

SPANAWAY MIDDLE SCHOOL STUDENT HANDBOOK



Dear Students and Families,,

Welcome to Spanaway Middle School, home of the Warrior! We are thrilled to have you as part of our Warrior Family and are eager to embark on this new academic journey together. At Spanaway, we are collective in our belief that all students can achieve their hopes and dreams. We believe in fostering a supportive and inclusive environment where every student can thrive.

We are committed to working together with students, parents, and staff to create a safe and engaging learning experience. We teach all students and staff the Warrior Way. Warrior Way is something staff and students exhibit everyday. The Warrior Way is being respectful, responsible and safe.

Our school handbook is designed to be a valuable resource for you, providing essential information about our school’s policies, procedures, and opportunities. We encourage you to read the handbook thoroughly, as it will help you understand how to make the most of your time here and contribute to a positive and respectful school community. This handbook is not all inclusive of all the district and school rules and policies.

Thank you for being a vital part of our school family. Here’s to a fantastic year ahead filled with learning, growth, and memorable experiences!

WARRIOR STRONG!!

Sarah Sunday

Principal

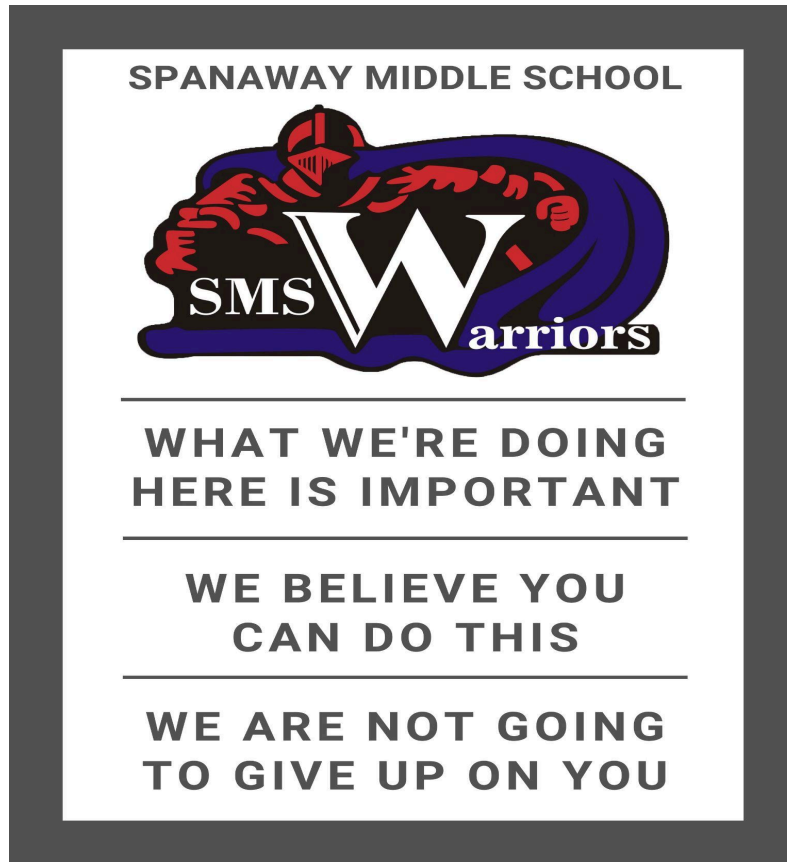
Jawana Akuffo

Assistant Principal

Sean Carrick

Associate Administrator

WE ARE THE WARRIOR WAY!



Respectful Responsible and Safe

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SPANAWAY MIDDLE SCHOOL BELL SCHEDULE

Daily Bell Schedule		Assembly Schedule	
1st Period	7:15 - 7:45	2nd Period	7:15-8:00
<ul style="list-style-type: none"> Warrior Time (T - W - TH) Advisory (M - F) 			
2nd Period	7:48 - 8:38	3rd Period	8:03 - 8:48
3rd Period	8:41 - 9:31	4th Period	8:51 - 9:36
4th Period	9:34 - 10:24	5th Period	9:39 - 11:09
		<ul style="list-style-type: none"> 1st Lunch 2nd Lunch 3rd Lunch 	<ul style="list-style-type: none"> 9:37 - 10:07 10:08 - 10:38 10:39 - 11:09
5th Period	10:27 - 11:59	6th Period	11:12 - 11:57
<ul style="list-style-type: none"> 1st Lunch 2nd Lunch 3rd Lunch 	<ul style="list-style-type: none"> 10:25 - 10:55 10:57 - 11:27 11:29 - 11:59 		
6th Period	12:02 - 12:52	7th Period	12:00 - 12:45
7th Period	12:55 - 1:45	1st Period Assembly	12:48 - 1:45
Late Start Schedule		Early Dismissal Schedule	
2nd Period	8:15 - 9:00	A Schedule: 2nd Period B Schedule: 3rd Period	7:15 - 8:03
3rd Period	9:03 - 9:48	A Schedule: 4th Period B Schedule: 5th Period	8:06 - 8:54
4th Period	9:51 - 10:36	A Schedule: 6th Period B Schedule: 7th Period	8:57 - 9:45
5th Period	10:39 - 12:09	Early Dismissal Dates and Schedule	
<ul style="list-style-type: none"> 1st Lunch 2nd Lunch 3rd Lunch 	<ul style="list-style-type: none"> 10:37 - 11:07 11:08 - 11:38 11:39 - 12:09 		
6th Period	12:12 - 12:57	A Schedule	B Schedule
7th Period	1:00 - 1:45	<ul style="list-style-type: none"> October 23 October 25 March 12 April 3 June 9 	<ul style="list-style-type: none"> October 24 November 26 April 2 April 4 June 12

ATTENDANCE

To report an absence, call 253-800-5400 or log into ParentVue.

At Spanaway Middle School (SMS), we expect all students to attend every class daily. Learning at SMS 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. Excused absences 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. SMS attendance policies and procedures are in accordance with Bethel School District policies #3121-3124. They are summarized below. Full language of the policies is available upon request.

Daily Attendance:

Parents are responsible for sending their child 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. Staff 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.

Pre-Arranged Absences:

Students whose parents pre-approve their absence for 3 or more days need to fill out a Pre-Arranged 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 the steps for a pre-arranged absence:

1. Bring a note from a parent or guardian.
2. Get a Planned Absence Form from the 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. Parents may request homework through Synergy mail.
5. It is a student's responsibility to check with teachers about work to be made up and when the work is to be turned in.

Make-Up Work 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 who are absent for half of the school day on the day of an after school or evening activity may not participate in or attend that 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 will result in a student being declared ineligible and not allowed to participate.

Excused or Unexcused Absences

Parents are asked to call Hunter Tuiasosopo or email htuiasosopo@bethelsd.org in the Attendance Office in the morning if their student will not be attending school that day. Alternatively, parents can input the absence into the Synergy ParentVue app or website. Excused absences are defined as: ***illness, family emergencies, bereavement, professional appointments, participation in authorized school related activities, and opportunities of extraordinary educational value outside of school.*** Extraordinary circumstances causing a student to be absent may be subject to administrative review. ***Excessive absences will lead to parent contact, counseling and referral to administration. If a student is not demonstrating "on track attendance" (90%+), a doctor's note may be required for absences to be excused. Absences can also cause a student to fail a class and be referred to the truancy board.***

Please also be aware of the following district-approved excused reasons to be absent or tardy:

Excused	Unexcused
Sick/Injury/Health	Overslept
Family emergency	Parent running behind
Doctor appointment	Missed the bus
Religious observation	Car trouble/traffic
Suspension	Late night/activity
Bereavement	No parent phone call/ParentVue communication
Personal reasons*	Late ride or no ride
School authorized activities	Family vacation
Court/legal appointment	Student drop-off line was too long

*Excessive "personal" absences will be subject to review with a counselor or administrator.

Returning From an Absence

- A parent/guardian is required is required to put the absence reason into ParentVue following an absence
- Students check in with the Attendance Office with note and get an admit slip
- State-approved absences will be excused within the 72-hour window of the date of absence
- Doctor's notes may be required for excessive absences due to illness and for 3 days or more
- Unexcused absences are considered truancy
- Absences can also cause a student to fail a class and be referred to the BECCA Bill

BECCA Conferences

Unexcused absences are subject to a BECCA conference. The BECCA Bill supports the state mandate for students to attend school regularly. For 3 or more unexcused absences, 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 Requests

When a student has excused absences for two or more days, requests for assignments may be made by calling 253-800-5400. We encourage parents to check ParentVue or Canvas to gather student's homework before they make a request from the school. Homework will be provided for students who are suspended out of school.

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 will be asked to show picture identification. If your student is to leave school with someone other than yourself, that person's name must be included on the note stating they may pick up your student, and a picture ID will be required. Any person not listed as okay to "Release to" in the Synergy student system will require our office to verify the person(s) requesting the pick-up of that student is okay. If the listed primary guardian cannot be reached, we will not release the student.

**Please make sure that it is specified on Synergy (ParentVue) who may pick up your student early from school, including emergency contacts.

Tardiness

Tardies are enforced based on site-based management. Each building enforces tardies at its own discretion. SMS tardy policy for excused and unexcused reasons follows the same above guidelines for absences. After 3 tardies to school ("morning tardies"), students will be subject to progressive discipline unless a note is on file. Excessive excused tardies interfere with academic readiness. Students who receive multiple excused tardies may be required to attend a meeting with parents and administration.

Students are allowed four minutes of passing time between classes. At SMS, "on time to class" means being in your seat when class begins, so watch the clock! Students not meeting this expectation will be considered tardy and progressive discipline will apply. Students also need to follow each teacher's expectation for the start of class, which will vary depending on the teacher and the lesson for the day.

Amount of Tardies	Consequences
1-2 tardies	Verbal Warning
3-4 tardies	Lunch Detention assigned
5 or more detentions	Parent/Admin/Student Conference Progressive Discipline

CHARACTER MATTERS!

At Spanaway Middle School, we are collective in our belief that all students can achieve their hopes and dreams. We work together to develop each student's character, confidence, and college/career readiness.

Spanaway Middle School is a Positive Behavioral Interventions and Supports (PBIS) school and establishes school expectations while recognizing positive student behaviors. The goal of PBIS is to increase academic achievement and decrease disciplinary actions.

The Warrior Way represents the core expectations at Spanaway Middle School of being respectful, responsible, and safe. These expectations are posted throughout the school and in classrooms. All classroom expectations align with these core school expectations.

Warrior Character Traits

Spanaway Middle School highlights the following character traits and recognizes student efforts to demonstrate these character traits at recognition assemblies.

- Community & Respect
- Responsibility & Safety
- Community Service & Kindness
- Perseverance & Hard Work
- Trust & Honesty
- Self-Control & Loyalty

Spanaway Middle School also has voice-level expectations that are posted throughout the school and in classrooms. Students are expected to adhere to these operating norms at all times. It is the Warrior Way!

VOICE LEVELS

LEVEL 0	No Talking
LEVEL 1	Only the person you are speaking with and next to you can hear you
LEVEL 2	Normal inside voice
LEVEL 3	Presentation voice; you are the only one in the room speaking
LEVEL 4	Pep assembly or emergency voice

SCHOOL WIDE EXPECTATIONS

We expect every SMS student to speak and act in ways that are, Responsible, Respectful and Safe at all times—and in all areas of the school. To help you meet these expectations, we have clarified what that looks like in each area of the school.

Location	Respectful	Responsible	Safe
Classroom	<ul style="list-style-type: none"> Follow classroom expectations and procedures Teacher-directed voice level Respect self and others Positive language and celebrate success 	<ul style="list-style-type: none"> Be engaged in learning Be prepared/bring materials daily Take pride in your learning space and community Cellphone and earbuds remain in lockers No food or drinks We are a gum free school 	<ul style="list-style-type: none"> Be aware of others and their space Walk with a purpose Take hall pass before leaving the classroom keep hands and feet to yourself and chair on the floor
Hallways	<ul style="list-style-type: none"> Use the correct stairway Help maintain quiet halls. Use appropriate language in the hallways. Treat hallway displays and school property with care. 	<ul style="list-style-type: none"> Have hall pass assigned by teacher/adult Quickly and quietly move to your next class. iPads and headphone are carried without use while traveling Locker visits only before school, during lunch and after school No food or drinks or gum in hallways 	<ul style="list-style-type: none"> Travel on the right side of the hallway. Walk at a safe and appropriate pace. Keep hands and feet to yourself.
Bathroom	<ul style="list-style-type: none"> Dispose of garbage appropriately. One person per stahl Use toilets and sinks appropriately. Respect the privacy of others. 	<ul style="list-style-type: none"> Obtain permission and have hall pass Keep bathroom visits quick. Return directly back to class. Make good choices. Report any negative behaviors. 	<ul style="list-style-type: none"> Walk directly to /from restroom, with an acceptable hall pass. Wash your hands with soap Hands and feet to self Place trash in garage

<p>Commons</p>	<ul style="list-style-type: none"> ● Patiently wait your turn for a tray ● Stay at the table your choose ● Conversational voice levels ● Keep all food on your tray ● Eat only your food ● Use positive and appropriate language 	<ul style="list-style-type: none"> ● Be prepared to give your student # ● Remain seated at all times when eating. ● Make sure all food and garbage is cleaned up - nothing left on the ground or around you. ● Never throw food. ● Do not take food/drinks out of the cafeteria. (*water only is okay) 	<ul style="list-style-type: none"> ● Ask for permission to use the bathroom ● Pass from teacher required to go to any classroom or library ● Walk in Commons ● One student per seat
<p>Courtyard</p>	<ul style="list-style-type: none"> ● Keep area clean/no food outside ● Use equipment as intended ● Positive Communication and appropriate language 	<ul style="list-style-type: none"> ● Be responsible for belongings ● Respect the rights and property of others. ● Clean up any trash seen on the ground. 	<ul style="list-style-type: none"> ● Report any concerns to an adult ● Hands and feet to self ● Move safely
<p>Assembly</p>	<ul style="list-style-type: none"> ● Stay with the assigned teacher and class, unless given permission otherwise. ● Keep hands and feet to yourself. Walk calmly - do not run. 	<ul style="list-style-type: none"> ● Stay seated with grade and class, unless given permission otherwise. ● Use appropriate voice levels for the type of assembly and speaker. ● Follow all directions. 	<ul style="list-style-type: none"> ● Stand and cheer when appropriate, showing school pride during assemblies. ● Use positive and appropriate language. ● Listen respectfully to the speaker. Applaud appropriately.

BETHEL SCHOOL DISTRICT DRESS CODE

DRESS CODE

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.

UNIVERSAL DRESS CODE

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.

SMS SAFETY-SPECIFIC DRESS CODE ADDITIONS:

- Students may not wear flags

- Students may not wear undergarments/swimwear visible as their only clothing

DISCIPLINE POLICIES

SMS Student Discipline Philosophy:

Spanaway Middle School’s philosophy on discipline is that we are dedicated to fostering a supportive and respectful school community where every student feels valued and heard. Our discipline philosophy is rooted in restorative practices, which emphasize repairing harm, building relationships, and fostering a sense of responsibility among students.. Students are responsible for their own behavior and actions at school and are held accountable for the rules and expectations as set forth in this handbook and the [Student Rights and Responsibilities](#) pamphlet. 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. *School administrators will make the final decision regarding discipline for any areas not clearly defined in this handbook.* Violations of school rules and expectations, at school, at school-sponsored activities, or in areas under school jurisdiction will generally be dealt with as follows:

Discipline at Spanaway Middle School is first a restorative process, and if consequences are applicable, we find the best fit to mediate the behavior. This can include the following:

- Individual or all-class restorative mediation with teacher, other staff, or administrator
- Parent contact and/or meeting
- Restorative assignments and tasks
- Student/Teacher/Parent meeting with a behavior support plan
- Infractions may result in the assignment of Detention, Short-Term Suspension, or other consequences as determined by the school administration
- Some offenses may result in immediate Suspension, Emergency Expulsion, or Expulsion
- Cumulative/repeated violations will result in progressive, increased consequences

Student Conduct and School Authority (Board Policy 3240) Behaviors and actions listed in the chart below are subject to the school authority and disciplinary action:

1. At all times on any school property
2. On district-owned and operated or chartered vehicles
3. During any school-sponsored activity held on or off Bethel School District property
4. Away from school grounds if negative behaviors directly affect the good order, efficiency, management, and/or welfare of the school’s staff or students

The following activities are subject to school authority and disciplinary action:		
Arson*	False Alarms*	Non-Attendance/Unexcused Absences/Tardiness
Assault*	Fighting* / Encouraging/ Promoting Others to Fight* (videoing of fights)	Refusal to Identify Self*

Burglary*	Firearms* or Ammunition	Repeated or Cumulative Violations
Closed Campus*	Forgery/Cheating	Robbery
Computer or Publication Abuse	Gang Activity*	Theft (Larceny)*
Criminal Abuse	Harassment*	Tobacco*
Defamation	Intimidation/Bullying*	E-Cigarettes and Vaporizers*
Disobedience/Insubordination*	Hazing*	Trespass*
Disruptive Conduct*	Inappropriate Dress	Threats of Destruction or Harm*
Extortion, Blackmail, or Coercion*	Malicious Mischief (Vandalism)*	Vulgar or Lewd Conduct*
Failure to serve detention or alternative consequences	Narcotics, Alcoholic Beverages, Drugs (Marijuana) Vape Devices*	Weapons or Explosive Devices*

"Exceptional Misconduct" is identified by an (*) and may warrant an immediate suspension.

Students at all school-sponsored events are governed by school district rules and regulations and are subject to the authority of school district employees whether the event occurs on or off school grounds.

Students who have been suspended from school are not to be in attendance at after-school or evening events or on any District property during their suspension. This rule applies to dances, field trips, athletic events, and ANY activity related to or sponsored by the Bethel School District.

Pierce County Sheriff's Department officers regularly support students at SMS . Inter-Agency Cooperation

This serves as a reminder that the law in Washington State 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 the 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 in the investigation." RCW 26.44.030 (1). The "law enforcement agency" means "the police department, prosecuting attorney, state patrol, director of public safety, or office of the sheriff." RCW 26.44.020 (2). There have been questions by the schools regarding who is responsible to contact 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 schools.

Conspiracy Clause

Students who conspire with others to break school rules may be assigned the same consequences as the offender. This includes, but is not limited to instigating a fight, cheating, harassment, bullying, etc.

Restraint/Isolation Policy 3246

Use of restraint, isolation, and other forms of reasonable force may be used on any student when reasonably necessary...that poses an "imminent likelihood of serious harm" as defined by RCW 71.05.011. Only trained staff may use restraint or isolation as a means to support students.

Level 1: Minor Misconduct

"Minor" behavioral concerns will be identified and addressed by teachers and staff and documented by completing a "Minor Synergy Referral." The behavior will be addressed verbally and students will be redirected with lower level interventions and consequences such as verbal reminders, classroom interventions, Think Time, and lunch detentions. Repeated Level 1 behaviors will result in progressive discipline.

Level 1 Minor Misconduct	Definition
Cell Phone Usage	Prohibited during the school day between 6:45 a.m. - 1:45 p.m. Cell phones may not be in use or visible during school hours. Those who violate this expectation will be subject to a phone violation process. No social media, photos, audio recording, or video recording is to be used at school. NOTE: Accessing or using during testing situations are more serious and will result in greater consequences.
Cheating, Forgery or Plagiarism	Students are expected to do their own work and take credit for their own work, while not taking credit for that of others. Teachers will determine what work can be made up in such circumstances. Use of AI technology, without teacher permission, is cheating.
Dress Code Violations	Students are expected to arrive in compliance with the dress code policy. Clothing will be worn as intended. Compliance with staff direction is expected. Students referred for dress code violations will be asked to comply and given the option of calling home for a change of clothes, or changing into clothing provided by the school. Administration has the final say, in accordance with School Board Policy 3224
Endangering the Emotional or Physical Safety of Others	Students are expected to refrain from verbal threats, verbal hazing, or verbal abuse. Also, horseplay, shoving, kicking, slapping, pinching, groping, or throwing objects, etc. is prohibited.
Hallway Violations	Students must have a completed and signed hall pass if in the halls during class time. Inappropriate hallway behavior is not allowed
Insubordination	This includes willful disobedience, disrespectful behavior, verbal harassment, violating classroom conduct rules, failure to identify self, etc.
Language/Gestures of Offensive, Obscene or Abusive Nature	This includes profanity and discriminatory language
Public Displays of Affection (PDA)	Students must refrain from affectionate displays, including but not limited to hugging and kissing.
Tardies to Class	Students are expected to be in class on time, ready to learn
Truancy, Skipping Class or	Student does not attend all classes for the duration of each period, without

Detention or other Assigned Consequence, Closed Campus Violation	permission to be in another location (Ex: student spending extended period of time in the restroom instead of returning to class when finished).
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Discipline for Level 1 Misconduct

- *Please note: progressive steps may be skipped based on severity and/or repeated nature of offense.
- 1st Offense: Redirect w/ Positive Supposition, Reteach Expectations
- 2nd Offense: Reflect & Restore Conversation w/ Parent Contact
- 3rd Offense: Mediated Conference w/ Parent Contact
- 4+Offenses: Actions may include - Intervention, Restorative Assignments, Detention, and/or Suspension

Level 2: Major Misconduct

“Major” behavioral concerns will be identified and addressed by teachers and staff and documented by completing a “Major Misconduct Referral”. In cases such as, but not restricted to, possession or use of *alcohol, drugs, weapons, explosive devices, computer tampering, false alarms, burglary, assault, arson, harassment, bomb threats, organized criminal behavior such as cheating or theft ring, possession or sale of drugs or alcohol, major vandalism, gang-related activities, threats of destruction, extortion, threats to or intimidation of staff, stealing, and other violations*, behaviors may be labeled as exceptional misconduct and students will move through progressive discipline steps more quickly and severely, as determined by SMS administration, and in some cases may move directly to long term suspension/expulsion, depending on the severity of the behavior. Most exceptional misconduct incidents will result in SRO (School Resource Officer) involvement.

School administration and campus safety will review referrals and assign appropriate consequences.

Level 2 Major Misconduct	Definition
Assault	Student uses physical force (hitting or striking someone with the intent to hurt them); usually 1-sided physical aggression.
Destruction or Theft of District Property	Student takes and/or destroys/vandalizes district property. This includes robbery, malicious mischief, theft or larceny, burglary, and arson.
Disobedience - Insubordination - Failure to Comply	Student refuses to follow directions from district personnel. This may include false alarms, trespassing, noncompliance with our closed campus policy, forgery or cheating or plagiarism, computer or publication abuse, failure to serve an assigned consequence, refusal to identify self, failure to cooperate, repeated cumulative violations, defamation, extortion/blackmail/coercion, or gang activity.
Fighting	Student is involved in mutual participation in an incident involving physical violence. This also includes encouraging or instigating others to fight.
Harassment - Intimidation - Bullying	Student delivers disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. *Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters.

	Harassment means words or actions that hurt or humiliate others. Harassment creates an environment that makes learning difficult and is not permitted at school. Harassment and discrimination based on race (Policy #5021 and #5013), religion, age, gender (Policy #3206), marital status, national origin or disability are legally prohibited. Harassment or bullying of ANY individual or group is not permitted. Bullying is intentionally using words or actions to intimidate, hurt, or humiliate others.
Rape	Student engages or attempts to engage in forced sexual acts with another person without consent.
Sexually Inappropriate Conduct	Student engages in inappropriate (as defined by school) verbal and/or physical gestures / contact, of a sexual nature to another student / adult. This includes sexual harassment with intent, lewd conduct, public display of affection, and pornography.
Substances	Student engages in the possession, sale/distribution, or is under the influence of a vape, tobacco, alcohol, marijuana, or other unlisted illegal drug.
Threats	Student engages in threats (verbally, through social media, gestures, etc.).
Weapons	Student is in possession or uses a weapon or item that purports to be a weapon as defined in Policy 3249 or items apparently capable, under the circumstances, of producing bodily harm. This includes firearms (including explosives/fireworks) and knife/dagger or other weapon, such as box cutter or sharp object.

Discipline for Level 2 Misconduct

Progressive actions may include, but are not limited to the following:

- Reported to Pierce County Sheriff’s Office
- Short-Term (up to 10 days) or Long-Term (10 plus days) of Out-of-School Suspension
- Emergency Expulsion. Depending on the situation, expulsion may be converted to other forms of discipline which may include Community Service, Out-of-School Suspension, or Expulsion.
- Parent Conference/Re-Entry Meeting prior to return to school
- Student Safety Plan or Support Plan

HARASSMENT, INTIMIDATION, & BULLYING (HIB)

Every Student at SMS Needs to Know...

The Bethel School District and Spanaway 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. Spanaway Middle School is a bully-free zone. Harassment, Intimidation, and Bullying are not tolerated, and such actions are subject to disciplinary actions.

HIB Definition

Harassment, Intimidation, or Bullying is a persistent, unwanted, harmful, repeated, intentional effort, or a single severe incident, that can be electronic, written, verbal, or physical and relates to race, religion, ethnic origin, gender, and other things.

Harassment, Intimidation, and Bullying can...

- Physically harm a student or damage their property.
- Seriously interfere with a student's education.
- Create an unsafe learning environment.
- Substantially disrupt the order of the school.
- Adversely affect the student being bullied.

Types of Bullying

- Physical - hurting someone's body
- Verbal - hurting someone's feelings
- Social/Emotional - hurting someone's feelings in a socially aggressive way
- Cyber - hurting someone else through email, instant messaging, social media, chat rooms, websites, texting, or other electronic forms.

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!**
2. **Get Help.** If you have told the person(s) who are bothering you to leave you alone and they won't stop, tell an adult, or come to the office and get our help! Ignoring the people who harass you won't make them stop. Complete and turn in a student concern form **as soon as possible** with details about what happened so adults in the office may respond.
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 and bullying, even when it's not aimed at you. If you see it, speak up! Help keep SMS a safe place where learning can occur.

Reporting a HIB Incident:

The following information is needed when a HIB Incident is reported to SMS:

- Who: Names
- What: Summary of incident/concern
- When: Date(s) the incident(s) happened
- Where: Location of incident/concern
- How Often: Number of times it happened

There are no excuses for harassment or bullying! Harassment and bullying are against the law and against school rules.

WARRIOR WAY, ALL DAY, EVERY DAY...

- Treat everyone with courtesy and respect.
- Treat school and personal property with respect.
- Create and maintain a positive and safe environment.
- Come to school prepared for learning.
- Act responsibly and accept the consequences of your actions.
- Help everyone in the school feel capable, included, and valued.

Bethel School District Gender-Inclusive Policy

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication, and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes and other school activities, in order to provide these students with an equal opportunity for learning and achievement. This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying and discrimination.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure. The superintendent will appoint a primary contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI. (Bethel School District Policy #3211)

LIBRARY

The SMS Library provides several essential services. First, it contains a wide range of materials available for student check-out, and new materials are frequently added. The library is also responsible for textbook checkout and some iPad services. Finally, there are computers and printers available for class and student use.

Library Expectations

- Students are expected to respect library materials and library space.
- Materials checked out to students are to be treated with care and returned in good condition.
- Missing materials will be charged to student accounts and fines must be paid.
- While in the library, no food or drinks are allowed, unless you've been given permission.

iPAD EXPECTATIONS

All students at Spanaway Middle School are provided with an iPad. iPads are for educational use **only**. The iPad is not personal property and is owned by the Bethel School District. It is not a right, but rather a privilege. It may be searched for content at any time and for any reason. Any misuse of iPads will not be tolerated at SMS. iPads must be brought fully charged prior to school and the Bluetooth must remain activated at all times. iPads need to be in the protective case issued by the Bethel School District at all times. Damage that occurs to iPads that are not in the approved cases will not be covered by insurance. Vandalism or graffiti on iPads in the form of stickers, markers, carvings, removal of barcodes, etc. is considered damage and will be fined appropriately.

If your iPad is not fully charged at the beginning of the school day, it is not kept safely in the case, or it is used for non-educational purposes, you may receive progressive discipline consequences, including removal of the device. Intentional damage of the iPad or supportive accessories will not be covered by insurance. If intentional damage occurs, your device may be removed for the remainder of the school year.

iPad Use in the Classroom:

- Use it as the teacher asks
- Only use Bethel School District provided accounts and login info. **You MAY NOT use the iPads for any personal accounts or logins.**
- When the class is using the iPad, keep the iPad on task and on the teacher-approved app.
- It is your responsibility to manage your own logins and passwords. You must write them down or create a plan to understand the importance of using passwords and managing them so content isn't lost when they have to be reset.
- When the class is not using the iPads, keep the iPad face down on the desk
- Don't forget: iPads are for educational use only!
- Pictures and videos are prohibited without teacher permission. Any technology used to photograph or record other staff or students without permission will result in disciplinary action.
- iPad content is public record and can be used as evidence in an investigation
- We do not need student or parent permission to confiscate or search the iPad.
- Use of your device in any form of cyberbullying will not be tolerated.

iPad Use Around School

- iPads are not allowed to be open or used in the hallways.
- Keep the iPads out of the bathrooms and locker rooms.
- Do not touch another person's device for any reason. No one is allowed to use or "borrow" your device. Do not give passwords/passcodes to others. You will be held responsible for content and damage that occurred while not in your care.
- Do not access social media or associated apps.
- Take care of your iPad; do not drop it, eat around it, or otherwise destroy it.
- iPads are to be used for academic purposes. This means selfies and videos of others are not permitted on school-issued devices.

Spanaway Middle School IS NOT RESPONSIBLE FOR LOST OR STOLEN IPADS!

TECHNOLOGY & INTERNET USE

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.

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

Digital Citizenship

Digital Citizenship is the responsible, respectful, and safe use of technology. With the addition of iPads at Spanaway Middle School, students are expected to demonstrate digital citizenship in their daily use of their district-issued devices. Digital Citizens at Spanaway Middle School observe the Warrior Way in their use of technology.

CELL PHONES

Cell phones may not be used at all during the school day; from 6:45 -1:45.

This includes passing time and at lunch. Students may use their cell phones before or after school. If a student needs to contact their parent/guardian they may request to go to the office to contact.

Student Cell Phones: Student personal cell phones are not allowed to be used during academic hours and must be put away in lockers at all times. Students who violate the cell phone policy will:

- 1st offense: Turn phone into the office and parent notification of violation
- 2nd offense: Turn phone into the office and serve Lunch Detention
- 3rd offense: Turn phone into the office and parent must pick up the phone
- 4th offense: Daily cell phone plan turned into the office

Earbuds and headphones are not to be worn during the school day, in classrooms or hallways

STUDENT BACKPACKS

Students are required to keep their backpack (large bags, totes, string bags etc.) in their locker during school hours. Very small or string backpack may be allowed if there is a medical necessity documented from a medical provider. This policy helps to keep students focused by limiting access to personal items that may distract learning and enhances safety by reducing the risk of carrying prohibited items. In addition this requirement helps students manage their materials and stay organized by using lockers for books and supplies.

CAMPUS ACCESS

Spanaway Middle School students are allowed in the cafeteria for breakfast at 6:45 AM. The hallways are open to students at 7:10 AM to begin the academic day. Classes begin for all students at 7:15 AM and conclude at 1:45 PM.

Spanaway 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 as insubordinate and will face disciplinary action.

All students who are not involved in a supervised after-school activity must be out of the building and off campus no later than 2:00 PM. Once students leave campus for the day, they are not allowed to return until the next morning. Students that remain on campus without adult supervision may be assigned progressive consequences. Students participating in an adult-supervised activity will be allowed back in the building until 2:00 PM.

Students who wish to attend after-school sporting events or performances and are not participants must leave campus at dismissal. Students are allowed to return 15 minutes before the start of the event and must sign in. Upon signing in, students must stay in the venue. Re-admittance is not permitted. Students must also arrange for on-time pick up after the event. Students who are picked up late or fail to have transportation arranged more than two times, will not be allowed to attend further after school activities.

BICYCLES, SKATEBOARD, WHEELS

Students may walk or ride a bike to school. However, students must secure their bikes with a personally owned lock each day on the bicycle rack. The district assumes no liability for loss or damage, which may occur to a bicycle that is brought to campus.

Skateboards, rollerblades, and "wheelie" shoes are allowed on campus property, but may not be used on campus property. Students who use these to get to school will need to store the items in the Campus Safety office during the school day.

Parking Lots, Driveways, Bike Racks

Although the district provides bicycle racks, driveways, and parking lots for use by 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.

HALL PASSES

SMS "SmartPass" approved & signed hall pass is required anytime a student is out of the classroom during class time.

Students are to observe the 10/10 Rule. Students are to remain in class for the first 10 and last 10 minutes of class unless called by the office or for medical reasons. Entry and exit activities are key times to recall and solidify learning.

Students in the halls without a completed pass or in violation of the 10/10 Rule will be escorted back to class. Repeated infractions may result in discipline.

STUDENT LOCKERS

Spanaway Middle School students will be assigned a locker to store their belongings. To prevent locker issues, remember the following:

- Do not tell anyone your combination
- Do not change lockers
- Do not share your locker with others. You are responsible for the contents of your locker
- Do not put pictures, stickers, or pennants on the outside of the lockers
- Do not write on lockers
- Do not leave food in your locker overnight

SMS 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 within the locker. Items left in lockers after the last day of school will be donated to charity.

Lockers are school property and may be inspected at any time. Locker searches are authorized under RCW 28.600.210-240. If the safety and welfare of students are threatened, searches of school-issued lockers and their contents are a reasonable and necessary tool to protect the interests of the students as a whole.

PERSONAL PROPERTY

Bethel School 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.

Students should not be in possession of:

- Blankets

- Stuffed animals/stuffies
- Toys

EMERGENCY PROCEDURES

Regular drills are conducted to ensure safety while securing or evacuating the building during a fire, earthquake, shelter-in-place, or lockdown. Teachers will discuss procedures and give instructions to students. Spanaway Middle School will work in conjunction with the District Office and Pierce County Sheriffs to support the safety of all students and staff.

ASSOCIATED STUDENT BODY (ASB)

ASB provides many opportunities for students. Co-curricular activities, clubs and sports are funded through the ASB. All students wishing to participate in sports, activities or clubs must purchase an ASB card before they turn out. The ASB office is open during all lunches unless otherwise posted. Please make all payments at the ASB office.

Why buy an ASB card?

- It is required in order to participate in clubs, music programs, and athletics
- Support all athletics and extracurricular activities at SMS

How can I be a part of the student government at BMS?

- Ask the ASB Advisor (Ms. Angerman or Ms. Porter) and the ASB clerk (Ms. Mullins) for details
- Run for office. - Elections are held in the spring for the upcoming school year
- Know your ASB officers

School Activities

School activities and dances are planned by the ASB Student Council and are held periodically throughout the year. Attendance at events may be denied if students owe fines/fees or if school behavior is not appropriate.

Students attending school events must adhere to the following guidelines:

- Be in compliance with Bethel School District dress code
- Only current Spanaway Middle School students may attend
- If an Activity Bus is not available, parents are responsible for student transportation to and from the event. Parents must pick up their student no more than 15 minutes after the activity.
- Students are not allowed to leave the event and re-enter
- All students are to remain in designated areas
- All rules and regulations of the Bethel School District apply to events. Students who are serving a suspension the day of an event cannot attend the event
- Inappropriate or unsafe behavior will result in the student being removed and loss of event privileges for the rest of the trimester
- All fines and fees must be cleared

After-School Clubs and Activities

Spanaway Middle School has a variety of after-school clubs and activities available for student participation that varies from year to year. Most clubs and activities run from 2 - 4 PM, and an activity bus is available Monday through Thursday with a departure time of 4:45 PM.

ATHLETICS

All students at SMS are encouraged to turn out for a sport. In order to participate in a sport, students must purchase an ASB card, have a physical, and have all other paperwork completed and turned in to their coach before they can practice. Students must also maintain academic eligibility per the WIAA rules and regulations and Bethel School District rules. This means students must be passing 6 out of 7 of their classes to be eligible for athletics. Students not meeting such standards will be put on academic probation.

Requirements to Play:

To participate in a sport, you must have:

- A current physical on file in the office
- A parent/student athletic agreement form on file in the office
- Purchase ASB card prior to the first game
- Met the current season's grade requirement
- Must be passing at least six of seven academic classes
- Pay to Participate fees paid prior to the first game
- All forms completed by a parent/guardian via ParentVue
- Demonstrating behavior per the Athletic Code of Conduct

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

Sports Offerings by Season:

Fall	Winter 1	Winter 2	Spring
Baseball	Girls Basketball	Girls Soccer	Girls Cross Country
Fastpitch	Wrestling	Boys Basketball	Football
Track and Field		Boys Soccer	Volleyball

****School Attendance Requirement****

Per district policy, students must attend the full day of school in order to compete in any athletic event on that day. Students must also attend school for at least a half-day in order to practice on the same day.

Information/Schedules:

Most games begin at 3:30 p.m., here or away. Starting times will vary. Monthly sports schedules are in the newsletter, calendar, and posted on SMS website, but sometimes dates/times change at the last minute. Players and parents should maintain regular communication with their coach.

Recognition:

Athletes will earn certificates for participation and recognition at assemblies. In addition, each sport usually conducts some kind of end-of-the-season event at which individual athletes are recognized.

Parking at School Events:

Families and Guardians are encouraged to watch and support their student athletes. Please park in the front parking lot and do not park behind the building or next to the cafeteria so that buses and district vehicles are not impeded.

HEALTH ROOM

The SMS health room is an emergency facility and should be kept free for that use. It is used for incidental and emergency treatment, NOT long term care. The health clerk is on duty during the school day and a nurse (RN or LPN) is here every day of the week. It is vitally important that we have updated emergency numbers on file so we may reach parents in an emergency. This includes all numbers possible, such as home, work, cellular, next of kin, etc. Please make sure that the person picking up your child is listed in Synergy ParentVue with the "Release to" box checked. For the safety of your child, picture identification is required.

Please consider the following guidelines related to accessing the health room or feeling sick at school:

"I Feel Sick": If you feel ill, sign out using SMARTPASS or GET A PASS from your teacher to go to the health room immediately. All students have to sign into the healthroom. After you sign in, the health clerk will take your temperature, and phone your parents if you need to go home. Make sure you are calling home from the health room, so that the health clerk is aware of your illness and able to monitor in case of worsening symptoms. Please stay home if you feel ill before school.

Emergencies and First Aid: Care will be given up to the limits of state law. A school employee will call 911 for injuries or illnesses which are judged to require more than basic first aid. It is very important that you have current emergency contacts and phone numbers on file in the health room.

Picking Up Ill or Injured Students: If your student becomes ill or injured at school and needs to go home, he or she can only leave with someone listed in Synergy ParentVue. Please be sure that anyone who you may want to pick up your student is listed in Synergy with "Release to" privileges checked.

Health Screening: Each year, specialists for vision and hearing, screen seventh grade students. If you or your parents have questions, please talk to 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 246-105. You can be excluded from school if your immunizations are not complete. For details, please see the health clerk. (BSD policy #3413)

Medications: In order to administer medication at school, whether prescription or over-the-counter medication, state law requires written instructions from the doctor and parent. Medications must come in the original container with the student's name clearly printed on it. The permission and instructions are good for one school year. Medications are stored in a locked cupboard at the school. A physician must specifically order medications that need to be carried by the student, such as an inhaler or Epi-Pen. (i.e. a doctor may write, "student is to carry an inhaler at all times."). If you are unable to obtain a note signed by the doctor, a parent must come to the health room and personally administer the medication to the student. This requirement applies to all forms of medications, even over-the-counter preparations.

Infectious Disease: Infectious diseases are common among school-age children. "Infectious Diseases" are defined in WAC 246-110. It is the policy of the Bethel School District to exclude students who are suspected of or have been diagnosed by a physician as having an infectious disease. (BSD policy #3414).

Insurance: An insurance program, whereby a private company offers an accident insurance policy covering the student during school hours, is available to all students. An information sheet is sent home at the beginning of the year. They are also available in the attendance office. We encourage all students who participate in athletics or other extracurricular activities to take advantage of this option.

Community Health Services

Beginning this year, Spanaway Middle School houses a medical, dental, and behavioral health clinic for students throughout Bethel School District. The clinic will be run entirely by Community Health Care and involves no taxpayer funds, thanks to a grant from Kaiser Permanente. Community Health Care provides services for those that have insurance or not, with a sliding scale of payment options. District employees may also use this clinic if they wish. Parents must sign a permission form for students to access this resource during school. Students can be referred to the clinic by our health office or can self-refer.

COUNSELING

The Spanaway Middle School counseling center staff would like to welcome you! We believe that our counseling department is an equal and complementary component of the total school program! Students must develop sound emotional and interpersonal skills in order to reach their potential. It is our goal to play an instrumental role in providing experiences that will help all students to explore their unique talents and to build skills for success now and in the future.

Students can see the SMS counselors by scanning the QR code and completing the request form. A counselor will send you an appointment time and pass as soon as they get to the request. For emergencies please get permission and a pass from a staff member prior to coming to the office. If the counselor is unavailable, an appointment will be made for a later time. It is preferred that students see the counselors before or after school or during lunch to reduce missed class time. The counselors can help with personal or school problems and/or academic issues.

The following counseling services are available:

- Academic/Career Readiness advising

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

The SMS Counselors and Social Worker are:

- Mikylah Alkire - Students with last names beginning with A-L
- Ashley Kaiser- Students with last names beginning with M-Z
- Dainelle Johnson- social worker, works with all students and families

BETHEL SCHOOL DISTRICT BUS EXPECTATIONS

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

Bus Passes: For a student to ride home on a different bus or at a different bus stop than their assigned one, they will need a bus pass from the front office. To obtain a bus pass, students must bring a note, in writing from parent/guardian to Ms. Tuiasosopo (Attendance Clerk), by 12:00pm (8:00am for early release). Parents/Guardians can also email htiasosopo@bethelsd.org. No changes for student pick will be accepted after 12:00 p.m. unless it is an emergency situation.

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

1. While loading, unloading, or being transported, the student is under the jurisdiction of the driver whose reasonable direction must be obeyed promptly and willingly.
2. The student shall ride a regularly-assigned bus unless specifically authorized to ride another by the building principal, supervisor of transportation, or designee.
3. Students shall not use vulgar or obscene language or gestures on a school bus or while waiting at bus stops and loading zones.
4. With the exception of ordinary conversations, students shall observe regular standards of classroom conduct while on a school bus.
5. Students shall not be permitted to leave the bus other than at their regular stop without the written authorization of the building principal or an administrator of transportation.
6. Each student may be assigned a seat by the driver in which he/she shall be seated at all times unless specifically authorized to change seats by the driver or supervisor of transportation.
7. Eating on the bus is not permitted.
8. Balloons, skateboards, and other objects that interfere with the safety of students and the bus driver are not permitted.
9. Students shall not throw garbage on the floor or from the school bus windows.
10. Students shall not have or use tobacco products, vapes, drugs, alcohol, paraphernalia, matches, lighters, or any other flammable or sparking device on the school bus.
11. Students shall not open a bus window without authorization of the driver and at no time shall any student extend any part of his/her body (hands, feet, head, etc.) outside the school bus,

- whether the bus is in motion or stopped.
12. Students shall not carry on a bus any object which may constitute a danger to another student (sticks, breakable containers, firearms, straps, pens extending from clothing, chemicals, explosives, and skateboards).
 13. 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.
 14. Animals, insects, reptiles, fish, or fowl are not permitted on the bus with the exception of medical alert dogs.
 15. Bus aisles shall be kept clear of all books, personal effects, and belongings of students.
 16. Students shall not distract the driver by talking to him/her unnecessarily or obstruct his/her view in any direction.
 17. Students shall remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
 18. Students shall board the bus in an orderly manner and remain within the bus driver's view at all times. Students shall cross the road in front of the bus only after obtaining the consent of the driver.
 19. Students shall leave home in time to arrive at the bus stop five (5) minutes prior to the bus departure time. At the bus stop, students shall remain out of roadways and avoid pushing, shoving, and damaging private property surrounding the bus stop. In general, they shall remain orderly and disciplined while awaiting the arrival of the bus.
 20. Students who must walk along a road to and from a bus-loading zone must walk where practical on the left-hand side of the road facing oncoming traffic.
 21. In the event of an emergency, students shall follow emergency procedures as established by emergency exit drills.
 22. Parents and/or guardians of students who damage school buses shall be responsible for proper restoration or reimbursement to the school district.
 23. Students shall go directly to and from the school bus-loading zones and not loiter or run errands between the stop and home.
 24. Unlawful discharge of a laser in the first degree is a Class-C felony.

NUTRITION SERVICES

SMS serves breakfast and lunch daily. For the 2024-25 school year, each student can receive one free breakfast and one free lunch while at school.

Meals may also be purchased at the building with check/cash or online through Child Nutrition by Visa, MasterCard, or Discover.

Applications for free and reduced lunch are available at Spanaway Middle School in the main office and online. If qualified, these forms can be used to waive ASB and other fees as needed.

VOLUNTEERS & VISITORS

Parents or community members are encouraged to volunteer at SMS. A volunteer application must be filled out and a background check will be made. Applications can be found on [Bethel School District website](#). Volunteers and visitors are welcome and must sign in at the front office and wear visible identification while in the building.

CONTACT INFORMATION

Office Hours: 6:30 AM - 2:30 PM
 Main Office (253) 800-5400
 Registrar (253) 800-5484
 Transportation (253) 800-5920

SMS Info	
COLORS: Red & Blue	MASCOT: Warriors
ADDRESS 15701 B Street East Tacoma, WA 98445	PHONE Main Office: (253) 800 -5400 Attendance: (253) 800 -5492
WEBSITE: https://sms.bethelsd.org/	

(School administrators will make the final decision regarding situations not clearly defined in the handbook).

The Bethel School District and Spanaway Middle School have a focus on providing inclusive high quality education for students from all backgrounds. We believe every student should be competent, confident, and compassionate, prepared for a world yet to be imagined!