAT IS COLLEGE?

## FOUR YEAR UNIVERSITY

- BACHELOR'S
- MASTER'S
- DOCTORATE

## MILITARY

- EDUCATION
- TRAINING

**PREPARE EVERY STUDENT FOR  
SUCCESS BEYOND HIGH SCHOOL**

**Frederickson Elementary  
Bell Schedule 2024-2025**


<b>Time</b>	<b>Activity</b>
<b>8:30 AM</b>	Breakfast is served
<b>8:35 AM</b>	<b>All Students Enter Building</b>
<b>8:45 AM</b>	<b>School Begins</b>
<b>9:45 – 10:00</b>	Kindergarten Recess
<b>11:30 – 11:55</b>	Kindergarten Lunch/ILC Hamilton
<b>11:55 - 12:20</b>	Kinder Recess/ILC Hamilton
<b>10:35 - 11:00</b>	<b>1st Grade Recess</b>
<b>11:00 - 11:25</b>	1st Grade Lunch
<b>2:30 - 2:45</b>	<b>1st Grade Recess</b>
<b>11:05 - 11:20</b>	2nd Grade Recess
<b>12:00 - 12:25</b>	<b>2nd Grade Lunch/ILC Brouillette</b>
<b>12:25 - 12:50</b>	2nd Grade Recess/ILC Brouillette
<b>10:10 - 10:25</b>	<b>3rd Grade Recess</b>
<b>12:30 - 12:55</b>	3rd Grade Lunch
<b>12:55 - 1:20</b>	<b>3rd Grade Recess</b>
<b>11:00 - 11:25</b>	4th Grade Lunch
<b>11:25 - 11:50</b>	<b>4th Grade Recess</b>
<b>2:00 - 2:15</b>	4th Grade Recess
<b>10:25 - 10:40</b>	<b>5th Grade Recess</b>
<b>1:00 - 1:25</b>	5th Grade Lunch/ILC Hernandez
<b>1:25 - 1:50</b>	<b>5th Grade Recess/ILC Hernandez</b>
<b>3:15 PM</b>	<b>Dismissal</b>
<b>9:45 AM</b>	<b>Start Time on Late Start Days</b>
<b>11:15 AM</b>	<b>Dismissal Time on Early Dismissal Days</b>

- When students arrive late to school or leave early, they are missing an important part of the learning process.
- **Students may arrive no earlier than 8:30 AM for breakfast and 8:35 AM for all other students.**
- Students arriving after 8:45 AM are tardy and will need to go to the office for a tardy slip.

You can find the most up-to-date Student Calendar here:  
<https://www.bethelsd.org/about-our-district/district-calendar>

# STUDENT CALENDAR

## 2024-2025



		AUGUST					FEBRUARY						
		M	T	W	T	F	M	T	W	T	F		
28 – First Day of School 30 – No School					1	2	3	4	5	6	7	3, 10, 24 – Late Arrival 14 – Snow Make-Up Day or No School 17 – President’s Day – No School 18 – Waiver Day #2 – No Students	
		5	6	7	8	9	10	11	12	13	14		
		12	13	14	15	16	17	18	19	20	21		
		19	20	21	22	23	24	25	26	27	28		
		26	27	28	29	30							
		SEPTEMBER					MARCH						
		M	T	W	T	F	M	T	W	T	F		
2 – Labor Day – No School 9, 16, 23, 30 – Late Arrival 27 – State Professional Learning Day #3 No Students		2	3	4	5	6	3	4	5	6	7	3, 10, 17, 24 – Late Arrival 12 – End of 2nd Tri & Elem/MS/HS Grade Prep – Early Dismissal, K-12 31 – Elementary Conference Week Early Dismissal, Grades K-5	
		9	10	11	12	13	10	11	12	13	14		
		16	17	18	19	20	17	18	19	20	21		
		23	24	25	26	27	24	25	26	27	28		
		30					31						
		OCTOBER					APRIL						
		M	T	W	T	F	M	T	W	T	F		
7, 14, 28 – Late Arrival 18 – Waiver Day #1 – No Students 21 - 25 – Elementary Conference Week Early Dismissal, Grades K-5 23 - 25 – Secondary Conference Week Early Dismissal, Grades 6-12			1	2	3	4	1	2	3	4	1 - 4 – Elementary Conference Week Early Dismissal, Grades K-5 2 - 4 – Secondary Conference Week Early Dismissal, Grades 6-12 7 - 11 – Spring Break – No School 14, 21, 28 – Late Arrival		
		7	8	9	10	11	7	8	9	10	11		
		14	15	16	17	18	14	15	16	17	18		
		21	22	23	24	25	21	22	23	24	25		
		28	29	30	31		28	29	30				
		NOVEMBER					MAY						
		M	T	W	T	F	M	T	W	T	F		
4, 18 – Late Arrival 11 – Veterans Day – No School 26 – MS/HS End of 1st Tri/Grade Prep Early Dismissal, Grades 6-12 27 - 29 – Thanksgiving Break – No School						1				1	2	5, 12, 19 – Late Arrival 23 – Snow Make-Up Day or No School 26 – Memorial Day – No School	
		4	5	6	7	8	5	6	7	8	9		
		11	12	13	14	15	12	13	14	15	16		
		18	19	20	21	22	19	20	21	22	23		
		25	26	27	28	29	26	27	28	29	30		
		DECEMBER					JUNE						
		M	T	W	T	F	M	T	W	T	F		
2, 9, 16 – Late Arrival 23 - Jan 3 – Winter Break – No School		2	3	4	5	6	2	3	4	5	6	2 – Late Arrival 9 – Elem/MS/HS Grade Prep Early Dismissal, Grades K-12 12 – Last Day of School Early Dismissal, Grades K-12 19 – Juneteenth	
		9	10	11	12	13	9	10	11	12	13		
		16	17	18	19	20	16	17	18	19	20		
		23	24	25	26	27	23	24	25	26	27		
		30	31				30						
		JANUARY					JULY						
		M	T	W	T	F	M	T	W	T	F		
6, 13, 27 – Late Arrival 20 – Martin Luther King, Jr. Day No School 24 – Elementary End of Semester Early Dismissal, Grades K-5			1	2	3		1	2	3	4			
		6	7	8	9	10	7	8	9	10	11		
		13	14	15	16	17	14	15	16	17	18		
		20	21	22	23	24	21	22	23	24	25		
		27	28	29	30	31	28	29	30	31			

May 13, 2024

Elementary = Grades K-5\*  
 Middle School = Grades 6-8  
 High School = Grades 9-12  
 Student Calendar = 178 school days for students and 2 waiver days for teachers.  
 \*Elk Plain School of Choice follows elementary schedules.



## General Information

### Drop-Off Procedure

**All students, parents, and cars may arrive on campus no sooner than 8:25 AM for morning drop-off.** Designated walking students who are not assigned a bus may cross at the marked crosswalk once the crossing guard waves them across and wait in the front of the building until the first bell rings at 8:35 AM. All other students must be dropped off in the parent drop-off loop in the back of the school beginning at 8:35 AM. Please pull as far forward in the loop as possible before having your student exit the car. All parents must stay in their cars. This is not a parking zone. Once your student has exited your car, you may use the left driving lane in the loop to exit. Students who eat breakfast at school may enter the building at 8:30 AM.

### Pick-Up Procedure

Parents may arrive on campus no sooner than 3:05 PM for afternoon pick-up. Parents who pick up their child/ren will drive to the back of the school and teachers will release to parents as they pull forward in their cars. Parents will need to remain in their vehicle at all times, pull forward, and not pass other cars. Only students who are on our parent pick-up list (with car signs provided for parents), or students who have an end-of-day office note will be allowed in the parent pickup area. All other students will be required to ride the bus. Buses will not be held at the end of the day to pull a student off for parents who have not communicated an end-of-the-day change with the office. Parents will be asked to pick the child up at the bus stop. Students who walk/ride bikes will be released from the front of the school. The office will not accept an end-of-the-day pick-up change phone call after 2:45 P.M. unless it is for emergency purposes.

### Student Phone, Address & Email Contact Information

It is important for emergency notification procedures that the school has current addresses and phone numbers for every student. We also need to have each parent/guardian's home, work, and cell phone numbers along with the contact information of at least two individuals we can contact in the event we are unable to reach the parents. Please update your contact information in ParentVUE.

### Visitors and Volunteers

We value the positive impact that volunteers and visitors bring to our school community. Your contributions enhance our programs and support our students and staff in meaningful ways. To ensure a safe and organized environment, we have established the following guidelines for all adults visiting our campus.

All visitors must identify themselves by name, state the reason for the visit and show ID to school personnel at the door camera before entering the school building. The office staff has the right to deny entry to any person they deem necessary, for the safety of

staff and students. Visitors are not allowed to go beyond the office into the halls when children are present. Parents are asked to allow their child/ren to walk to class on their own. This helps build independence and allows teachers to begin instruction with their class without interruption. It is important for the safety of students that we know who is in the hallways. We do not allow visitors in general areas with students, such as hallways, playgrounds, and the lunchroom. Birthday treats (must be store-bought) may be dropped off in the front office, and your child may pick them up to pass them out to their classmates.

### **General Guidelines for All Guests**

- **Identification:** Please carry a photo ID at all times.
- **Check-In/Check-Out:** Follow the building check-in and check-out processes at the main office.
- **Consent:** Obtain consent for your visit at the main office.

### **Volunteers**

Volunteers are individuals who are likely to work closely with others while present at a school building or other district-facilitated site for extended periods. To ensure a smooth and productive visit, volunteers are required to:

- **Background Check:** Complete a background check.
- **Pre-Arrange Visits:** Schedule your visit with the building principal and classroom teacher in advance.
- **Follow Protocols:** Adhere to all building protocols during your visit.

Volunteering requires completion of the Bethel School District volunteer application form here: <https://bethelvolunteers.myschooldata.net/> Volunteers must be pre-arranged with a teacher or staff member. Volunteers are here for the purpose of helping staff and students in the classroom. To prevent unauthorized interaction with other students, volunteers are not allowed out at recess or in the lunchrooms, as this is a time when multiple classes are together.

### **Visitors**

Visitors include family members, vendors, and community members who participate in meetings or provide supplies. While their visits are generally brief, it is important for all visitors to:

- **Check-In/Check-Out:** Follow the building check-in and check-out processes at the main office.
- **Identification:** Carry a photo ID at all times.

## Emergency Procedures

Emergency response drills are part of the school routine. Staff and students have been instructed on the procedures to follow in the event of an actual emergency. In the event of a real emergency, **please do not call the school to inquire about your child**. All lines will be needed for outgoing calls. *Tying up the lines with incoming calls could result in not getting the emergency help we may need.* The Bethel SD hotline (253-800-6001) will be updated as often as possible. It is important that each family has a plan in the event we should have to dismiss school early because of an emergency. Your child needs to know where he/she should go in case you are not home.

## School Closures and Delays

When weather forces a change in the normal operating routine of the district, Bethel follows a process to make decisions concerning cancelation or delay of school, and to ensure students and families receive information and updates as quickly as possible.

Please ensure that your children have an alternate place to stay (neighbors, family members, etc.) if you must be at work on a day when school has been canceled or delayed. We will make every effort to adhere to the established school calendar, however, the safety of students and employees is the highest priority.

Learn more at <https://www.bethelsd.org/resources/emergency-info>

The decision to close or delay schools because of snow or other adverse conditions is made by the transportation department and the Superintendent of Schools. Closure news will be broadcast over several radio and TV stations. Please call the emergency line at 253-800-6001 or check the district website at [www.bethelsd.org](http://www.bethelsd.org) for updated information.

## Attendance and Truancy

### Attendance Expectations

Students are expected to attend all classes each day. The district informs students and parents/guardians about the importance of regular attendance, consequences of truancy, the district's role, and available support resources at the beginning of each school year.

Regular attendance has a positive effect on students' learning and achievement. We encourage daily attendance so every student has the benefit of excellent instruction. Good attendance is the state law! At the same time, we ask that you keep students home who are ill, for their sake as well as others in the school.

School begins at 8:45 a.m. Children who arrive late (after 8:45 a.m.) will be marked tardy. If your child is late for school he/she must check in at the office at the time of arrival to receive a tardy pass for class. Missing the bus, oversleeping, staying up late the night before, losing car keys, etc. are unexcused absences. Any student who has 3 or more unexcused tardies in a month will be assigned "On Time Training" during their recess to prepare a plan to be on time to school.

If a student has frequent absences, parents will be required to provide a doctor's note verifying the doctor has seen the child. Absences will be excused only for the days specified on the doctor's note. If a student has unexcused absences not covered by the doctor's note, the absences will remain unexcused.

The school sends home weekly email letters via email to families whose children are consistently absent. Parents must call the office to schedule a meeting with the administration and the school counselor regarding your student's attendance, and/or excuse absences listed in the letters. Additional parent conferences will be scheduled if lack of attendance continues to be a concern. Frederickson Elementary complies with Washington State law and the Becca Bill, **Compulsory School Attendance Act RCW 28A.225**, which requires the school to file a BECCA petition no earlier than 7 unexcused absences in a month and no later than 15 unexcused absences in the school year.

## Excused Absences

Absences are excused for the following reasons:

- Health Issues: Physical or mental health symptoms, illness, medical appointments (including counseling, dental, optometry, pregnancy, and behavioral health treatment).
- Family Emergency: Death or illness in the family.
- Religious or Cultural Observance: Observance of a holiday or participation in instruction.
- Legal Obligations: Court appearances, judicial proceedings, or jury service.
- Post-Secondary Activities: Visits to colleges, technical schools, apprenticeship programs, or scholarship interviews.
- State-Recognized Activities: Participation in search and rescue activities.
- Homeless or Foster Care Status: Absences related to the student's status.
- Military Deployment: Activities related to the deployment of a parent or guardian.
- School Discipline: Suspensions, expulsions, or emergency expulsions if the student is not receiving educational services.
- Student Safety Concerns: Related to threats, assaults, or bullying.
- Migrant Status: Related to the student's migrant status.
- Approved Activities: Activities agreed upon by the principal and a parent/guardian.
- Lack of Instructional Tools: Including internet access or connectivity.

## Unexcused Absences

An absence is unexcused if it does not meet the criteria for an excused absence.

## Notifying the Office

Parents are asked to please call the school office by 9:05 a.m. if their student will be absent. Our attendance number is (253) 800-6392. If a student has been reported absent from school, the district will generate a phone call home. The education, safety, and health of each student are of critical concern to us.

Frederickson accepts phone calls to excuse absences or tardiness 24 hours per day. You may also email [zlucero@bethelsd.org](mailto:zlucero@bethelsd.org) or call (253) 800-6398. If you send a note with your child, please verify that the note made it to the office.

## Planned Absences

Parents should contact the office in advance for any planned absences, regardless of length. Paperwork will be provided for you to fill out for documentation. *Absences for vacations are not excused absences.*

## Homework Requests

When a student is absent for an extended illness or short-term suspension, requests for assignments should be made to the student's teacher. A minimum of 24-hour notification is necessary to allow teachers to gather necessary homework assignments. Homework will be available in the school office for pick-up.

## Students Leaving During the School Day

Student safety is of great importance to us, and we need to know where our students are at all times. Once students have arrived on school grounds, they cannot leave without permission. We have procedures in place to ensure that students are safe. There are times when a student must leave for an appointment or parents need to allow other authorized individuals to transport their children. The following procedures are designed to address these needs:

- ◆ If your child needs to be dismissed early, please send a note to the office stating the time your child needs to leave the school, who will be picking them up, and the reason for the appointment.
- ◆ Go directly to the office and sign your child out for the appointment.
- ◆ The office will only call your student to the office once you arrive to minimize classroom disruptions and allow for educational opportunities.
- ◆ If your child returns to school, please have them check in with the front office.
- ◆ Students will not be released to any person other than a custodial parent/guardian unless authorized by the parent/guardian. Authorization can be accomplished by visiting ParentVUE and clicking on the "release to" button.

## Changes to the Student's End-of-Day Departure

Arrangements to go to a different location after school should be made in advance. Please notify the office **at least one hour before the end of the school day** if your child's end-of-day arrangements need to be changed. **The office will not be able to accommodate end-of-the-school day changes after 2:45 P.M.** For example, if the buses are loading you may have to pick up your child at the bus stop. A signed note or verbal parent authorization to the office staff granting permission is required for a child to take a different bus, be picked up at parent pick up, go to a different bus stop, or be driven home or picked up by a non-custodial adult. If authorization is by phone, office staff must be able to verify the number called from school records.

## **Health**

### **When should kids stay home?**

Help keep students and staff safe by limiting the spread of infectious illnesses and keeping your child home from school when sick. Reasons to keep your child at home may include but are not limited to Covid-19 symptoms, a temperature above 100°, vomiting, diarrhea, lice, rash, or any contagious symptoms or other illness within the past 24 hours. Notify the school when your child has a communicable disease. If your child becomes ill during the school day and it is serious enough that he/she needs to go home, you will be contacted and asked to pick up your child.

- If they are too sick to participate in normal activities
- If they need a level of care or observation not manageable at school
- If they create an unhealthy or unsafe environment for others

Use the link below for additional guidelines from the Tacoma-Pierce Health Department to help decide when your child needs to stay home from school and which illnesses require them to stay home from school. [When to keep your child home](#)

## Immunizations

Washington state law requires children enrolling in public schools to provide proof of immunity to specific communicable diseases. Immunizations shall be provided against Hepatitis B, Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella and Varicella. Beginning with the 2020-21 school year, all students must have medically verified documentation of their immunization status on or before the first day of attendance. The regulation for medically verified records pertains to students in grades that require new immunization documentation. This includes students in preschool, kindergarten, seventh, and new enrollees. Visit [bethelsd.org/health](http://bethelsd.org/health) for more information.

Students cannot attend school until complete, medically verified immunization records are received.

## Medications

Prescription or non-prescription medication (cough drops, aspirin, vitamins, etc.) may be administered at school only with proper documentation. In accordance with state law, both the parent and physician must complete and sign the “Physician’s Consent Form for Medication”. Forms are available in the Frederickson School health office.

## Meals at School

Frederickson Elementary is one of 24 Bethel Schools that benefits from the USDA’s Community Eligibility Provision. This program allows for ALL Frederickson students to receive a free breakfast and lunch every day.

## Code of Conduct

The Code of Conduct outlines the school-wide operating principles at Frederickson Elementary. It is how we live, learn, and work together. These statements are in “we” form to remind us that we are a team and committed to following the Code of Conduct to create and sustain a positive, safe, and learning-focused environment at Frederickson Elementary.

At Frederickson Elementary...

- *We are trustworthy.*
- *We are respectful.*
- *We are responsible.*
- *We are fair.*
- *We are caring.*
- *We are good citizens.*
- *And we're getting ready for college!*

### School-Wide Expectations

- Students must have teacher/staff permission to leave the classroom/lunchroom/play area and should have a pass with them at all times in the hallways.
- Students walk quietly in the hallways.
- Students are expected to be on time for all classes and activities during the school day.
- Students are expected to be in attendance throughout the entire school day (8:45 A.M.- 3:15 P.M.)
- Gum is not allowed at school.
- Always use language that is appropriate for school.

### Playground Expectations

- Follow the directions of playground supervisors at all times.
- We expect all students to treat their peers, supervisors, and equipment in a respectful manner. Personal toys, belongings, and equipment should be left at home.
- Be safe and fair at all times; play by the rules of the game (please inquire in the office for specific rules).
- Care should be taken to wear clothing that keeps students safe.
- Playing ends when the whistle blows. Return equipment, and re-enter the building when directed to do so by the supervisor.
- Seek adult help if unable to resolve conflicts on the playground.
- Keep all food items off the playground.
- Tackle football, wrestling, play fighting, and tag games are not allowed.



## Flyer Diner Lunchroom Expectations

- Stay in line- use walking feet.
- Keep hands and feet to yourself.
- Use inside “restaurant” voices.
- Use good manners.
- Eat your own food- please do not share, play with, or waste food.
- Clean up your area.
- Raise your hand to be excused.

*Due to food allergies, trading or sharing lunches is NOT permitted, including bringing family size bags of chips and other snacks.*

## Dress Code

Dress is defined as what students wear, and professionalism is defined as how students behave. All students are expected to dress, groom themselves, and behave in ways that reflect appropriate public behavior and do not disrupt the learning environment.

**As per School Board Policy 3224, 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 uses hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or 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.

**Students must wear:**

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

## Personal Items and Electronic Devices

Students are not allowed to bring any items or devices that are distracting and/or disruptive to the learning process or environment, including but not limited to:

- toys
- valuables
- items that are unsafe or potentially dangerous
- energy drinks
- athletic equipment

Distracting and/or disruptive use of electronic equipment (including but not limited to: cell phones, home iPads, tablets, phone watches, etc.) must be turned off during the school day and stored in student cubbies. The school and school district will not be held responsible for any lost, stolen, or damaged items, nor will the school or school district pay for any lost, stolen, or damaged items. Students who violate this policy will be subject to disciplinary action. School phones are always available for emergencies; parents are requested to call the school to reach students.

*Phone watches will be considered a watch. If a student uses it as a phone it will need to be turned off and stored in cubbies.*

## Harassment, Intimidation and Bullying

### **Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)**

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

#### **What is HIB?**

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education, or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed by law in our schools.

#### **How can I make a report or complaint about HIB?**

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report.

No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Debbie Carlman, Director of Equity and Achievement: 253.800.2019, Email) that supports prevention and response to HIB.

### **What happens after I make a report about HIB?**

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

### **What is the investigation process?**

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

### **What are the next steps if I disagree with the outcome?**

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's *HIB Policy [3207] and Procedure [3207P]*.

## **Our School Stands Against Discrimination**

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

### **What is discriminatory harassment?**

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

*To review the district's Nondiscrimination Policy:*

*Policy 3207 – Prohibition of Harassment, Intimidation and Bullying*

*Procedure 3207 – Prohibition of Harassment, Intimidation and Bullying*

### **What is sexual harassment?**

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

*To review the district's Sexual Harassment Policy:*

*Policy 3205 – Sexual Harassment Related to Students*

*Procedure 3205 – Sexual Harassment Related to Students*

### **What should my school do about discriminatory and sexual harassment?**

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

### **What can I do if I'm concerned about discrimination or harassment?**

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

- Concerns about discrimination:
  - Civil Rights Coordinator: Debbie Carlman, Director of Equity and Achievement: 253.800.2019, Email
- Concerns about sex discrimination, including sexual harassment:
  - Title IX Coordinator: Bryan Streleski, Director of Athletics and Security: 253.800.4302, Email
- Concerns about disability discrimination:
  - Section 504 Coordinator: Melissa Munson-Merritt, Executive Director of Special Services: 253.800.2301, Email
- Concerns about discrimination based on gender identity:
  - Gender-Inclusive Schools Coordinator: Debbie Carlman, Director of Equity and Achievement: 253.800.2019, Email

All individuals may be reached at this address: 516 176th Street East, Spanaway, WA 98387.

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

### **What happens after I file a discrimination complaint?**

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

### **What are the next steps if I disagree with the outcome?**

If you do not agree with the outcome of your complaint, you may appeal the decision to [identify the decision maker on appeal identified in board policy (e.g., the School Board)] and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

## **I already submitted a HIB complaint – what will my school do?**

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to fully resolve your complaint.

## **Who else can help with HIB or Discrimination Concerns?**

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](http://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
  - Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
  - Phone: 360-725-6068
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OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](http://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

## Gender Inclusive School

### **Our School is Gender-Inclusive**

In Washington, all students have the right to be treated in a manner consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211PR, visit [insert website]. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Debbie Carlman, Director of Equity and Achievement: 253.800.2019, Email

*For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.*

# Students' Rights and Responsibilities



2023-2024

## Student Rights and Responsibilities

Bethel School District #403 • 516 E 176<sup>th</sup> St • Spanaway, WA 98387

This document may also be found at [www.bethelsd.org](http://www.bethelsd.org).

Dear Students, Parents and Staff Members,

One of Bethel School District's primary goals is to provide a safe, positive learning environment for our students. The underlying purpose of a clear, fair discipline policy is to ensure that all Bethel's young people can be confident that their school is a safe, secure place to learn and grow.

This document contains the rights, responsibilities, and regulations for students who attend Bethel Schools. Parents, please join your son or daughter in reviewing its contents. If you have questions, please do not hesitate to contact the principal at your student's school.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas A. Segel".

Superintendent

### STUDENT RESPONSIBILITIES

In order to maintain and advance the mission of the Bethel School District, it is the responsibility and duty of each student to:

- Pursue a course of studies and make reasonable efforts to learn.
- Attend school daily and be on time to all classes.
- Be aware of and obey all school rules.
- Express opinions and ideas in a respectful manner without libeling or slandering others.
- Act in a manner that will not detract from the education of anyone.
- Respect the rights of others and exercise self-discipline.
- Follow established procedures in seeking changes in the school rules.
- Identify oneself to school staff when requested on any school property or at any school activity.
- Follow the requests of school employees in the performance of their duties.
- Comply with written school rules that are adopted to carry out WAC 392-400-225 and RCW 28A.600.010.
- Submit to reasonable corrective action imposed by school staff for violation of school rules.
- Ensure that the lockers assigned to them contain no illegal drugs, weapons, contraband, or other evidence of violations of public law or district policy or school rules. Lockers are subject to search without prior notice.
- Follow the requests of school officials for the purpose of maintaining a safe and orderly school environment.

[Responsibilities, Rights and Authority](#)

### STUDENT RIGHTS

As citizens of the United States students have certain constitutional rights. The school system cannot unduly infringe on those rights. The school may, however, set reasonable limits on those rights in order to meet the district's obligation to educate.

[Nondiscrimination](#)  
[Freedom of Expression](#)  
[Freedom of Assembly](#)  
[Religious-Related Activities and Practices](#)

[Student Privacy and Searches](#)  
[Student-Owned and Provided Transportation](#)  
[Athletic Activities](#)  
[Student Activities](#)  
[Noncurriculum-Related Student Groups](#)  
[Student Clubs](#)  
[Prohibition of Corporal Punishment](#)  
[Grading and Progress Reports](#)  
[Associated Student Body](#)

Each student is guaranteed the equal opportunity to have access to an education and the district may not limit this right except for good and sufficient cause. No student shall be deprived the right to an equal educational opportunity without due process as provided in WAC 392-400.

### STUDENT ATTENDANCE AT SCHOOL

[Excused and Unexcused Absences](#)

### PROHIBITED CONDUCT

[Student Discipline \(Policy\)](#)  
[Classroom Management, Discipline, and Corrective Actions \(PR\)](#)  
[Electronic Resources](#)  
[Freedom of Expression](#)  
[Campus Guidelines](#)  
[Nondiscrimination](#)  
[Slurs, A Form of Discrimination](#)  
[Sexual Harassment Related to Students](#)  
[Prohibition of Harassment, Intimidation and Bullying](#)  
[Student Use and Possession of Tobacco and Nicotine Products](#)  
[Use of Tobacco and Nicotine Products and Delivery Services](#)

### FIREARMS/WEAPONS

[Possession of Weapons by Students](#)

### BUILDING RULES AND REGULATIONS

[Student Discipline \(Policy\)](#)  
[Student Dress](#)



## **HARASSMENT/BULLYING**

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons, that is free from harassment, intimidation or bullying.

[Prohibition of Harassment, Intimidation and Bullying](#)

Sexual Harassment, Student to Staff Sexual Harassment,  
Student to Student Sexual Harassment  
[Sexual Harassment Related to Students](#)

Racial Harassment  
[Slurs, A Form of Discrimination](#)

## **STUDENT DISCIPLINE**

[Student Discipline \(Policy\)](#)  
[Classroom Management, Discipline, and Corrective Actions \(PR\)](#)

## **QUALIFIED DISABLED STUDENTS**

[Special Education and Related Services for Eligible Students](#)  
[Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973](#)  
[Student Discipline](#)

## **STUDENTS AND TELECOMMUNICATION DEVICES**

[Students and Telecommunication Devices](#)

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

[Student Records \(Policy\)](#)  
[Student Records \(PR\)](#)

For information from the Department of Education, you may call 1-800-872-5327 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

## **TRANSPORTATION AND BUS RULES**

The following rules and regulations apply to all students using school district transportation to and from school and school-sponsored activities and events.

1. Respect the bus driver, other students, property, and yourself.
2. Obey the bus driver's instructions and directions.
3. Keep hands, feet, and body off of other people's bodies, and their property.
4. Use kind and appropriate language. Avoid words or gestures that offend others, including profanity, teasing, name-calling, etc.
5. Eating or drinking is not allowed on the bus.
6. Before deboarding, clear your seat of belongings and/or any trash or debris.
7. Cell phones should not be used to record, take a video, or take a picture of anyone or anything inside the bus.
8. Be at your designated stop 5 minutes prior to pick-up.
9. Only get off bus at your designated stop.
10. Inform the driver of any conflict as soon as it is safe to do so. Do not participate in conflict.
11. Make sure your response is appropriate to the circumstance, do not overreact.
12. Listen to others, be tolerant, and be fair.
13. Stay seated on the bus at all times, with feet on the floor, and facing body forward. Do not switch seats, stand up, or walk while the bus is in motion. Once seated, stay seated.

14. Keep seatbelt on and fastened if/when sitting in a seat with seatbelts.

15. Speak in a classroom level voice. Do not yell or scream.

16. Do not bring items onto the bus that would interfere with student and driver safety - animals, toys, insects, breakable containers, chemicals, explosives, flammables, balloons, skateboards, etc.

Bethel School District is an Equal Opportunity Employer and complies with all federal rules and regulations, including Title IX, RCW 28A.640, RCW 28A.642 and Section 504. Bethel does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any disability, or use of a trained service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For questions or complaints contact the Title IX Officer Bryan Streleski at 253-800-4303. Contact Section 504 Coordinators Andrea Landes (students) at 253-800-2300 or Todd Mitchell (staff) at 253-800-2030. For compliance coordination for civil rights laws contact Debra Carlan at 253-800-2019. Bethel School District, 517 176<sup>th</sup> St E, Spanaway, WA 98387.

## **PLEASE NOTE:**

The summary statements contained in this publication are for information only and are not to be construed as replacing established school district policies and procedures. A copy of this document and official district policies and procedures may be found online at [www.bethelsd.org](http://www.bethelsd.org).

Revised: 8/23/23

You can find the most up-to-date Student Rights and Responsibilities here:  
<https://www.bethelsd.org/resources/students-rights-responsibilities>

## **Discipline**

We expect students to represent the Frederickson character traits:

- trustworthy
- respectful
- responsible
- fair
- caring
- good citizen

### Philosophy of Discipline

We are dedicated to our students' ability to learn to their full potential in every classroom. When student behavior interferes with their own or others' ability to learn and interventions do not successfully redirect the behavior, disciplinary action will be taken. This is also true for behaviors outside of the classroom setting. The nature of the consequence for any misbehavior will be dependent upon its frequency and/or severity and the presenting circumstances of the issue.

### Buddy Room and Detention

#### **Buddy Room**

- Students may be sent to a buddy room to problem solve & reflect on their behavior choices.
- Another grade level teacher will supervise the student.
- A buddy room visit is no longer than 10 minutes or until the student is ready to return to class and learn.
- Students complete a form while there.
- Buddy Room forms will be kept in the classroom and may be communicated to parents.

#### **Detention**

- Students may be assigned lunch detention as a consequence of negative behavior choices.

#### **Independent Playing Zone**

- Students may be assigned to an independent playing zone at recess as a consequence of negative behavior choices.

# Frederickson Three-Way Pledge (detach and return to teacher)

## The Teacher Pledge

I understand the importance of fostering a positive school experience for every child. I am committed to creating a school that knows no limits to the academic success of each student. I agree to carry out the responsibilities found in the Student/Parent handbook. These responsibilities are:

- Teach Common Core State Standards
- Communicate with parents
- Set goals for my class and help students set individual goals

Each of these responsibilities speaks to my commitment to strive to meet the individual needs of each student.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

## The Student Pledge

I understand that my education is very important to my future. It will help me develop the tools I need to become a successful and productive person. I know that my education now will prepare me for college in the future. Because of this, I am committed to following the requirements found in the Student/Parent handbook. These requirements are:

- Arriving at school every day on time unless I am ill
- Following all the rules and the seven character traits of our school
- Completing and turning in work on time every day
- Giving letters, corrected work, and other school materials to my parent

Each of these responsibilities speaks to my commitment to learning and becoming the best student I can be.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## The Parent Pledge

I understand that my child's education is essential for their success in life. This experience will support him/her to become a successful and productive person. It will also prepare them for college if they choose to attend. Because of this, I am committed to following the requirements found in my Student/Parent handbook. My responsibilities include:

- Commitment to ensuring my child attends school on time every day, unless they are ill, from 8:45 AM -3:15 PM.
- Look through my child's backpack, sign and return any relevant documents, and/or check my email for communication from the school.

Each of these responsibilities speaks to my commitment to support Frederickson in order to ensure a bright future for my child.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Supply List

**Please label all backpacks and coats with your child's name.**

- Backpack
- Headphones
- Reusable Water Bottle
- School Supply Box
- 3-Ring Binder (4th-5th grade only)

*\*All other supplies will be provided by the school*