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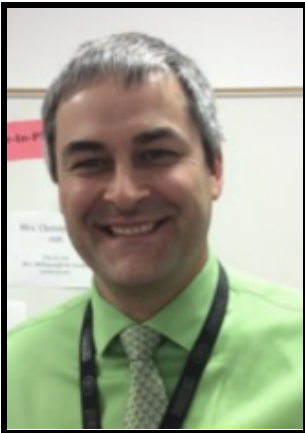
LMS Student Handbook

2024 | 2025



⚡ Principal's Message ⚡

Dear Students and Parents,



Welcome to Liberty Middle School, home of the Lightning! Liberty is a school where our motto is "Our Communities. Our Best, Then Better." We start by teaching students and staff our Bolts Values of being RESPECTFUL, RESPONSIBLE, COMPASSIONATE and SAFE. By following these values, we develop a strong sense of community that carries through the halls on a daily basis.

Next, we continue to push each other to be our very best every day. We take pride in the high academic and behavioral expectations that are supported through our community atmosphere. We expect all of our students to reach for their full potential everyday. Being your best means attending school on time every day prepared to participate and taking an active role in your learning.

Last, we focus on becoming better. We all have room to grow and at Liberty we strive to support one another through that growth on a daily basis. In doing so, we are demonstrating our commitment to one another to be our very best in all situations. Give Liberty your finest effort- you'll get it back over and over again.

This handbook serves as a guide to help you succeed and is a resource for you throughout the year if you have any questions about our policies and procedures. This handbook is not all inclusive of all the district and school rules and policies. Finding success is easy and this handbook will help.

Have a great year!

Seth Humphrey



School Map





Bell Schedules

Regular Bell

7:00 First Bell/Academic Day Begins
 7:10-7:40 1st Period (Advisory)
 7:44-8:34 2nd Period
 8:38-9:28 3rd Period
 9:32-10:22 4th Period
 10:22-11:52 5th Period (with lunches)
 1st Lunch-10:22-10:52, Class-10:56-11:52
 2nd Lunch-10:52-11:22, Class-10:26-10:52 & 11:26-11:52
 3rd Lunch-11:22-11:52, Class 10:26-11:22
 11:56-12:46 6th Period
 12:50-1:40 7th Period
 1:45 Academic Day Ends/Extra Curricular Begins

1 Hour Late Start

8:00 First Bell/Academic Day Begins
 8:10-8:55 2nd Period
 8:59-9:44 3rd Period
 9:48-10:33 4th Period
 10:33-12:03 5th Period (with lunches)
 1st Lunch-10:33-11:03; Class-11:07-12:03
 2nd Lunch-11:03-11:33, Class-10:37-11:03 & 11:37-12:03
 3rd Lunch-11:33-12:03, Class-10:37-11:33
 12:07-12:52 6th Period
 12:56-1:40 7th Period
 1:45 Academic Day Ends/Extra Curricular Begins

Double Assembly

7:00 First Bell/Academic Day Begins
 7:10-9:06 **ASSEMBLY/ADVISORY**
 9:10-9:43 2nd Period
 9:47-10:20 3rd Period
 10:20-11:50 4th Period (with lunches)
 1st Lunch-10:20-10:50; Class-10:54-11:50
 2nd Lunch-10:50-11:20, Class-10:24-10:50 & 11:24-11:50
 3rd Lunch-11:20-11:50, Class-10:24-11:20
 11:54-11:27 5th Period
 12:31-1:04 6th Period
 1:08-1:40 7th Period
 1:45 Academic Day Ends/Extra Curricular Begins

PM Assembly

7:00 First Bell/Academic Day Begins
 7:10-7:57 2nd Period
 8:01-8:48 3rd Period
 8:52-9:39 4th Period
 9:43-10:30 5th Period
 10:30-12:00 6th Period (with lunches)
 1st Lunch-10:30-11:00; Class-11:04-12:00
 2nd Lunch-11:00-11:30, Class-10:35-11:00 & 11:34-12:00
 3rd Lunch-11:30-12:00, Class-10:34-11:30
 12:04-12:51 7th Period
 12:55-1:40 **ASSEMBLY**
 1:45 Academic Day Ends/Extra Curricular Begins

Early Release

7:10-7:58 2nd period/ 3rd period
 8:02-8:49 4th period/ 5th period
 8:53-9:40 6th period/ 7th period

2-Hour Late Start

9:00 First Bell/Academic Day Begins
 9:10-9:43 2nd Period
 9:47-10:20 3rd Period
 10:20-11:50 4th Period (with lunches)
 1st Lunch-10:20-10:50; Class-10:54-11:50
 2nd Lunch-10:50-11:20, Class-10:24-10:50 & 11:24-11:50
 3rd Lunch-11:20-11:50, Class-10:24-11:20
 11:54-12:27 5th Period
 12:31-1:04 6th Period
 1:08-1:40 7th Period
 1:45 Academic Day Ends/Extra Curricular Begins

1-Hour Advisory

7:00 First Bell/Academic Day Begins
 7:10-8:06 1st Period/Advisory
 8:10-8:55 2nd Period
 8:59-9:44 3rd Period
 9:48-10:33 4th Period
 10:33-12:03 5th Period (with lunches)
 1st Lunch-10:34-11:04; Class-11:08-12:04
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ACTIVITY BUS

The activity bus is available to students who normally take the bus to and from school. Students need to meet the activity bus in the back of the building in the bus turnaround at 4:45. Students participating in a club, sport, activity or who stay after school for homework help with a teacher may take the activity bus with a bus pass. Students must get a bus pass from their teacher, coach, or Advisor showing they were a part of a school sponsored activity. Students without a bus pass will not be allowed to take the bus. The activity bus runs Monday-Thursday. There is no activity bus on Fridays. ([Return to top](#))

ASSEMBLIES

Assemblies are considered to be another opportunity for a valuable learning experience. Some assemblies are designed to support school spirit and a positive school climate. Other assemblies are educational in nature. Students are expected to show the Bolts Values of being responsible, respectful, compassionate, and safe during all assemblies. Those students who choose not to follow this expectation will be subject to disciplinary action including not being able to attend the next school assembly. ([Return to top](#))

ASSOCIATED STUDENT BODY (ASB) & LEADERSHIP

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

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

Students who purchase an ASB Card receive the following benefits:

- Reduced prices on Bethel School District athletic and cultural events.
- It is required in order to participate in clubs, music programs, and athletics.

ASB Card Fee: \$40

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

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

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

ASB Hours

The ASB office will be open during all lunches Monday - Friday.

For ASB questions, contact the ASB clerk at 253-800-6582.

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ATHLETICS

All 6th-8th grade students at Liberty Middle School are encouraged to turn out for a sport. Student athletes are expected to maintain high academic and behavioral standards, as well as show good sportsmanship both on and off the field. (See [Bethel School District Athletic Handbook](#) for details) Teachers and coaches work with student athletes on an individual basis to set and maintain goals that will benefit the student, team, and school. Students are required to pay a participation fee established by the Bethel School District. This fee must be paid by the FIRST competition.

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

- A current physical on file in the school health office (good for 13 months)
- Meet the current season’s grade requirements and be passing 6 of 7 classes. Fall sports will consider the previous spring’s grades.
- All forms must be completed online through the [ParentVue](#) portal/app.
- ASB card purchased ([paid through BSD’s InTouch System](#) or through [ParentVue](#) portal/app)
- “Pay to Participate” fee paid ([paid through BSD’s InTouch System](#) or through [ParentVue](#) portal/app)

All fees are due prior to the beginning of student participation in contests. Students who qualify for Free or Reduced Lunch (FRL) must complete an application prior to receiving any waivers or discounts.

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

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

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

The Bethel School District Middle School Athletic Schedule for 2024-2025 can be found [here](#) by clicking on the Schedules tab.

Manager



There are also opportunities to act as manager for all the sports teams. Contact the coach of the team to find out more.

Practice Information

Your coach will give you the details of your practice schedule, but most practices are held after school, with some teams starting later.

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.

Cancellations/Changes

When a game time or location is changed at the last minute, information will be announced over the intercom, before the end of that school day. Sometimes we will not know before the end of the school day if a game will be canceled due to weather conditions.

Bethel Recreation

Bethel Recreation coordinates intramural teams throughout the district for 6th grade students for many sports. These teams require volunteer coaches. If you are interested in playing on a recreational team or have questions about Bethel Rec. contact the Liberty Recreation Coordinator. ([Return to top](#))

ATTENDANCE

To report an absence, call: (253) 800-6592 or Login in to ParentVUE

At Liberty Middle School, we expect all students to attend every class daily. Learning at Liberty 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 count towards a student's 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, practice, discussion, group work and participation.

Liberty's 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 or at the links below.

Daily Attendance - [District Policy 3121](#)

Parents are responsible for sending their children to school as required by RCW 28A.225.10; to make sure their children are in school on time each day; to encourage their children to come to school with a



mental attitude which fosters learning; to communicate accurately with the school concerning their child's absence.

Students are responsible for attending school regularly and remaining in school until they are officially excused. Any student whose absence is not excused shall be the focus of remedial efforts and subject to progressively severe disciplinary actions.

Teachers are responsible for notifying students of the attendance policy in their classes and reporting student attendance; requiring written excuses from a parent or guardian for all cases of students' absences; for bringing to the attention of parents students' attendance patterns that may adversely affect a student's academic growth.

Excused Absences - [District Policy 3122](#)

Regular school attendance is necessary for mastery of the educational program provided to students. Students at times may appropriately be absent from class. Absences due to illness or a health condition; a religious observance, when requested by a student's parents; school-approved activities; family emergencies, required by law, disciplinary actions or short term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.

Pre-Arranged Absences - [District Policy 3122](#)

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

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

Make-Up Work - [District Policy 3122](#)

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

Attendance and Activities



Any student participating in an after school or evening activity is expected to attend classes on the day of the scheduled activity. Students must be in attendance at least one half day to participate in practice, that means you need to be at school for at least three full periods of the day. On contest days, students are expected to attend and participate in all classes on the day of the scheduled activity. This means students need to arrive at school within the first half of the first period and remain at school the entire day. Attendance for all classes the following day is also expected. For weekend activities, attendance in classes the previous Friday is required. Failure to comply with these attendance regulations may result in a student being declared ineligible and not allowed to participate.

Excused or Unexcused Absences

Parents are asked to call the Attendance Office or log into ParentVue in the morning if their child will not be attending school that day. Absences for illness or doctor/dentist appointments are excused. If a student missed the bus, overslept, stayed up too late the night before, parent drops student off late, etc. are considered unexcused absences. Parents have a responsibility to make sure their children are in school on time each day as required by RCW 28A.225.010. Students having 7 or more unexcused absences/tardies in a month or 10 total absences in a year may be referred to the Juvenile Justice System, known as the Becca Law.

To be excused, absences must have a note from the parent/guardian by the day students return to school. Excessive absences will lead to parent contact, counseling, and referral to administration. Excessive excused absences that negatively impact students’ academics may still be referred to a Becca conference.

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

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

Late, Absent, and Returning from an Absence

State law requires a parent/guardian must provide written or phone contact to report a student’s absence or tardy. The 24 hour message number is (253) 800-6592. Either contact method requires the following information to be provided:



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

Students who return from an absence need to report to the attendance office to check in before the school day begins. If a student has frequent absences for illness, the school may require that the parent/guardian provide a note from a doctor excusing the absence. If a student is absent 10 or more times, 3rd part documentation may be required.

BECCA Conferences

Unexcused absences/tardies are subject to a BECCA conference. The BECCA Bill supports the state mandate for students to attend school regularly. When a pattern of attendance concerns become evident, parents will 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.

School Work Requests

If a student is absent for 3 or more days, the parent/guardian can request school work to be collected from teachers. Requested school work can be collected the following day at 2:00 either in person or digitally depending on the subject and materials needed. Please call 253-800-6592 to request school work.

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. Phone calls or emails will not be accepted. 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 the parent/guardian, the person must be listed on the emergency contact list.

Tardiness

We expect all Liberty students to be on time to each class on a daily basis. If a student is tardy 4 or more times to class, the student will be subject to progressive discipline.

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



Below is generally how progressive discipline will work with regard to tardies (this includes excused tardies). Administrators will make the final decision regarding consequences.

Amount of Tardies Per Trimester	Consequences
1-3 tardies	Verbal Warning
4-5 tardies	Lunch Detention
6 or more tardies	After School Detention with Progressive Discipline

If you have any attendance questions, call (253) 800-6592
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BUS TRANSPORTATION/BUS PASSES

[Bethel Transportation](#) - Bethel School District Bus Rules

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

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



12. At the bus stop, students shall remain out of roadways and avoid pushing, shoving and damaging private property surrounding the bus stop.
13. Students who must walk along a highway to and from a bus-loading zone must walk where practicable on the left-hand side of the road facing oncoming traffic. This also applies to students leaving the bus-loading zone in the evening.
14. In the event of an emergency, students shall follow emergency procedures as established by emergency exit drills.

Bus Passes

Per Bethel School [Board Policy 6630.2](#), in order to ride a different bus than has been assigned to a student or to get off at a stop other than the assigned bus stop, students need to bring a written note from their parent/guardian that specifically addresses the change requested. Phone calls or emails will not be accepted. This note needs to be turned in before school or during lunch. No passes will be issued after lunch. Students must have a bus pass to give to the bus driver notifying the bus driver of the change.

BICYCLES/SKATEBOARDS/WHEELS

The safety of all students is our number one priority at Liberty. Because of the traffic on our adjoining streets, we encourage all students to ride the bus to school. Students who choose to ride their bike to school must provide a lock to secure their bike. Students who ride their bikes to school cannot enter the school campus until at least 6:45 am. *Students should wear a helmet when riding their bike to school.* Bikes must be walked once on campus; students may NOT ride their bikes on campus. Skateboards, roller blades, skates, and scooters are not allowed at Liberty Middle School, or any other Bethel School District campus.

Parking Lots, Bike Racks, and Driveways

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

BUYING/SELLING PERSONAL ITEMS AT SCHOOL

Do not bring items to sell at school including food, drinks, candy, or any other personal items. The selling of items by students at school is strictly forbidden. Purchasing of items from other students is also not allowed at school. Selling or purchasing items from another student can result in disciplinary action.

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BEHAVIOR STANDARDS

Liberty Middle School prides itself on creating a safe environment where all students can learn. Liberty Pride is exhibited by staff and students every day. We want you to learn in a positive and supportive setting. We expect students, staff, and community members to be committed to Liberty Pride by being respectful, responsible, compassionate, and safe. We show Liberty Pride on a daily basis.

Bolt Values

School Wide Standards

	Classroom	Health Room	Library	Office/Counseling	Locker Room
Be Respectful	-Follow rules established by teacher -Use appropriate language -Wait to be excused by staff	-Use appropriate language -Use appropriate voice level -Maintain confidentiality of the Health Room environment	-Quiet voices at all times	-Make appointments to see counselors and/or administrators -Use appropriate voice level and tone -Wait quietly for your turn -Maintain confidentiality of the office environment	-Focus on fitness -Respect others' belongings -Use appropriate language
Be Responsible	-Arrive in class prior to the bell ringing -Come Prepared -Homework finished and ready to be turned in -Follow teacher's classroom expectations -Focus on learning	-Get pass from teacher -Go back to class immediately -Have a purpose and be efficient with your time -Do what you need to do	-Get started at the bell with materials in hand -Find a new book to read -Research new information -Clean up after yourself -Put books and resources where they belong	-Visit office before/ after school and lunch -Have a pass -Be quick to get back to class -Do what you need to do -Have a purpose and be efficient with your time -Reflect on own actions and take ownership	-Get in and out of locker room on time -Dress quickly -Get better everyday -Help clean up
Compassionate	-Be understanding of <u>other's</u> beliefs, values, and opinions -Support other's learning	-Wait your turn	-Be prepared to help others learn -Leave others' property alone	-Smile -Be Polite -Have positive attitude -Open doors and assist adults and guests	-Encourage others -Come with attitude of getting better
Be Safe	-Hands and feet to self -Use class materials appropriately	-Visit only when absolutely necessary -Find ways to be healthier everyday	-Quietly enter and exit -Hands and feet to self	-Hands and feet to self	-Practice excellent hygiene -Secure your belongings and lock your locker



	Hallways	Restrooms	Lunches/Commons	Assemblies	Digital World
Respectful	-Friendly conversations using indoor voices -Respect others' space	-Maintain a clean environment -Respect others privacy	-Sit down as soon as possible - Be orderly when you enter and exit -Respect kitchen staff	-Show pride -Give your attention to speaker	- Post positive comments ONLY -Use appropriate language
Responsible	-Go directly to locker and/or class -Have hall pass -Have materials for class -Use time wisely	-Go, flush, wash, leave	-Clean up after yourself -Report spills -Remain in designated areas -Proceed to class promptly	-Turn off electronic devices -Participate in the activities	-Use it as a learning tool -Know your digital footprint -Cite your sources -Stay on acceptable website -Use "Common Sense"
Compassionate	-Smile -Say "hello"	-Wait patiently for others to finish	-Help others out -Talk to others about your learning -Open seats are open to all	-Show honor for the topic -Open seats are open to all	-Be tolerant of others beliefs -Stop harassing conversations
Safe	-Keep others safe -Stay to the right -Hands to self -Report any concerns	-One to a stall -Report your concerns	-Keep it clean and orderly—Leave it better than you found it -Keep hands and feet to yourself	-Enter and exit orderly and swiftly -Hands and feet to self	-Send appropriate pictures -Protect yourself -Report concerns -Keep food/drink away from electronics

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

For low-level behavior infractions in the classroom, teachers may use the Stop And Think (SAT) process. During the SAT process, students will be in the hallway to wait for a staff member to come to them. Students will go through a reflection form about the behavior that occurred. The purpose of the SAT is to allow for the student to reflect on the situation, receive tools to return to the learning environment successfully. Generally teachers do not call home when a student completes a Stop And Think (SAT) as this is part of each staff member's classroom management plan. Teachers and/or staff will contact home if the student is out of the instructional environment for longer than 15 minutes or if the student is unable to return to the learning environment successfully.

Violations of school rules at school, at school sponsored events, or in areas under school jurisdiction will generally be dealt with as follows:



Level 1- Procedural Offenses

In cases such as, but not restricted to, low level disruptive behavior, cell phone misuse, tardies, non-performance in class, failure to attend lunch detention, failure to attend after school academic support, and other violations, may result in one or more of the following:

- Parent/Guardian contact (phone preferred)
- Lunch Detention
- After School Detention
- In School Suspension
- Short term suspension

Level 2 - Student Misconduct

In cases such as, but not restricted to: play fighting, verbal abuse of staff or students, intimidation, bullying/harassment, defamation, disruptive conduct, encourage others to fight, gambling, theft, tobacco possession use or distribution, racial, gender or other slurs, forgery, cheating, dangerous behavior, defiance of staff, disobedience/insubordination, extortion/blackmail/coercion, failure to cooperate with staff, failure to identify oneself, hazing, minor vandalism, skipping school, trespass, repeated violations, fighting without major injury, violence without major injury, computer misuses, vulgar or lewd conduct and other violations may result in one or more of the following:

- Behavior contract
- Parent/Guardian contact
- Lunch Detention or After School Detention
- Short term suspension
- In School Suspension
- Long term suspension
- Emergency Expulsion
- Contact Law Enforcement

Level 3 - Exceptional Misconduct

In cases such as, but not restricted to: possession or use of weapons, explosive devices, computer tampering, false alarms, burglary, assault, arson, harassment, bomb threats, illicit drugs, organized criminal behavior such as cheating or theft ring, possession or sale of drugs or alcohol, violence with major injury, major vandalism, gang-related activities, theft, threats of destruction, extortion, threats to or intimidate staff, and other violations will result in one or more of the following:

- Behavior contract
- Parent/Guardian contact
- Short term suspension
- In School Suspension
- Long term suspension
- Emergency Expulsion
- Contact Law Enforcement



STUDENT CONDUCT ([Board Policy 3241](#)) and CLASSROOM MANAGEMENT, DISCIPLINE & CORRECTIVE ACTIONS - [Board Policy 3241PR](#))

The listed activities in the policies above are subject to school authority and disciplinary action:

- At all times on any school district property
- On district-owned and operated or chartered vehicles
- During any school-sponsored activity whether held on Bethel School District property or elsewhere
- Away from school grounds if the activity would directly affect the good order, efficiency, management and/or welfare of the school's staff or students. Rules that establish types of misconduct pursuant to this section must have a real and substantial relationship to the lawful maintenance and operation of the school district including, but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process, which is conducive to learning. Those asterisked [*] have been identified by an ad hoc committee as exceptional misconduct offenses. **Exceptional misconduct offenses are defined as offenses that can be sufficiently serious in nature and/or serious in terms of the disruptive effect upon the operation of the schools so that they may warrant an immediate resort to suspension. (See 3241.1)*

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E-Cigarettes and/or Vaporizers are not allowed on school grounds as they are considered a nicotine-providing device. It can also cause students with allergies to have an allergic reaction. E-Cigarettes and Vaporizers are considered a tobacco product in regards to school discipline. They are also regulated to be used by those over 21 years of age by the State of Washington, so it is illegal for our students to possess or use e-cigarettes, vaporizers or tobacco products or any kind. Students in possession of or found to be using or under the influence of e-cigarettes and vaporizers will receive



immediate consequences and opportunities for educational instruction on the dangers of substances upon their return to school.

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CAMPUS SAFETY

The Campus Safety Officer's responsibility is to ensure that students are acting in a safe, responsible manner while on our campus. These duties include lockers, lost and found, walking passes, supervision of students during school hours, and investigation of incidents including interviewing students. Students will be treated respectfully. In order to keep our school safe, it is critical that all students are honest and cooperative during the investigative process. Disciplinary action will be taken if a student interferes with an investigation by being dishonest or uncooperative during the investigative process.

To report information you have about unsafe activity in our building you can call our Campus Safety Officer at 253-800-6574.

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CLUBS & ACTIVITIES

Liberty has a number of clubs and activities available to students. Listen for information in the morning announcements, in newsletters. Clubs will be formed based on student interest and staff availability, and will follow all ASB regulations and guidelines.

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COUNSELING CENTER

All LMS students have access to the school counseling team. Students must use the QR code system to inquire about an appointment. Our counseling team consists of:

Mrs. Pak (tpak@bethelsd.org) 253-800-6578- counselor for students with last names beginning with letters A-L

Mrs. Mercer (bmercerc@bethelsd.org) 253-800-6579- counselor for students with last names beginning with letters M-Z

Ms. Jorguson (kjorguson@bethelsd.org) 253-800-6576- School Social Worker

Liberty Middle School Counseling Center has one primary belief:

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. The LMS counseling program is comprehensive and developmental in nature. It's designed to include sequential and organized activities implemented by certificated school counselors in partnership with school personnel and parents. All students are provided with opportunities to acquire skills in understanding self and others, educational planning, and career exploration.

Avenues for those students who need to resolve and/or learn coping strategies for situations that could impede their healthy development are available as an essential element of the program. These opportunities for students will be presented through classroom curriculum, individual conferencing, small group work, crisis intervention and home/school/community consultations.

Students can make appointments with the counselors before school or during their lunch using QR codes placed around the building. Counselors will send passes for students who have made appointments. Students without passes will be asked to make an appointment and return to class. Due to the confidential nature of the counseling center, students will not be allowed to loiter

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CURRICULUM & CLASSES

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

SIXTH GRADE	SEVENTH GRADE	EIGHTH GRADE
<u>Core Required Classes</u> 2 hour Humanities Block: English Language Arts & History Science Math PE 1 Fine Arts Exploratory <u>Rotation</u> Band, Choir or Orchestra (all year course)	<u>Core Required Classes</u> 2 hour Humanities Block: English Language Arts & Washington State History Science Math 2 Elective Rotations (Fine <u>Arts, Technology)</u> Band, Choir or Orchestra (all year course)	<u>Core Required Classes</u> English Language Arts United States History Science Math 2 Elective Rotations (Fine <u>Arts, Technology)</u> Band, Choir or Orchestra (all year course)

Liberty Middle School, and all BSD middle schools are currently using the following curriculum in Core and Advisory classes:



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

Math: [Open Up Resources](#)

Science: [Amplify](#)

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

Advisory Social Emotional Learning (SEL): [Character Strong](#)

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

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DANCES, SOCIALS, EVENTS, & FIELD TRIPS

Socials and other events will be held at intervals throughout the year. Tickets to dances will be pre-purchased during lunches; tickets will not be sold at the door. If the student decides to not attend the dance, the student needs to notify the office. Dances will be held after school from 2:00 - 4:00. Students who regularly ride the bus can take the activity bus home after a dance; if students choose to not ride the bus, they must be picked up by 4:15.

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

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

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

- Those students who purchase an ASB card will be able to attend select events at a reduced price.
- Students who are suspended, did not attend school that day, have fines or are on the restrictions due to multiple discipline incidents list during the communicated date range before the event will not be allowed to attend.
- All students are to remain in designated areas.
- There may be concessions for purchase at school dances, and they must be consumed in the cafeteria.
- The district dress code and all school rules apply during dances.
- Students are not allowed to leave the event unless escorted by a parent. Students may not re-enter the event after leaving.
- Behavior that is unsafe or violates school and district guidelines will result in students being removed from the event and possible loss of event privileges for the rest of the year.



- Only current Liberty students may attend Liberty socials & dances; guests from other schools are not allowed to attend.
- Students must take the activity bus home or arrange for transportation directly after the dance. Students must be picked up by 4:15 if they are not riding the bus.
- All rules and regulations of the Bethel School District and LMS apply to events.
- If a parent is interested in chaperoning, they must first complete the Bethel School District volunteer application. Once cleared, they may contact the ASB advisors to participate in an ASB sponsored activity. ([Return to top](#))

DRESS CODE - UNIVERSAL FOR BSD

The expectations are simple and meant for *all* students

The following expectations set some specifics on what is permissible during school hours and school sponsored events. If you are unsure if something is acceptable please check the guidelines below or check with LMS administration prior to wearing questionable attire to school.

Dress Code Enforcement:

Students referred for dress code violations will be given the option of calling home for a change of clothes, or changing into clothing provided by the school. Repeated violations of dress code will result in progressive discipline. Administration reserves the right to make changes to rules as needed, in accordance with school district policy. See [Bethel School Board Policy 3224](#) for more information.

Bethel School District 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.

Jewelry and Accessories: Jewelry and accessories need to be minimal for safety reasons. Any attire with any type of spikes, studs, metal or chains of any length can be dangerous and are not allowed. If a student is asked to remove an item, compliance is required. All jewelry must be removed during PE/Sports for safety reasons.

Sports Teams: LMS sports teams can wear their game jersey on game day if the coach gives permission. LMS dress code guidelines still apply during the school day.



Fragrances: Students are not allowed to spray perfume, cologne, or deodorant while at school. We need to maintain a fragrance free zone while at school due to people who suffer from allergies or breathing conditions. Fragrances can create breathing issues for people who have asthma. Please only bring fragrance-free hand sanitizer if applicable.

Enforcement: Students referred to the office for dress code violations will be given the option of calling home for a change of clothes, or changing into clothing provided by the school. Repeated violations of dress code will result in progressive discipline.

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EMERGENCY PROCEDURES

Emergency Drills and Events

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

Emergency Dismissal Procedures

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

False Alarms

Starting a false emergency alarm at school is an extremely serious offense. Not only is it a major disruption to the educational process, it creates danger in the school and surrounding community. Consequences for creating a false alarm may include, but are not limited to, community service, suspension, financial reparations, and law enforcement involvement. [\(Return to top\)](#)

FINES

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

Until all fines are paid in full, students:

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



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

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

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

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FOOD & DRINK

Food and non-water drinks are not allowed in the classroom, hallways, library, gym locker room, outside, music wing, office, or in the bathrooms at Liberty.

- Food and drinks are to be consumed in the commons only.
- Personal food and drink, including gum and candy, should be stored in lockers when not being consumed in the commons.
- Open food and/or beverage containers outside of the commons will be confiscated.
- Late students will receive a modified meal and eat it in the presence of an adult before going to class.
- Water ONLY, in a non-glass container with a lid, is allowed in the classroom. Classroom incentives GIVEN to students, by a staff member, will be allowed to be consumed within that classroom, but not taken into the hallway or other classrooms.

Please recycle cans and bottles and put trash in the proper receptacle. [\(Return to top\)](#)

FOOD PROGRAMS

Liberty's cafeteria serves breakfast and lunch daily at no cost to the student or family. Breakfast is served before school between 6:55 and 7:08. Lunch is served in 3 sittings. Students can purchase full lunches or ala Carte items.

- When students arrive at school, if eating breakfast, they are expected to immediately get their breakfast and consume it in its entirety before going to class. Students may not be tardy to class because they are not using their time for breakfast wisely.
- Lunches are also expected to be consumed during the lunch period and in the cafeteria.
- Students are not to sell their meals to others.
- Students can not order or receive food deliveries orders at school. School staff will not accept delivery orders and students may not retrieve food delivery orders.

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GENDER INCLUSIVE SCHOOLS

The [Bethel School] 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. ([BSD Policy 3211](#))

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GRADES

Parents, guardians, and students have access to a variety of student information, such as attendance, schedules, grades, and student and family demographics through our student information system, Synergy, ParentVUE, and StudentVUE. If a guardian or student has a question about grades after checking these resources, please contact your child's teacher by email or phone to have questions answered. If you need assistance to login you may contact the front office or your advisory teacher.

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GUESTS DURING SCHOOL HOURS & SCHOOL EVENTS

Student guests must be approved by administration and must be in a school related activity to be on campus. All guests must sign in at the front office and wear a visitor badge the entire length of their stay. The visitor badge must be visible to all staff and students. Students from other schools will not be allowed to attend LMS dances or celebration events.

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HALL PASSES/SMART PASS

Students must submit a SMART PASS and take the classroom lanyard hall pass when exiting the classroom. If a student does not have a hall pass, is out of their assigned location, or exceeds SMART PASS time discipline for truancy may be assigned. Students exiting the room during instructional time in order to use the restroom or get water must use the restroom or water fountain closest to their classroom.

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HARASSMENT-INTIMIDATION-BULLYING (HIB) & COERCION

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

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

Behavior is considered harassment when it:

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

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

Examples of Harassment, Intimidation and Bullying



PHYSICAL AGGRESSION				
<ul style="list-style-type: none"> ▪ Shoving ▪ Hitting ▪ Pushing 	<ul style="list-style-type: none"> ▪ Physical Acts that are humiliating but not physically harmful (de-pantsing, tapping with pencil, etc.) 	<ul style="list-style-type: none"> ▪ Stealing ▪ Inflicting Bodily Harm 	<ul style="list-style-type: none"> ▪ Kicking ▪ Defacing Property 	<ul style="list-style-type: none"> ▪ Physical Violence against family or friends ▪ Threatening with a weapon
SOCIAL ALIENATION				
<ul style="list-style-type: none"> ▪ Gossiping ▪ Dirty looks or stares ▪ Embarrassing others 	<ul style="list-style-type: none"> ▪ Threatening with total isolation by peer group ▪ Texting, Starting or Spreading Rumors and/or Hate Messages 	<ul style="list-style-type: none"> ▪ Ethnic Slurs ▪ Setting up to take the blame ▪ Spreading Rumors 	<ul style="list-style-type: none"> ▪ Publicly Humiliating ▪ Excluding from groups ▪ Social Rejection 	<ul style="list-style-type: none"> ▪ Setting up to look foolish
VERBAL AGGRESSION				
<ul style="list-style-type: none"> ▪ Taunting ▪ Mocking 	<ul style="list-style-type: none"> ▪ Verbal threats of aggression against property or of inflicting bodily harm 	<ul style="list-style-type: none"> ▪ Teasing about appearance 	<ul style="list-style-type: none"> ▪ Intimidating phone calls ▪ Name calling 	<ul style="list-style-type: none"> ▪ Teasing about clothing or possessions
INTIMIDATION				
<ul style="list-style-type: none"> ▪ Threatening to reveal personal information ▪ Graffiti 	<ul style="list-style-type: none"> ▪ Defacing property or clothing ▪ Coercion ▪ Playing a trick 	<ul style="list-style-type: none"> ▪ Taking possessions ▪ Threatening with a weapon 	<ul style="list-style-type: none"> ▪ Extortion ▪ Publicly challenging to do something 	<ul style="list-style-type: none"> ▪ Threats using coercion against family or friends
RACIAL AND ETHNIC HARASSMENT				
<ul style="list-style-type: none"> ▪ Joke telling with racial or ethnic targets 	<ul style="list-style-type: none"> ▪ Exclusion (ethnic, cultural group) ▪ Physical or verbal attacks due to group membership 	<ul style="list-style-type: none"> ▪ Racial or ethnic slurs 	<ul style="list-style-type: none"> ▪ Public Humiliation ▪ Verbal accusations, putdowns 	<ul style="list-style-type: none"> ▪ Destroying or defacing property due to ethnic or cultural group
SEXUAL HARASSMENT				
<ul style="list-style-type: none"> ▪ Sexual or “dirty” jokes ▪ Conversations that are too personal ▪ Hitting/Slapping in private areas 	<ul style="list-style-type: none"> ▪ Repeatedly asking someone out when he/she is not interested ▪ Sharing intimate images/videos ▪ Sexual Assault and attempted sexual assault 	<ul style="list-style-type: none"> ▪ Wedgies ▪ Snap bra ▪ Leers and stares ▪ Howling, cat calls, whistles 	<ul style="list-style-type: none"> ▪ Spreading sexual rumors ▪ Pressure for sexual activity ▪ De-Pantsing 	<ul style="list-style-type: none"> ▪ Cornering, blocking, standing too close, following ▪ Rape ▪ Sexting
BULLYING				
<ul style="list-style-type: none"> ▪ Malicious Gossip 	<ul style="list-style-type: none"> ▪ Texting/Cyber Malicious Gossip 	<ul style="list-style-type: none"> ▪ See bullying section for more details 		



WHAT CAN YOU DO TO HELP?

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

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

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

It is prohibited to send, share, view, or possess pictures, text messages, emails or any other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device. Parents and the sheriff may be contacted if possession of material is found. This includes searching personal email accounts if the account is on a BSD owned student device. Content is admissible in a court of law. Administrators may search cell phones if we have a reasonable suspicion a student has been involved in sexting or is in possession of material. The consequences for possession of inappropriate sexual material may result in a variety of consequences up to/including expulsion. Harassment and bullying related to sexting incidents may also result in consequences up to/including expulsion.

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OPPRESSIVE LANGUAGE

Students, staff, and the Liberty community at large deserve to be respectfully communicated with. Therefore, the following language is defined as Oppressive Language at Liberty Middle School and will result in progressive discipline:

- Sexually suggestive or demeaning speech
- Racial slurs, derogatory language, or stereotyping
- Slang speech that is disrespectful, disruptive, or demeaning to others
- Speech that is understood as being profane and/or inappropriate in an academic setting

Directed instruction and discussion in a classroom setting with an academic objective shall be within the discretion of the teacher. [\(Return to top\)](#)



HEALTH ROOM SERVICES

Health Room Staff

Mr. Rosenbrook is Liberty's Health Clerk. He can be reached at (253) 800-6593 during school hours. Our school nurse (an RN) is assigned to be at Liberty 1-2 days a week and can be reached at (253) 800-6570.

AT THIS TIME WE FOLLOW THE LINKED COVID-19 RELATED PROTOCOLS:

[CLICK THIS LINK](#)

What do I do if I feel sick?

- Get a pass from your teacher
- Go to the health room immediately.
- The health clerk will check you in, take your temperature, and phone your parents if you need to go home.
- Please stay home if you feel ill before school

Emergencies and First Aid

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

Picking Up Sick Students

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

Health Screening

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

Immunizations

Every student must have medically verified proof of immunization on file at the school before the first day of attendance. All students must be immunized according to [WAC 246-105-060](#). Students can be excluded from school if immunizations are not up to date and your student does not have a signed CIS form on file. For details, please see the health clerk.



When to Keep Your Child Home



Dear parent or guardian:

Keep your child home if they:

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

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

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

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

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

[LINK TO TPCHD Safety Guidelines](#)



Medication

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

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

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

NOTE: Possession and/or distribution of any medication during school, on school property, or at a school activity, not covered by Board Policy 2121 which includes (but not limited to) aspirin, cough drops, over-the-counter, and prescription medicine will fall under [BSD Board Policy 3241](#), Disruptive Conduct and result in short-term suspension, long-term suspension or expulsion.

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INTERAGENCY COOPERATION - CPS & THE SHERIFF

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

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

If you have any questions, please call the Pierce County Prosecutor’s Office at (253) 591-7400.

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iPAD and ELECTRONIC DEVICES EXPECTATIONS

All students at Liberty Middle School are provided with an iPad. iPads are for educational use only. The iPad is not the student's personal property, it 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 LMS. You must bring iPads fully charged to school and keep your Bluetooth on at all times. iPads need to be in the protective case issued by the Bethel School District at all times. Damage to iPads that are not in approved cases are not covered by BSD damage insurance. Vandalism or graffiti on iPads in the form of stickers, markers, carvings, etc. is considered damage and will be fined appropriately. All iPads will have an identifying sticker linked to the student name and number; removal or destruction of that sticker will result in a fine and progressive discipline. If you do not bring your iPad fully charged to school, keep it safe in the case, or use it for non-educational purposes, you may receive progressive discipline consequences, including limited access or 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.
- Keep Bluetooth ON!
- 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 class 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.
- Don't forget: iPads are for educational use only!
- Taking pictures and videos are prohibited without teacher permission.
- 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 your iPad in its approved case.
- Keep the iPads out of the bathrooms and locker rooms.
- Pictures and videos are prohibited without teacher permission.
- Do not touch another person's device for any reason. No one is allowed to use or "borrow" your device. You will be held responsible for content and damage 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.



[Bethel School District's Student iPad Expectations can be found here.](#)

LIBERTY MIDDLE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN IPADS!

Personal Electronic Devices

Personal electronics such as, but not limited to, speakers of any kind or size, laser pointers, cell phones, cameras, personal tablets etc., should not be visible during the school day. **There are no cell phones allowed in locker rooms, gym, bathrooms, or outside during PE class.** Students are highly encouraged not to bring these items to school. If brought to school, students are to turn off and store all devices securely and out of sight. If students are using an electronic device inappropriately, it will be handled using the policy below.

Cell Phone /Electronic Device Policy:

Cell phone use is only allowed in the cafeteria before school, in the hallways during passing, and during your scheduled lunch time. Cell phone use is prohibited in the locker rooms, bathrooms and classroom. If your phone or device is visible during class time, it will be confiscated and progressive discipline will be applied:

- 1st Offense = Student takes phone to the office, email sent to parents, student can pick up after school.
- 2nd Offense = Student takes phone to the office, calls home from office to inform any additional turn-ins require parent pick up, student can pick up after school.
- 3+ Offenses parent pick up.

Bethel School District Policies [3245](#) and [3245PR](#) should be reviewed by both student and guardians to be sure expectations and consequences around cell phones and personal electronic devices are clearly understood. [\(Return to top\)](#)

LIBRARY

Students are encouraged to spend time reading, researching and writing in the library. Chess, checkers, cards, magazines, and computers are available for student enjoyment.

The online Liberty library catalog can be searched from any computer with internet access from Liberty website under the library tab. There are numerous links on the home page to help students with research and reports. Students may login to renew books, place holds, and create book lists.

Students need to make arrangements with the librarian if they wish to stay after school. During lunch students must have a pass to go to the library. Books and materials are checked out on a loan basis and students are responsible for paying for lost or damaged materials. A student ID is required to check out all materials. [\(Return to top\)](#)



LOCKERS

6th grade students will be assigned a locker. 7th and 8th graders may have a locker upon request. The following suggestions should help students prevent locker problems:

- Memorize your combination and *don't share this combination with other students.*
- Do not change lockers without contacting campus safety. If there is a problem with your locker or locker location, campus safety can solve the problem.
- Do not store money or valuables in your locker. The school is not responsible for lost, stolen, or damaged property of students.
- Students are responsible for the care of the locker assigned to them.
- No tape or stickers are allowed. Magnets are ok, but no items or decorations are to be attached on the outside of the locker.
- Do not leave food or beverages in your locker overnight.

Locker Searches

Lockers are school property and subject to search under RCW 28.600.210-240.

For questions or concerns, contact campus safety at 253-800-6574.. If you have concerns about your locker assignment, please see Mrs. Drury. Lockers are school property and may be inspected or reassigned at any time.

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LOST & FOUND

The lost and found is located in the Commons. We encourage students to mark coats, purses, backpacks and other items for easy identification. Unclaimed items will be periodically donated to charity during the school year. For items of value, please contact campus safety at 253-800-6574 as we store lost items of value in a locked location.

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NON-NEGOTIABLES

- Be actively engaged in the lesson
- Oppressive language remains off school grounds
- Food/Drink are to be consumed in the commons only
- Your phone must be off and put away (in bag/backpack or teacher designated location) during ALL class times
- BSD Universal dress code

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PHYSICAL EDUCATION

Dress code for Physical Education Class

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

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PUBLIC DISPLAY OF AFFECTION (PDA)

There is a time and place for signs of affection. At Liberty, there will be no public displays of affection including and not limited to hugs lasting more than two seconds, kisses, holding hands, arms around waist, etc. during school hours and during school sponsored events. Discipline may be assigned by staff members if PDA is exhibited. [\(Return to top\)](#)

RESTRICTIONS FOR MULTIPLE DISCIPLINE INCIDENTS LIST

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

SCHOOL HOURS/SCHEDULES

Before School

School starts at 7:10 and ends at 1:40. Students are NOT to be in the academic portion of the building before 7:00 a.m. Teachers are in meetings or planning each morning and there is NO supervision. In the morning, the cafeteria will open at 6:45 a.m. for student entry.

School ends at 1:40 p.m. Unless students are involved in a planned activity and supervised by an adult, they must be out of the building and off campus by 1:50 p.m.

The office is staffed from 7:00 a.m. until 2:15 p.m. All students in afterschool programs are expected to be picked up by 4:15 p.m. or ride the activity bus home (when available), no exceptions. If a pattern develops with campus safety escorting students off campus after 2:05, a “no trespass” order will be given to the student and the Pierce County Sheriff may be called. [\(Return to top\)](#)



SEARCHES

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, authorized school authorities may search a student and their effects and may seize any illegal or unauthorized materials discovered in the search. The term “unauthorized” means any item dangerous to the health or safety of students or school personnel, any item considered disruptive to the functions and mission of the school, or any item described as unauthorized in the school rules. A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive. [\(Return to top\)](#)

SUPPLY LIST

This is a general school supply list. Individual teachers may require a few additional items for class. Supplies may need to be replenished through the school year. Please contact a teacher, counselor, or administrator if providing these items is a financial hardship.

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

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STUDENT PLANNERS

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

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, Tik Tok, 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 use of iPads at LMS, students are expected to demonstrate digital citizenship in their daily use of their district-issued device. Digital Citizens at Liberty Middle School observe Liberty Pride in their use of technology.

Respectful:

- Respect the ideas and opinions of others
- Communicate kindly with others

Responsible

- Communicate responsibly online
- Give proper credit when using the work of others

Safe

- Think before posting or sending anything
- Stand up to cyberbullying
- Post productive, inspirational and positive comments
- Protect private information online

Misuse of Technology

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



Student Expectations	Student Violations Possible Examples	Progressive Consequences may be one of the following depending on severity of infraction
Ask teacher or staff member for permission to use computers or other technology.	Using computer or other technology equipment without permission.	Record infraction, review of BSD and LMS policies and expectations, and loss of <u>district owned technology</u> privileges in building for: <ul style="list-style-type: none"> ▪ Up to entire year and parent contact
Students are required to login to technology with their own login and password at all times.	Using another student's or teacher's login or password or trespassing in other students or teacher's folders or work files.	Record infraction, review of BSD and LMS policies and expectations, and loss of <u>district owned technology</u> privileges in building for: <ul style="list-style-type: none"> ▪ Up to entire year and parent contact
Students are not to download any non-approved material (e.g. apps, software, games, applications, etc.) to district-owned technology.	Downloading material to school technology such as apps, software, games, applications, etc.	Record infraction, review of BSD and LMS policies and expectations, and loss of <u>district owned technology</u> privileges in building for: <ul style="list-style-type: none"> ▪ 2 weeks and parent contact ▪ Up to entire year and parent contact
Students are to use technology for educational purposes only.	Using iPads to play games, view inappropriate material, or sending and maintaining objectionable material (e.g. jokes, insults, sexually explicit images/videos, etc.).	Record infraction, review of BSD and LMS policies and expectations, and loss of <u>district owned technology</u> privileges in building for: <ul style="list-style-type: none"> ▪ 2 weeks and parent contact ▪ Up to entire year and parent contact ▪ Possible suspension
Students are to stay in compliance with all copyright laws.	Using technology and the Internet to violate copyright laws.	Record infraction, review of BSD and LMS policies and expectations, and loss of <u>district owned technology</u> privileges in building for: <ul style="list-style-type: none"> ▪ Up to entire year and parent contact
Students are to use the Internet for educational purposes only.	Viewing inappropriate material or material unrelated to educational purposes on the Internet.	Record infraction, review of BSD and LMS policies and expectations, and loss of <u>district owned technology</u> privileges in building for: <ul style="list-style-type: none"> ▪ 2 weeks and parent contact ▪ Up to entire year and parent contact ▪ Possible suspension
Students are not to reveal any personal information (including name, phone number, address, passwords, etc.) about themselves or others to anyone on the Internet.	Revealing personal information on self or others to anyone over the Internet.	Record infraction, review of BSD and LMS policies and expectations, and loss of <u>district owned technology</u> privileges in building for: <ul style="list-style-type: none"> ▪ 2 weeks and parent contact ▪ Up to entire year and parent contact
Students are to handle all digital equipment and other district/building technology with care.	Vandalizing and/or intentionally damaging or stealing technology equipment.	Record infraction, review of BSD and LMS policies and expectations, and loss of <u>district owned technology</u> privileges in building for: <ul style="list-style-type: none"> ▪ 2 weeks and parent contact ▪ Up to entire year and parent contact ▪ May result in suspension and/or repayment.



TEXTBOOKS

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

VISITORS & VOLUNTEERING

If a parent or community member wishes to volunteer at LMS, a volunteer application must be filled out and a background check will be made. Additionally, please know that even if you are a BSD employee, but you wish to volunteer at your students' school or chaperone an event, you must also register as a volunteer. All volunteers are presently required to be fully vaccinated for Covid 19. Please use the link below to get your application completed (or update any information).

Volunteers and visitors are welcome and must sign in at the front office and wear visible identification while in the building. You can find [BSD Volunteer applications here](#).

ONLY LISTED CONTACTS/GUARDIANS ALLOWED IN BUILDING

LMS will be strictly enforcing district policy that only those who are listed as contacts or guardians on a student account in ParentVue will be allowed in the building. This will include dropping off items like lunch, instruments, iPads, or athletic equipment. Please review your student's ParentVue account to be sure you have ALL of the adults you wish to have access to the building and your student listed.

Additionally, picture ID will be required to enter the building for any reason. Please be prepared when coming to the building. Our primary responsibility is our students' safety, and following all of these protocols will ensure we are doing all we can to meet it.

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YEARBOOKS

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

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ADDENDUM 2024-2025

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