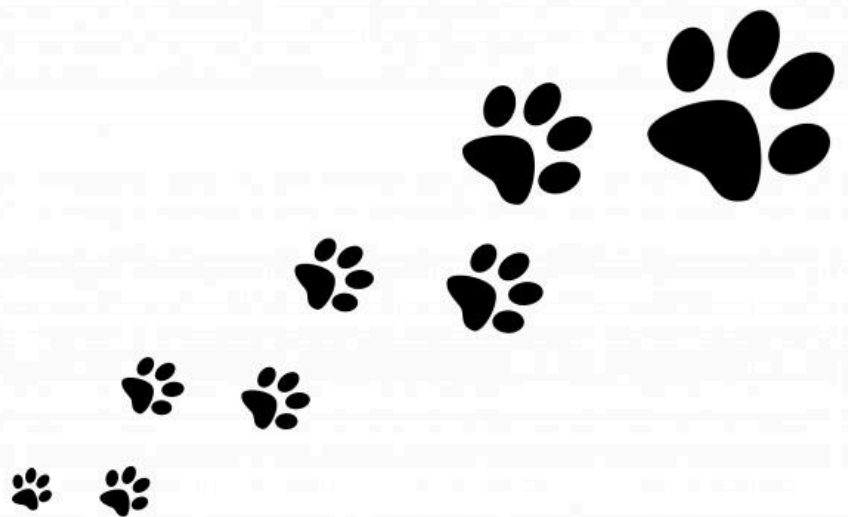




**Dieringer Heights Elementary School
Parent Handbook
2024-2025**



DHES Vision Statement

Dieringer Heights Elementary School promotes collaborative learning, creativity, and a sense of pride that inspires and challenges all to be their best. Students, community and staff are supported, cared for and appreciated. Working together, we continuously strive for new heights of academic, social and emotional success.

Dieringer Heights Elementary School Parent Handbook

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Welcome to Dieringer Heights Elementary School

Home of the Cougars and Cougar Cubs

Parents,

Welcome to Dieringer Heights Elementary School, home of the Cougars and the Cougar Cubs. We provide rich educational programs for approximately 500 preschool, TTK, kindergarten, fourth, and fifth grade students.

Teachers, support staff, and parents work cooperatively to provide students with exceptional instructional experiences in a safe, positive environment. The talents of each student and staff member alike are fostered so that learning is maximized. In addition to the regular classroom instruction, students attend classes in music, physical education and library. Our special needs program is available for students from preschool through fifth grade.

We invite you to use this handbook to learn more about our school policies and procedures. Remember, the door at Dieringer Heights is always open. Feel free to contact us with your needs. Open communication helps us make school a positive, successful experience for your student.



Sincerely,
Kevin Anderson, Principal

Office Staff:

Rebecca Gerspacher: Office Manager
rgerspacher@dieringer.wednet.edu

Shelley Hanbidge: Health Tech/Office Assistant
shanbidge@dieringer.wednet.edu

Kevin Anderson: Principal
kanderson@dieringer.wednet.edu

* Office hours are 7:30 - 4:00 M-F *

School Hours:

| | |
|--------------------------------|----------|
| Open Campus: | 8:25 AM |
| First Bell: | 8:25 AM |
| Classes Start: | 8:30 AM |
| Classes Dismiss: M/T/W/Th | 3:00 PM |
| Classes Dismiss: Fridays (ACE) | 1:00 PM |
| Early Dismissal Time: | 11:30 AM |

Important Information:

| | |
|------------------------|---|
| DHES Office Phone: | 253-826-4937 |
| DHES Fax: | 253-826-4908 |
| Transportation Phone: | 253-862-6703 |
| District Office Phone: | 253-862-2537 |
| DHES Address: | 21727 34th St. E. Lake Tapps, WA 98391 |

Trimester Calendar:

DHES follows a trimester system. Our trimester periods are:

| | |
|----------------|------------------------|
| 1st Trimester: | September 4–December 6 |
| 2nd Trimester: | December 7–March 17 |
| 3rd Trimester: | March 18–June 14 |

Character Education

Each year at DHES we focus on developing our students' abilities in all areas. We focus not only on academic success, but also being well rounded civic contributors. To that end, we have utilized a Character Education program called CharacterStrong that focuses on the following character traits.

COURAGE
RESPECT
PERSEVERANCE
GRATITUDE
HONESTY
KINDNESS
EMPATHY
RESPONSIBILITY
COOPERATION
CREATIVITY

Throughout the year, each of these traits is taught, developed and looked for in our students. We work hard to publicly acknowledge students who demonstrate these leadership traits in their daily lives at school and in the community.

In addition to CharacterStrong, we utilize the Second Step Curriculum to further support social emotional learning throughout the year.

Be looking for ways to extend your child's learning in this critical area!

ACE Fridays

Academic, Collaboration and Enhancement Days (ACE) Day:

ACE days occur every Friday afternoon with a few noted exceptions (see district calendar for details). These days have students ending their day 2 hours earlier than their Monday-Thursday schedule. This time is extremely valuable to the staff. The time is used for three purposes: 1. Staff collaboration to further develop and enhance learning opportunities for students, 2. Staff development/training, and 3. To allow greater opportunities for communication and conferencing with families *ACE Days are subject to change with virtual instruction and/or hybrid model changes.

Conference Days:

Parent-Teacher Conferences will be held with all families in October and then a second contact at some point throughout the remainder of the year. There will be ACE time and non-student days set aside for communication and conferences. It is our belief that contact between home and school is critical for optimum student success.

Dieringer Heights Elementary School Staff

| | | |
|------------------------------|-------------------|--|
| Preschool: | Heidi Clise | hclise@dieringer.wednet.edu |
| | Krista Ronish | kronish@dieringer.wednet.edu |
| TTK: | Susan Taylor | smtaylor@dieringer.wednet.edu |
| Kindergarten: | Kylee Bertrand | kbertrand@dieringer.wednet.edu |
| | Amy Kelly | akelly@dieringer.wednet.edu |
| | Emily Matteo | ebjornstad@dieringer.wednet.edu |
| | Madison McClure | mmcclure@dieringer.wednet.edu |
| | Vicki Taylor | vtaylor@dieringer.wednet.edu |
| | Dianna Whitley | dwhitley@dieringer.wednet.edu |
| Fourth Grade: | Trisha Gray | tgray@dieringer.wednet.edu |
| | Erica Harris | eharris@dieringer.wednet.edu |
| | Jane Neel | jneel@dieringer.wednet.edu |
| | Traisa Oster | toster@dieringer.wednet.edu |
| | Stephanie Wall | swall@dieringer.wednet.edu |
| Fifth Grade: | Stephanie Allen | sallen@dieringer.wednet.edu |
| | Julie Badgley | jbaggley@dieringer.wednet.edu |
| | Chris Cheney | ccheney@dieringer.wednet.edu |
| | Jacob Cumberland | jcumberland@dieringer.wednet.edu |
| | Meagan Gagnon | mgagnon@dieringer.wednet.edu |
| | Megan Sommer | msommer@dieringer.wednet.edu |
| Special Ed: | Dan Barfoot | dbarfoot@dieringer.wednet.edu |
| | Jeremiah Haynes | jhaynes@dieringer.wednet.edu |
| EC Special Ed: | Merissa Beeck | mbeeck@dieringer.wednet.edu |
| Reading Specialist: | Rochelle de Clerk | rdeclerk@dieringer.wednet.edu |
| Counselor/Social Worker: | Mary Boben | mboben@dieringer.wednet.edu |
| Music: | Angie Davenport | adavenport@dieringer.wednet.edu |
| P.E.: | Monica Barker | mbarker@dieringer.wednet.edu |
| Band: | Maegan Ley | mley@dieringer.wednet.edu |
| District Nurse: | Terry Woodall | twoodall@dieringer.wednet.edu |
| School Nurse: | Kathleen Miele | kmiele@dieringer.wednet.edu |
| Speech/Language Pathologist: | Sara Rakaric | srakaric@dieringer.wednet.edu |
| Occupational Therapist: | Joan Ottinger | jottinger@dieringer.wednet.edu |
| Occupational Therapist Asst: | Robyn Repass | rrepass@dieringer.wednet.edu |
| Physical Therapist: | Staci Ellis | sellis@dieringer.wednet.edu |
| School Psychologist: | Diane Shultz | dshultz@dieringer.wednet.edu |
| School Psychomotrist | Marla Doyle | mdoyle@dieringer.wednet.edu |

| | |
|---|--------------------|
| Principal: | Kevin Anderson |
| Office Manager: | Rebecca Gerspacher |
| Health Tech/Office Asst: | Shelley Hanbidge |
| Tech Support Specialist: | Matthew Jones |
| Library Technician: | Marci Boe |
| Tech Integration Coach: | Alesha Padron |
| Paraeducators: | |
| Darcy Adams, Kat Astley, Neveah Brown, Deb Campbell, Lori Cull, Diane Dunne, Julie Falsetta, Michelle Fultz, Kire Hawley-Zechlin (Dumke), Susan Hartmann, Lisa Hutchens, Melissa Kenn, Diane Rhoades, Sarah Sando, Lacey Scheffel, Sandy Shuman, Shannon Tamm, Deb Zinski | |
| 1:1 Nurse: Carol Wolfe | |

| | |
|---------------------------|-----------------|
| Food Services Supervisor: | Kelly Foley |
| Kitchen Staff: | Kelly Rutledge |
| | Karen Kinder |
| | Lyubov Shevchik |
| Head Custodian: | Elizabeth Baca |
| Night Custodian: | Gary Allen |
| Director of Maintenance: | Scott Leifester |
| Transportation Director: | Pat Webster |
| Network Administrator | Martha Bulpin |

⇒ Most staff can be reached by email using their first initial and last name @dieringer.wednet.edu. For example, Kevin Anderson's email address is kanderson@dieringer.wednet.edu

Programs

Facility Usage:

Anyone interested in using school facilities for non-school related activities must complete and return a facility usage application through the online portal located on the district website. All applications will be reviewed and, if approved, schedules will be created upon completion of all required steps within the application system. Groups using the facility need to follow specific usage rules and guidelines in order to continue to use the facility.

Music/Physical Education:

Our district recognizes the importance of the need for the arts and a well rounded education. At Dieringer Heights, we have the good fortune of having outstanding Music and P.E. Specialists for our students. Each student, grades kindergarten through fifth grade, will experience music and P.E. one to two times weekly.



Technology:

Our technology program goal is to incorporate the use of technology into our curriculum. Students learn keyboarding, digital citizenship, WA Ed Tech Standards while integrating within the classroom curriculum. With the use of levy money, we have continued to update our program and equipment. Currently all of our kindergarten, 4th and 5th grade students have Chromebook computers available to them on a 1:1 ratio for use at school.

Library:

Our library is evolving into a multimedia resource center as technology develops. Children are provided the necessary library skills as well as a place to research, link to the curriculum, and check out books for the enjoyment and pleasure of reading.



Student Health and Special Services

Student Health and Illness



To keep your child healthy, be sure he or she is well-nourished and well-rested.

In Case of Sickness:

1. Keep your child home with sore throats, severe cough, nausea, diarrhea, fever, skin rash, inflamed eye, earache, ear discharge or enlarged glands.
2. Call each morning to report the absence, and send a note with your child when he or she returns to school.

Immunization Law:

State Immunization Status Forms are required for children under 18 years of age, stating immunization status by the first day of entrance into school, or exclusion of students who are not immunized will occur and be enforced.

Immunizations Required:

Please refer to the district website (click [here](#)).

Head Lice Policy and Procedure:

Policy: The District Head Lice Policy and Procedure is located on the DSD website under: Departments>Health Services

Medication:

Medication at school is only given after written permission is received from parents, and all medication must be accompanied by a physician's order to be dispensed at school. This includes medicated cough drops and other over the counter medications. Medication must be in a closed, safe and original container clearly labeled with the students name and dosage. Permission is good for the current school year only. Medications must be delivered, along with the required forms, to the health room by an adult. Contact the school nurse if special instructions are required. All medicines are kept in the health room and are not to be carried by

students. An exception is made for inhalers and epipens, if the doctor states on the medication form that the student may carry them. Forms for dispensing medication at school are available at local doctors' offices and at the school.

Special Services

These services are available, as needed, to DHES students. Parental permission is required before services are provided.

Speech and Language Pathologist (SLP)

Students identified as having difficulties in the areas of speech, language, voice, hearing, and/or fluency that affect their educational performance are referred to our qualified SLP. The student may receive assessments, consultation and/or remediation for these needs.

School Psychologist:

We are fortunate to have access to school psychology services at the district level. Psychologists work cooperatively with the counselors, principals, teachers, and parents in understanding student learning and social problems.

Special Education/Resource Room:

The Resource Room provides additional assistance to students who are experiencing academic, social or emotional difficulties. Ongoing evaluation takes place for students who qualify for this program. The goal is to enable students to work in the regular classroom setting as much as possible. Eligibility criteria for students served in the Resource Room is established by the state.

In addition, our program also serves students who have multiple handicaps, are hearing impaired, and are medically fragile.

Activities

Band:

Band is available for 5th grade students. Band instruction is held at North Tapps Middle School from approximately 7:50 - 8:30 a.m. three mornings a week. Band students may ride the middle school buses to NTMS, and bus transportation is provided to DHES after band class. For further information, please check with your classroom teacher or our office.



Chorus:

Chorus is offered to 4th and 5th grade students. Students have an opportunity to develop their musical skills, participate in performances, and generally have a great time. Chorus will meet after school. Look for sign up opportunities.

Cougar Chat:

The Cougar Chat is our school newsletter, written by kids for kids. Any 5th grader can join the staff by attending a monthly meeting to be assigned a topic. The Cougar Chat is published every 5 to 6 weeks.



Math Club:

Math Club is open to Early Childhood students. Members meet one day a week to further their math skills while having fun.

Student Council:

Student government at DHES is known as the Student Council. It is the purpose of this organization to improve our school, plan school projects, and promote school spirit. A representative is elected from each 4th and 5th grade class. Student Council officer elections are held in the spring for the following year.

Additional Clubs:

As the year progresses, other clubs and after school activities will be added to our schedule. At this time, we will have a SERVE Crew, Early Childhood Activity Club and Mileage Club.

We also will host a Variety Show for our students to show off their many talents.



Watch the DHES newsletter for more information.

*Note: Extra curricular clubs and activities are subject to change and/or cancellation.

Attendance

Regular and punctual attendance is necessary for students to achieve maximum benefit from the school program. By having students stay home only when absolutely necessary, parents can help their youngsters develop good attendance patterns.

Illness:

As soon as you know your student will be absent, please call the school at 826-4937 to let office personnel know. After we receive the absence reports from each classroom, as a safety check, we will call the homes of students who have not been reported absent by a parent or guardian. **This is an automated electronic call. Please let us know ASAP if your child is going to be out of school for any reason.**

We do not have adequate facilities to care for ill students at DHES. Therefore, we ask that parents come to school to pick up their child should he or she become ill during the school day. Please keep the office up to date with any telephone, address or work changes in case of your child's illness or an emergency.

Tardiness:

Tardiness is another form of poor attendance. Regular tardiness is a bad habit. Please keep in mind that tardiness not only affects the tardy child, but also the class due to the interruption of the late arrival. **Please help your child be responsible by helping him or her get to school on time.**

School begins promptly at 8:30, and attendance is taken immediately. Therefore, students arriving after 8:30 must be checked into the office by a parent or guardian and receive an admit slip for class.

Excused Absences:

Dieringer Heights Elementary School accepts the following as excused absences: illness, medical or dental appointments, bereavement and unforeseen emergencies. Any other absence must be checked with the principal before the absence. If a student is absent we require families to either contact the school or provide a written note explaining the reason for absence. It is best if this communication occurs the day of the student's absence.

Obtaining Assignments for Absent Students:

Parents may obtain assignments for students having an excused absence for more than a day by contacting the school office before 11:00 a.m. and arranging to pick up the assignments after school.

Extended Absences (Family Vacations):

Requests for student absence will be considered on an individual basis. Parents wishing to remove their students from school for family reasons should fill out a request for an extended absence form. **The "Request for Extended Absence" form is available on the district website or in the school office.**

Leaving School:

Parents planning to take children out of school during the day **must come to the office and sign their child out of school.** The office will call your child's room and have him/her meet you in the office. No person, other than a faculty member, is allowed to remove a student from a teacher's supervision unless that person has permission from the office. **Please do not go directly to the classroom.**

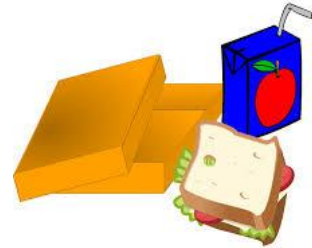
Parents are required to call the school in advance when another person plans to pick up a child. A person appearing in the school office with written or oral permission from a student's parents may have the authorization if verified by the school before the student is released. That person may be asked to present identification before the student is allowed to leave the school. These rules are enforced to ensure the safety of all DHES students.

Food Service

Hot Lunch/Breakfast Program:

Hot lunches are served daily. Menus are sent home monthly with the school newsletter and are published weekly in the local newspapers. Prices are as follows:

| | |
|--------------------------------|------|
| Lunch (K - 5th) | 3.30 |
| Student Reduced Lunch (K- 5th) | Free |
| Milk | .65 |
| Breakfast | 2.25 |



To purchase lunches, families may pay online or by sending a check or cash to school. If paying by check, please indicate for which child(ren) the check is intended. Please make checks payable to: DIERINGER SCHOOL DISTRICT #343. All money for elementary students should come in an envelope marked with the student's name, grade and teacher. The use of cash is discouraged. It is recommended that elementary students not bring money to school except for hot lunches or milk. Any charges are expected to be paid the next day. **Families may choose to pay online. A link to this payment system is available on the DHES website (Departments>Nutrition Services, then choose Lunch Payments on the right) and in Skyward Family Access.**

If you are financially unable to pay for a child's lunch, the *Free or Reduced Lunch form* is available on the district website (click [here](#)) or in the school office. If you qualify, lunches will be provided for your child.

Cafeteria Expectations:

1. Students are expected to leave any playground toys outside the cafeteria..
2. Students are expected to enter the cafeteria in a quiet and orderly manner.
3. Students are expected to remain seated until dismissed for recess/class.
4. Students are encouraged to talk quietly to those sitting near them.
5. Students are expected to dispose of paper/garbage/food trays in appropriate containers.
6. Students are expected to leave their area clean.
7. Students are NOT expected to take any food, drink, etc. outside the cafeteria.
8. Students are expected to follow the instructions of any school personnel while in the cafeteria.



Student Safety and Emergency Preparedness

Emergency Plans:

Each family should have a plan covering what to do if children arrive home and no adult is there to meet them. Where could they go if they need help? Who could care for them until you arrive? Is there someone your students could call to relieve their fears? What should they do if phones are not available? Please discuss this with your children in advance so they will know what to do in such a situation.

Registration/Emergency Cards:

Student information is required to be updated in Family Access at the beginning of each year. It is absolutely essential that the information be kept current. This information includes your phone number(s), and an emergency contact who has authorization to pick up and care for your child if you are not available.

Always notify the office immediately with updated information.

The winter months sometimes bring weather conditions which delay school schedules or cause school closures. The Edulink system will call and/or email you regarding schedule changes due to weather by approximately 6:30 am.

You may also subscribe to messages with the Flash Alert website or listen to your favorite TV or radio station between 6:00 a.m. and 8:00 a.m. if you believe the weather may create hazardous traveling conditions. Stations will be announcing schedule changes by district name and number. **Listen for Dieringer School District #343, not Sumner District #320 or Darrington District #330.**

Please do not call the stations or school offices, as those calls jam busy phone lines.

Announcements are for one day only! You may hear the following announcements:

“School Closed.” All schools are closed for one day. If school is closed, all meetings, field trips and after school activities are canceled. No daycare will be provided.

“Schools Open, Limited Bus Transportation.” Limited transportation routes will be in effect as long as necessary. All after school activities are canceled. Information on limited bus transportation routes will be sent home with your child.

“School Open, One or Two Hours Late.”

“No Out of District Special Education.” Self-explanatory.

Emergency school closure information is available through the Dieringer website (click [here](#)). A link to the Western Washington Flash Alert website is also provided here and will provide specific information on closures in our district.

Emergency Preparedness:

The Dieringer School District and the PTA have worked extensively to ensure that Dieringer staff and students are prepared in case of a major emergency during the school day. Emergency procedures have been written and the staff has been trained to carry them out. Classroom emergency kits containing water, blankets, first aid supplies and other emergency equipment are in

place in each of the classrooms. Periodic fire and earthquake drills are held throughout the school year. Additionally, annual safety inspections are conducted of the school building and grounds.

Safety Drills:

Each year the school practices multiple types of drills. These include drills for Fire, Earthquake, Lock Down, and Shelter in Place. These drills are designed to help our children

and staff be prepared in the event of an actual emergency.

Emergency Comfort Kits:

Our PTA has committed to ensuring that every DHES student has adequate emergency supplies available in case of an emergency during the school day. Each classroom will be supplied with enough food and water to keep students comfortable for a 72 hour period.

Student Progress

Report Cards:

Report cards go home three times each year. However, your close communication with the classroom teacher is the best possible way to keep up to date on the progress of your child.

State Assessments:

4th and 5th graders will take the state mandated Smarter Balanced Assessments in the spring. These tests will measure how well our students are meeting the Common Core State Standards in English Language Arts and mathematics. 5th graders also take the Washington Comprehensive Assessment of Science (WCAS) each spring.

Contacting a Teacher:

If you wish to speak with a teacher please send an email, send a message through Remind, or call the school office and leave a message. To avoid unnecessary disruption, phone calls are not transferred to the classrooms during instructional time. Teachers will return your call as soon as possible.

Email or Parent Square are the most effective ways to communicate with your child's teacher. Email addresses can be found on page 5.

Philosophy and Purpose of Homework:

Homework can enhance the learning during the school day and can promote increased student achievement at all grade levels. Meaningful homework assignments are valuable in supplementing classroom activity, strengthening student command of subject matter, communicating instructional objectives to the home, and instilling independent study habits. Both the length and type of homework assignments will be dependent on program goals, grade level and student capabilities.

Homework may be assigned on a regular basis to all elementary students enrolled in regular education programs. Special education teachers and other instructional specialists (e.g., reading teachers, speech therapists, etc.) may assign homework in accordance with district and building guidelines based on their professional judgment of program goals and student capabilities.

Parents are strongly encouraged to be actively involved in the supervision of their child's homework.

Parent-Teacher Conferences:

Parent-teacher conferences are held in October and as needed for all our elementary students throughout the year. Below are suggested guidelines to help parents prepare for conferences.

Before the conference:

1. Decide what you want to ask the teacher.
Discuss the upcoming conference with your child and write down concerns you have about their schoolwork. If possible, both parents should attend.
2. Determine what you should tell the teacher about your child.
3. Please be on time. Teachers will be on tight schedules.

During the conference:

1. Ask your questions and discuss your concerns.
2. Be prepared to discuss these areas with the teacher:
 - ✓ reaction to school
 - ✓ health or emotional problems
 - ✓ hobbies, special interests, abilities
 - ✓ homework - when, where, how much
 - ✓ type of discipline that works best for you

After the conference:

1. Discuss the conference with your child.
2. Point out strengths and talk about areas that need improvement. Emphasize that you and the teacher are working together for the child's best interest.
3. Follow through on the plan you and the teacher worked out together



Parent Participation & Communication

School Visitation

Volunteers: (Subject to state guidance during pandemic)

Our district has always benefitted from a large number of dedicated and resourceful volunteers. Many parents and community members find volunteering in their schools to be rewarding and fun. Volunteers can help in the library, the classroom, and the office. Others volunteer for field trips, recesses, etc. Parents are encouraged to join the PTA, which offers many volunteer opportunities. Please check with your classroom teacher, PTA, or our office if you would like to become involved.

➤ ***All volunteers are to sign in at the office.***

Please note: All classroom volunteers will need to complete a Washington State Patrol “Request for Criminal History Information” form annually. There is no fee. All information is confidential and for the **safety of our children**.

Visitor Procedures: (Subject to state guidance during pandemic)

1. School district policy requires that all visitors check in to the school office. In order to ensure the safety of all students, visitors are required to sign in at our office and wear a visitor’s badge before entering school hallways or classrooms.
2. School visits to the classroom and/or school grounds should first be arranged with the teacher, principal, or designee.
3. Parent conferences will be arranged in advance with the teacher.
4. Visiting students are not allowed in any classroom unless pre-arranged with the classroom teacher and principal.

Communication



Newsletters:

DHES publishes a newsletter weekly, which is sent home via ParentSquare Friday of each week. It will contain lunch menus, a calendar of events, and other pertinent information. In addition, many classrooms publish their own newsletter on a weekly or monthly basis. The PTA newsletter is another good source of school and PTA news, and is distributed to all students weekly as well.

Website:

Visit the Dieringer School District website at www.dieringer.wednet.edu for more information on DHES and the Dieringer District. Lunch menus, newsletters, staff directories, a link to emergency information, and a PTA link are just some of the areas included.

ParentSquare:

ParentSquare is Dieringer School District’s form of school-to-home communication. All district and school, grade level and classroom information will now be sent to your computer or phone via email and/or text. For even more convenience, download the ParentSquare app (available for free for iOS and Android devices)

PTA

The PTA is an active and important part of Dieringer Heights Elementary School. The PTA is a private, non-profit volunteer organization that works within the school community to promote the health, welfare, safety, and education of all children. It is affiliated with the Washington State PTA which, in turn, is affiliated with the National PTA. Any person who is concerned about children and children's issues is encouraged to join the PTA and to become as active a member as you desire; whether you are simply joining to show support or committing to involvement on one or more committees.

This year, the PTA plans to continue to:

- provide quality assemblies for our students;
- work with the school district to ensure our kids will be safe in the event of an emergency;
- organize family activities such as math nights, skating parties, and a carnival;
- sponsor the Reflections arts program;
- provide speakers on relevant school and parenting topics;
- publish a weekly newsletter and produce a yearbook;
- sponsor a Reading at Home program, and hold two book fairs;
- provide an introduction to art through the Art Docent program;
- support teachers and staff with the fall luncheon and staff appreciation week;
- help coordinate volunteers to work throughout the school and coordinate after-school activities;
- provide information on legislative issues that affect the health, welfare, safety, and education of all children.

A PTA packet will be sent home the first week of school and will have information on joining PTA and other volunteer opportunities. Extra packets will be available in the DHES and LTES offices.

For more information, feel free to contact us, or visit our website at www.ltespta.org



General Information

Students Being Picked Up During/After School Hours:

During school hours all students are to be signed out and picked up in the elementary office. Students are not to wait outside to be picked up.

After school hours all students who are not riding buses are to be picked up at the designated areas. ***Students will not be allowed to go to the parking lot on their own.*** Students who are not picked up by the time buses depart will be brought to the office. **Please be sure to pick up your children on time.**

All students reporting to school after starting time (8:30 AM) must be checked in at the office by an adult. Thank you for your help. Our procedures are for your child's safety.

Withdrawing Students:

If you are planning to move, please notify the school as soon as possible indicating:

1. The last day of attendance.
2. Your new address or approximate location.
3. The new school your child plans to attend, if known.

Lost and Found:

We have a lost and found area at the school. Parents and students are encouraged to claim lost articles. We donate unclaimed items every 60 days. Please check frequently. **To help us reunite lost items with students, please have children's articles of clothing, lunchboxes, etc. labeled with their names.**

We discourage students from bringing personal playground equipment to school, as DHES cannot be responsible for replacement of these or other personal belongings.

Voter Registration:

Voter registration information and links are available on our district website.

Personal Messages to Students:

We understand that unforeseen situations and emergencies will arise and necessitate that a message be left for your child via telephone, written note, or in person. We do ask that, when possible, all personal messages or communications between home and student be taken care of outside of school hours. If your child will have a different drop-off with another student or location, please plan ahead and send a note with your child if at all possible. Students must have written permission from home to ride a different bus. Our purpose in making this request is to minimize class interruptions and maximize instructional time.

Telephone:

Students are NOT allowed to call home from school to ask permission to go to another student's home after school. Students and parents should work out those arrangements **BEFORE** coming to school. The school telephone is available for students to call home only in case of illness or emergency.



General Information

Pictures:

Each fall, arrangements are made with a private photographer to take individual pictures of students for student records. As a service to parents, these pictures may be purchased on a prepaid basis. Class pictures and individual pictures are again taken in the spring, and are also available for purchase.



Curriculum:

Each individual teacher will be sending home information regarding texts, grading policy, materials and classroom rules. In the fall, each grade level will conduct a curriculum night to share their programs in detail.

Field Trips:

Field trips will be coordinated with academic learning. You will be asked to sign a permission slip and perhaps to be a chaperone. Children may not go on a field trip without a permission slip signed by a parent/guardian. Preschool children may not accompany parents on field trips because our district insurance only covers district-enrolled students on our school buses.

Money and Valuables:

It is unwise to bring items of value to school. The Dieringer School District will not be responsible for reimbursement should they be lost or stolen. Items such as trading and baseball cards, iPods and other electronic devices which can be extremely valuable and for which ownership is difficult to determine are not to be brought to school. Cell phones are allowed, but not encouraged. Students should not have cell phones out on the bus or at school without permission.

Unauthorized Sales:

Students cannot sell or trade food or any other items at school.

Personal Appearance:

Since styles and fashions are continually changing, decisions as to what clothes are appropriate for school should be largely a matter of common sense and good judgment on the part of students and parents. However, the school does reserve the right to take issue with clothing that is not respectful or is disruptive to student learning. Our school will enforce the following:

- ❖ **Hats are to be removed while inside the building.**
- ❖ **Clothing displaying obscene, degrading or vulgar messages or references to drugs, tobacco products or alcohol are not to be worn.**
- ❖ **Cleated and wheeled shoes damage floors and may not be worn in the building. Shoes must be securely fastened to the foot.**
- ❖ **Pants are to be worn above the hip bone.**



Final decisions regarding the appropriateness of clothing will be at the discretion of the principal.

School Rules

General School/Playground Rules:

1. Be respectful of others at all times.
2. Follow directions of all staff members.
3. Follow school game and equipment rules.
4. Observe the no gum chewing policy at school.
5. Do not enter any classroom unless there is a teacher or an adult present.
6. Leave personal items, toys, stereos, electronic games, and iPods at home.

(Cell phones are allowed as long as they are stored in the students backpack, and are turned off or muted. They are only allowed to be used in emergency situations while at school.)

Specific playground rules will be addressed in each classroom. The following are critical:

1. All students are to remain on the grounds unless given permission to leave by a supervising adult (i.e., retrieving a ball).
2. Fighting and bad language are never options for problem-solving.
3. Skateboards, bikes, skates, rollerblades, heelys, etc. are not allowed on campus, without prior approval.
4. Activities of any kind shall be no-contact.
5. No trading cards or other items for trade shall be brought to school.
6. No toys will be allowed on the playground with the exception of playground equipment, i.e., balls, jump ropes, etc.

Dieringer School District #343 Bus Conduct Rules:

1. Sit facing forward, with feet on/toward the floor and out of the aisle.
2. Keep hands, feet, and other items to yourself.
3. Talk quietly on the bus, using appropriate language and gestures.
4. Unsafe items such as skateboards, glass containers, and balloons are not allowed on the bus. The driver's decision will be final in the case of questionable items.
5. Eating, drinking and chewing gum is not permitted on the bus.
6. Littering, soiling/staining, writing on, poking, drawing, or damaging the bus in any way is not permitted.
7. Safety and consideration of others are required at all times, and especially while boarding and departing the school bus.
8. Visible or audible electronics and/or toys, including cell phones, on the bus are prohibited. Drivers have the authority to confiscate these and turn them over to administrators.
9. Balls, bats and other athletic equipment must be stored away, in a bag, and out of the aisle.
10. Backpacks and bags must be kept out of the aisle.
11. All district policies, including Harassment, Intimidation, and Bullying (HIB) and drug/alcohol guidelines apply on the bus and at the bus stops.
12. Students will only be dropped off at a stop other than their assigned stop if they have a note signed by a parent and a school official.
13. The bus driver is concerned for the safety of all passengers. It is therefore critical that the driver's requests be honored immediately.

Prior to the Building Administrator's receipt of a misconduct report, the student has received corrective instructions from the bus driver regarding the district's bus conduct rules.

Step I: This step has been reached because efforts on behalf of the bus driver were not effective in correcting inappropriate bus conduct. The Building Administrator will talk with the student regarding appropriate behavior. Parents/Guardians will be notified of action taken by the Building Administrator.

Step II: During this step students will discuss their conduct with a Building Administrator who may apply corrective action including, but not limited to, disciplinary counseling, a behavioral contract, loss of recess, detention, in-school suspension, and/or loss of extracurricular activity participation. Parents/Guardians will be notified of action taken by the Building Administrator.

Step III: When all previous efforts prove ineffective in improving bus conduct, Step III corrective action will be applied. Such actions will include, but are not limited to, suspension from bus transportation privileges. Parents/Guardians will be provided timely notification of such action by the Building Administrator.

Discipline

DHES Discipline Policies:

DHES has set these guidelines to ensure consistency in discipline in our school. Our school rules are designed to protect all children. Youngsters who break the rules will be treated firmly, fairly and appropriately.

Most students will never have serious discipline problems. To protect the rights of all our children, it is important that parents and students understand the consequences of misbehavior. Before a child is sent to the principal's office, the teacher has already gone through a series of consequences in dealing with the student's behavior, which may include parent contact.

If children are sent to the principal's office, the following steps will be taken:

- 1st Option: Principal-Student Conference. Records will be kept with action.
- 2nd Option: Conference with student; action plan will be created. (Parent contact will be made.)
- 3rd Option: Conference with student and teacher. (Parent contact will be made.)

The basis for the options above are:

- 1. Correcting behaviors must be a learning experience.
- 2. Students must know that it will be in their best interest to correct the behavior.
- 3. Students must be held accountable and responsible for their actions.
- 4. Students' needs must be met.
- 5. Our goal is to provide a successful experience for each and every student.

The options may need to be repeated before success is achieved.

Suspension from School:

Suspension is a disciplinary action that we, at DHES, do not desire. We find that it is also an action that we seldom use. However, in the event that suspension becomes necessary, the following procedures are in effect.

Suspension Procedures:

The following activities will be subject to possible suspension:

- 1. Fighting.
- 2. Hitting an adult.
- 3. Physical, sexual, or verbal abuse.
- 4. Harassment of students or adults.
- 5. Any action which threatens the safety of students or staff, including verbal and physical intimidation. Threats with toy weapons may be included.
- 6. Malicious mischief or property damage.

The following will result in immediate suspension or expulsion in accordance with state law:

- 1. Possession and/or use of a weapon: firearms, knives, pepper spray, throwing stars, etc.
- 2. Possession and/or use of illegal drugs or alcohol and tobacco products.
- 3. The student's presence poses an immediate and continued danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process.

Suspension occurs when interventions as prescribed by building procedures have failed to correct the behavior. When suspension is exercised, the following guidelines will be used.

- 1. Suspension is in accordance with the state laws as outlined.
- 2. A conference between parent(s) and/or guardian, teacher, and principal (or designee) is highly encouraged prior to the student's return to class. The purpose of this meeting is to develop a plan and focus on the expectations for the student's success.

Note: Firearms/weapons are not allowed at school, school sponsored activities, on school grounds, or school provided transportation. If a student brings a firearm to school it will result in an immediate expulsion for up to one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case by case basis.

~DSD Student Rights, Responsibilities and Regulations

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

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

What is HIB?

State law defines HIB in [RCW 28A.600.477\(5\)\(b\)\(i\)](#) as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in [RCW 28A.640.010](#) and [28A.642.010](#) (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

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

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our [district's reporting form](#) to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district has a HIB Compliance Officer, Dr. Paula Dawson, Superintendent, P:253-862-2537, Civilrightscordinator@dieringer.wednet.edu, that supports prevention and response to HIB.

What happens after I make a report about HIB?

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

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

What is the investigation process?

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

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

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

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

For the student designated as the “targeted student” in a complaint:

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

For the student designated as the “aggressor” in a complaint:

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

For more information about the HIB complaint process, including important timelines, see the Report a Concern [page](#) on the district’s website, or the district’s HIB Policy [3207](#) and Procedure [3207P](#).

Our School Stands Against Discrimination

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

What is discriminatory harassment?

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

To review the district’s Nondiscrimination Policy [3210](#) and Procedure [3210P](#), visit dieringer.wednet.edu.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and

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

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

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

To review the district's Sexual Harassment Policy [3205](#) and Procedure [3205P](#), visit dieringer.wednet.edu.

What should my school do about discriminatory and sexual harassment?

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

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

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

Concerns about discrimination:

Civil Rights Coordinator: Dr. Paula Dawson, Superintendent

Dieringer School District Office

1320 178th Ave E, Lake Tapps, WA 98391

Civilrightscoordinator@dieringer.wednet.edu

P: 253-862-2537

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Tyler Borden, Assistant Principal

North Tapps Middle School

20029 12th St E, Lake Tapps, WA 98391

TitleIXcoordinator@dieringer.wednet.edu

P: 253-862-2776

Concerns about disability discrimination:

Section 504 Coordinator: David Uberti, Principal

North Tapps Middle School

20029 12th St E, Lake Tapps, WA 98391

Section504coordinator@dieringer.wednet.edu

P: 253-862-2776

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Dr. Paula Dawson, Superintendent

Dieringer School District Office
1320 178th Ave E, Lake Tapps, WA 98391
Civilrightscordinator@dieringer.wednet.edu
P: 253-862-2537

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

What happens after I file a discrimination complaint?

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

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

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

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

If you do not agree with the outcome of your complaint, you may appeal the decision to Superintendent Dr. Paula Dawson and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([3210P](#)) and Sexual Harassment Procedure ([3205P](#)).

I already submitted an HIB complaint – what will my school do?

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

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

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

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

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us

- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: equity@k12.wa.us
- Phone: 360-725-6162

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

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

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

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

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

- Website: <https://www.ed.gov/>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

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

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

To review the district's Gender-Inclusive Schools Policy [3211](#) and Procedure [3211P](#), visit dieringer.wednet.edu. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Dr. Paula Dawson, Superintendent, P: 253-862-2537.

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

Dieringer School District Information

Educating every child for Confidence today and Contribution tomorrow



District Office Staff:

Dr. Paula Dawson: Superintendent

Michaela Clancy: Interim Executive Director of Student Services

Laura Marcoe: Executive Director of Business Services

Yelena Parovenko: Accountant

Sheryl Miller: Special Services Assist/District Assessment Manager

Nori Wendt: HR Coordinator

Amanda Smith: Student Data Manager

Tricia Webster: Payroll & Fiscal Coordinator

Vicky Welch: Assistant to the Superintendent

* District Office Hours are 7:30 - 4:00, M-F *

** District Office Phone is (253) 862-2537 **

School Board Members:

| | |
|-----------------|--------------|
| Megan Bearor | Greg Johnson |
| Nicole Kent | Devin Craig |
| Chelsea Steiner | |

School Board Meetings:

School Board meetings are held the fourth Monday of each month at 6:00 pm at the District Office and/or via Zoom unless otherwise specified in the calendar of events. The public is invited to attend. Agendas and minutes are posted on the district website ([here](#)).

Equal Opportunities Assured:

Dieringer School District does not discriminate based on sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of trained dog guides or service animals. The Dieringer School District proves equal access to the Boy Scouts of America and other designated youth groups. Questions or concerns may be addressed to Paula Dawson Compliance Officer, 1320 178th Ave. E., Lake Tapps, WA 98391. Phone her at (253) 862-2537 for information on the appeal/grievance procedure.

Family Educational Rights and Privacy Act Limits

Access to Student Records:

Under the Family Educational Rights and Privacy Act, our schools limit student records access to parents or guardians, staff members who need to know, and students. Records may be forwarded to schools upon request; otherwise, release of records requires parental consent. Parents' rights also include challenging inaccurate or misleading information and requesting that directory information not be released without prior consent. Please contact Dieringer Heights Elementary School (826-4937) with questions.

Drug-Free Schools and Workplaces:

Dieringer School District is committed to drug and alcohol free schools and workplaces. Students and employees will not possess, use or distribute illegal drugs or alcohol on school property or during district activities. Violations will result in appropriate discipline, including expulsion for students or discharge for employees.

Tobacco-Free Environment:

Effective September 1, 1991, smoking or any other use of tobacco is prohibited on school district property - including all buildings, grounds, and district owned vehicles.

Gun-Free Zone:

Guns or weapons of any kind are not permitted on or near our school grounds. Students found to be in possession of weapons or explosives are subject to suspension or expulsion. Students in possession of guns will be immediately expelled from the Dieringer School District and referred to the police. Students in possession of toy guns or look-alike weapons will be subject to discipline including suspension.

Elementary Technology Responsible Use Policy

Lake Tapps and Dieringer Heights elementary schools believe that all students should have access to technology that enhances student communication, collaboration, and creativity skills. In addition, we believe that elementary students should have a basic understanding of digital citizenship and how it relates to their learning in an online environment. Our goal in providing these services is to enrich the educational development of our students.

Digital Citizenship

Digital citizenship are the norms of appropriate, responsible behavior with regard to technology use. As good digital citizens we always:

- Treat others with kindness and respect
- Keep private information confidential
- Give credit to other people's work
- When in doubt, ask an adult

Equipment Use

Students are expected to use technology responsibly and follow teacher expectations for appropriate use. Students will keep all technology equipment and/or account settings set by the district technology team. Students will only use their assigned device and accounts.

Internet Use

Use of the Internet, apps, and programs must be consistent with the educational objectives of the task/assignment. Students will use websites, apps and programs that their teacher provides. Students will notify an adult immediately if they see or read something that makes them feel uncomfortable.

Consequences of Misuse & Damage

Students who misuse district technology will receive consequences according to the nature and severity of the misuse. Students are expected to notify a teacher or staff member when they discover damage to equipment. Students and their families may be held financially responsible for intentional damage to equipment.

Digital Tools

The goal of the Dieringer School District is that every student will have access to the materials and resources needed to learn and achieve to the highest levels possible. In order to achieve that goal, teachers often access digital tools for use with students. Dieringer is also concerned with protecting the personal identifiable information of our students. These digital tools may have personal identifiable information shared to them (child's name, user identification number, grade, teacher) in order to track your child's progress. The terms of service and privacy policy have been reviewed for all of these digital tools. They are compliant with student privacy policies. However, some sites may require additional parent permission when students are under the age of 13.

It is important that parents be aware of the digital tools that students are using and that they grant permission for students to access these resources. On the Dieringer SD website, under "For Families", is a list of digital tools that your child's teacher may be using over the course of the year.

Personal Devices

Personal devices will be allowed based on teacher discretion. Students are responsible for any device they bring to school. They should be turned off and in the student's backpack when not in use. Smart watches must be silenced and only used if there is an emergency. The District and its staff are not responsible for lost, stolen, broken, or the maintenance of personal devices. The Technology Responsible Use Policy applies for personal devices on district property, including buses.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

*State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public records” request within five business days. RCW 42.17.320

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

With the exception of using instructional materials as part of the educational curriculum, C3, the Dieringer School District does not engage in any of the following, but is required by federal law to provide this notice.

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

A. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

B. *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

C. *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Dieringer School District has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Dieringer School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Dieringer School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The Dieringer School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901