

# PARENT & STUDENT HANDBOOK

NORTH TAPPS MIDDLE SCHOOL

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# PRINCIPAL'S MESSAGE

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Dear Parents, Guardians and Students,

It is with immense pleasure that I welcome you to North Tapps Middle School. We believe in nurturing not only academic excellence, but also values that lay the foundation for our Bulldog Way of being kind, responsible and engaged citizens. Character development is at the heart of our philosophy.

Throughout their time with us, your child will have opportunities to explore their interests, expand their horizons and embrace challenges. Alongside academic achievement, we encourage all of our students to participate in at least one of our many club or athletic opportunities we offer at North Tapps.

The parent handbook has been designed as a quick reference guide to help you find important information about the school. We hope that you will use it in combination with the Student Handbook, Student Rights, Responsibilities and Regulations, and the Bulldog Survival Guide to find answers to any of the questions you may have about our building. We also invite you to visit our website at [www.dieringer.wednet.edu](http://www.dieringer.wednet.edu) for more information about our school's programs and services.

Thank you for entrusting us with the privilege of shaping your child's character and intellect during their middle school years. Together let's inspire, guide and empower our students to become the best versions of themselves.

David Uberti,

Principal

# The Bulldog Way



**Be Kind**

**Be Responsible**

**Be Engaged**

# VISION STATEMENT

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Learning Today for Tomorrow's Challenges

## BELIEF STATEMENTS

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North Tapps Middle School:

- Staff are caring, growing professionals who set the highest performance expectations for themselves and their students.
- Continually strives to improve the academic performance of students through innovative instructional practices, emphasis on higher order thinking skills, and commitment to instruction in basic skills.
- Aggressively employs emerging technology as a powerful instructional tool.
- Promotes a positive and safe learning environment where achievements and good citizenship are consistently recognized.
- Staff pledge themselves to the successful academic, physical, and social growth of every student.
- Staff recognize and respond to the unique needs of emerging adolescents.

## DAILY SCHEDULE

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- Building Opens 7:30 am
- 1<sup>st</sup> Period 7:45 - 8:36 AM
- 2<sup>nd</sup> Period 8:39 - 9:30 AM
- ADVISORY 9:33 - 10:03AM
- 3<sup>rd</sup> Period 10:06 - 10:57 AM
- 4<sup>th</sup> Period 11:00 - 12:27 AM
  - 1<sup>st</sup> Lunch 10:57 - 11:27 AM
  - 2<sup>nd</sup> Lunch 11:27 - 11:57 AM
  - 3<sup>rd</sup> Lunch 11:57 - 12:27 PM
- 5<sup>th</sup> Period 12:30 - 1:21 PM
- 6<sup>th</sup> Period 1:24 - 2:15 PM
- School Dismisses 2:15 PM
- Busses Depart 2:20 PM
- Activity Bus Departs 4:10 PM (Monday-Thursday)

## ACE / 2-HOUR LATE START SCHEDULE

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- Building Opens 9:30 am
- 1<sup>st</sup> Period 9:45 - 10:17 AM
- 2<sup>nd</sup> Period 10:20-10:52 AM
- ADVISORY 10:55-11:25
- 4<sup>th</sup> Period 11:28 - 12:30 AM
  - 1<sup>st</sup> Lunch 11:25 - 11:55 AM
  - 2<sup>nd</sup> Lunch 12:00 - 12:30 AM
- 3<sup>rd</sup> Period 12:33 - 1:05 PM
- 5<sup>th</sup> Period 1:08 - 1:40 PM
- 6<sup>th</sup> Period 1:43 - 2:15 PM
- School Dismisses 2:15 PM
- Busses Depart 2:20 PM
- Activity Bus Departs 4:10 PM (Monday-Thursday)

## EARLY DISMISSAL SCHEDULE

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❖ Building Opens	7:30 AM
❖ School Begins	7:45 AM
❖ School Ends	10:50 AM
❖ Buses Depart	10:55 AM

## SCHOOL HOURS

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Students are not allowed into the building before 7:30. At that time, the commons/cafeteria is available for student use. The official school day is 7:45 - 2:15. On Wednesday ACE days, school will start at 9:45. You must leave promptly at 2:15 unless you are taking part in supervised school sponsored activities. Take your belongings with you as you go to classes and activities.

## ACADEMIC COLLABORATION AND ENHANCEMENT (ACE) CALENDAR

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The Staff of North Tapps Middle School utilizes a program of late start ACE Days that provide benefit to the students, parents and staff in several ways including:

- Providing time for our professional staff to work and plan collaboratively.
- Creating opportunities for staff to meet with parents to discuss progress.
- Developing school wide initiatives such as the School Improvement Plan.
- Providing time for adolescent students to catch up on sleep and/or homework.
- Giving parents options for scheduling medical and dental appointments during the day and outside of the school day

The ACE calendar will operate beginning with the first and continuing through the last Wednesday of the school year. There is no ACE late start on the Wednesday before Thanksgiving Break. During the first five Fridays following winter vacation, ACE Wednesdays will be exchanged for early dismissal Fridays. On Wednesday, ACE days, buses will run two hours late and school will begin at 9:45 a.m. and end at 2:15p.m. On ACE Fridays, we will start school at 7:45 a.m. and end at 10:45 a.m.

An ACE calendar will be provided to parents at the beginning of the year.

# SAFETY

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The safety of NTMS students is of utmost importance and receives regular attention. Ongoing committees on school safety and emergency preparedness meet regularly. The building and grounds are inspected and monitored consistently for repair needs and safe conditions.

For the safety of your student, the following guidelines are in place:

- ❖ All visitors must check in at the office to receive a visitor's badge. To enter the building, please ring the doorbell on the right of the front door.
- ❖ NTMS has a closed campus. Students are not allowed to leave campus during the school day.
- ❖ There is no before or after school supervision on school grounds or in the building unless you or your child have made prior arrangements with a staff member. Students not having made such arrangements must not arrive at school before 7:30 AM and should go home on the after-school bus.
- ❖ One of the reasons we transport so many students is our rural roads and lack of sidewalks. For safety reasons, we do not want Dieringer students walking along the shoulders of our roads or crossing the street on their way to and from school. In some cases, students live just across the street or very close to a school, yet it is safer to transport them by bus than to have them walk. Under no circumstances should students be crossing the road in front of the school.

# EMERGENCY PREPAREDNESS

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North Tapps Middle School and the NTMS PTSA have worked extensively to ensure that the NTMS staff and students are prepared in case of a major emergency during the school day. Emergency procedures have been written and the staff have been trained to carry them out. Classroom emergency kits and other emergency equipment are in place throughout the school. Fire, earthquake, and lockdown drills are practiced during the year. Additionally, bus safety drills are conducted regularly.

# EMERGENCY/REGISTRATION INFORMATION

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At the beginning of each school year, Student Information Updates are completed through Family Access. Upon receipt of the email, you may log in and update your information. We ask that you

complete this as soon as possible so we have the most current information on file in the event we need to contact you in an emergency.

## EMERGENCY PLANS

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Weather conditions or other emergency situations may require that NTMS students be bused home before normal dismissal time. Parents are advised to develop a plan and discuss it with their students concerning what to do if the student should arrive home and no adult is there to meet them.

## EMERGENCY SCHOOL CLOSURE PROCEDURES

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Emergency school closure information is available on the website, social media, Flash Alert, email, radio, and TV. Emergency information will also be relayed to parents and students by phone and email through the district's School Messenger phone service. Radio stations will be announcing schedule changes by district name and number. **Listen for Dieringer School District #343.** Please do not call the radio stations or the school offices, as the calls jam busy phone lines.

**Twitter** @northtappms or @dieringersd343

**Facebook:** Dieringer School District

**Instagram:** @343dierignersd

**Announcements are for one day only!** These stations will be broadcasting school emergency information.

**TV:** KOMO 4, KING 5, KONG 6, KIRO7, KCPQ 13

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.

**“Schools Open, Limited Bus Transportation.”** Limited transportation routes will be in effect all day. Your child will be dropped off where he or she was picked up in the morning. All after school activities are canceled. Information on limited bus transportation routes will be sent home with your child.

**“School Open, Two Hours Late.”** All after school activities are subject to cancellation. Decisions will be made by noon. If the district announces School Open Two Hours Late on an ACE Day, the middle school will start school at 9:45.

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

Emergency school closure information is also available through the Dieringer website at [www.dieringer.wednet.edu](http://www.dieringer.wednet.edu). Access the District Office page, For Families tab and click on “Emergency Information”. A link to the Flash Alert System will provide specific information on closures in our district.

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

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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, [Civilrightscoordinator@dieringer.wednet.edu](mailto:Civilrightscoordinator@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](http://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](http://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](mailto: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](mailto: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](mailto: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

[Civilrightscoordinator@dieringer.wednet.edu](mailto:Civilrightscoordinator@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](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

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](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

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

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

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

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

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

- Website: <https://www.ed.gov/>
- Email: [ocr@ed.gov](mailto: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](http://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.

## BULLDOG PRIDE

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The actions of students and staff of North Tapps Middle School are a reflection of the way we feel about our school. We call this feeling "Bulldog Pride" and it is shown to others in many ways.

### SCHOOL COLORS:

North Tapps Middle School's colors are Fire truck red, white and black. Our mascot is the Bulldog. Students are encouraged to wear school colors on Fridays to enhance school spirit.

### BUILDING CARE

Because we care about our school, we all must work to keep it clean and in great shape. Those who see others treating the building and grounds poorly should take responsibility to correct the problem or report it to an adult. There are several ways that everyone can help to keep the school looking great:

- ❖ To avoid gum on carpets, furniture and walkways, chewing gum must not be used at school or on school buses.
- ❖ Food and beverages (excluding water) may only be consumed in rooms with tiled floors (commons and science classrooms) with staff permission.
- ❖ To keep our hallways, classrooms and buses clutter-free and safe, all bags should be no longer than 18". Students should keep their belongings with them at all times. P.E. lockers are available for students needing to store clothing for that class.

- ❖ To help keep our gym floor safe and clean, a separate pair of sneakers must be used in P.E. classes. When attending an event in the gym, please be sure to walk to the side and not directly on the gym floor.
- ❖ Students are expected to clean up after themselves throughout the day.

## STUDENT EXPECTATIONS

- Be Kind, Responsible, and Engaged at all times.
- Be Respectful to everyone at all times.
- Keep our building and outside areas clean.
- Respect school property and the property of others.
- Gum is not permitted.
- Follow the school dress code.
- Respect the safety of others.
- Hands to yourself at all times.
- Students will follow the electronic device acceptable use policy.
- WALK through the building and outside areas in a safe and orderly manner.
- Follow school cell phone policy; all other electronic devices are prohibited unless requested by staff.
- Food and beverages may only be consumed in rooms with tiled floors by staff permission \*  
Water only in carpeted rooms unless permission is given by a staff member.
- Students may not leave campus or return without office permission – North Tapps Middle School has a closed campus during the school day.
- Students will follow the student Rights and Responsibilities policy, District Harassment, Intimidation and Bullying Policy, and Student Need to Know expectations.

*\* Does not apply for lunch detention (considered an extension of the lunchroom)*

## SUPPORT PROGRAMS

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### ASSISTANT PRINCIPAL

North Tapps Middle School is served by an Assistant Principal who is available to work with students on an individual, group, or classroom basis. The Assistant Principal also works with parents to help them better understand the school environment, the unique needs of adolescents, and will provide referrals to parents who request further support.

## SCHOOL COUNSELOR

Two school counselors are available to support students' social/emotional wellbeing. Students wishing to see their counselor may fill out a request card in the office. School counselors will teach classroom lessons and lead character development.

## SPECIAL EDUCATION

Special Education provides additional assistance and support to students who are experiencing academic, social or emotional difficulties. On-going evaluation is performed with students who qualify for this program. The goal is to enable students to work in the general education classroom setting as much as possible. Eligibility criteria for students served by the Special Education program is established by the state.

## SPEECH PATHOLOGIST

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 speech pathologist. The student may receive assessments, consultation and/or remediation for these needs.

## SCHOOL PSYCHOLOGIST

The school psychologist works cooperatively with the principal, assistant principal, counselor, teachers, and parents in understanding student learning and social problems. Children are referred to the psychologist through the multidisciplinary team (MDT) which is managed by the building principal.

## SCHOOL CONFERENCES

Parent-teacher conferences will be held in mid-November. Parents will receive specific information regarding conference times and locations through the school newsletter. If parents have questions or concerns at other times during the school year, they are encouraged to contact teachers by phone or email.

## PARENT/ GUARDIAN ENGAGEMENT

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The school and the home are partners in your student's education, and when we work together, your student will do better. Not only does parent and family engagement increase your child's achievement and success, but research has also shown that when parents and other adults engage with the school, the school gets better. We want to have you engaged, for all our students' benefit.

Some ways you can become engaged with school are:

- Help with school projects, events, field trips, etc.

- Participate in school functions from curriculum nights to parent conferences to athletic/club/activities events. Just being present shows you value learning and support the school.
- Be involved with the NTMS PTSA

***For safety reasons, all visitors and volunteers must check into the school office and pass a background check upon arrival at school.***

Some ways you can help at home are:

- Send your child to school on time every day, well-rested, fed and ready to learn.
- Stay up to date on your student's work on Schoology.
- Establish a regular place and time to do homework.
- Encourage reading.
- Take an active interest in your child's school and let your child know how much you value learning.
- Become informed about what is happening at school. The NTMS newsletter is published weekly and sent home via email. It is also available on the North Tapps Website.

Keep the lines of communication open between you and your child's teachers. Call or email the teacher directly with compliments or concerns.

For more information on how to be involved, call the school office or contact a PTSA officer.

## NTMS PTSA

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The NTMS PTSA is an important part of North Tapps Middle School. The PTSA works to provide programs that enhance and promote the health, safety, welfare, and education of all students. Each year, together with you, we continue to build working relationships between parents, the school staff, and your children, to improve communication between home and school, and to help parents better understand the challenges of raising adolescents.

- NTMS PTSA programs include:
  - Emergency preparedness and school safety
  - Pink Day Activities
  - Color Run
  - School Assemblies
  - Book fairs & Bulldog Tile sales
  - Teacher funding

All NTMS parents are encouraged to join the PTSA. Your membership shows NTMS staff and students that education is important to you and that our supplemental learning programs, safety awareness, and advocacy for all children are essential in today's schools.

The PTSA is the largest volunteer organization in Washington State. The results of strong membership extend far beyond the shores of Lake Tapps. The Washington State PTSA keeps a daily presence in Olympia on behalf of all kids.

NTMS PTSA membership cost is \$20.00 per family or \$10.00 per individual. Parents may sign up at Bulldog Days or throughout the year. Membership forms are available in the office or on the PTSA portion of the [website](#).

Your input is always welcome! Please contact one of the elected officers below with your questions, ideas, or to volunteer for one of our activities:

[ntmspts@gmail.com](mailto:ntmspts@gmail.com)

## ATTENDANCE

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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, consistent attendance patterns can be established. Good attendance is also an important way that parents can help their youngsters meet our district's high expectations for student performance.

### EARLY DISMISSAL

Parents wishing to take their children out of school early must pick them up in the office where they will be signed out.

### EXCUSED ABSENCES

North Tapps Middle School accepts the following as excused absences: Illness, medical or dental appointments, and bereavement. Any other absence must be checked with the principal in advance. If possible, please attempt to keep these excused absences to a minimum by scheduling appointments outside the school day.

### EXTENDED ABSENCES (FAMILY VACATIONS)

Requests for student absence are highly discouraged and will be considered on an individual basis. Parents wishing to remove their students from school for family reasons must contact the building principal and complete the Pre-approval for Extended Absence form. One week's notice is required, and, as with all makeup work, teachers will determine which assignments are to be completed. Students can find coursework they miss on Schoology or ask the teacher upon their return.

## ILLNESS

As soon as you know your student will be absent, please call the school at 253-862-2776 to let office personnel know. After we receive the absence reports from each classroom, as a safety check, an automated call will go out to parents of students who have not been reported absent by a parent or guardian.

We do not have adequate facilities to maintain students that are ill at NTMS. Therefore, we ask that parents pick up their child should he or she become ill during the school day. Please keep the office up to date with any telephone changes in case your child becomes ill or in case of emergency.

Students may not come to school with a fever and must be fever free for 24 hours without medication before returning to school.

## RETURNING TO SCHOOL

Upon returning from an absence, we ask that each student bring a written excuse signed by the parent or guardian. This excuse is not necessary if phone contact was made to our office personnel.

Students who intend to participate in after school activities must attend school a minimum of three periods and participate in PE classes for the day. Parents should also sign their child in at the office upon returning to school from an appointment or other excused absence.

## TARDINESS

Punctuality is an important life skill and students who arrive late to school disrupt the learning environment for others. Transportation is provided for all students who live in the district, so arriving at school on time is an expectation. \*Tardies are excused if a doctor's note is received by our office. Students who do not arrive on time will be subject to the following disciplinary steps:

- First tardy per quarter:                      Warning to student
- Second tardy per quarter:                      Warning to student/Letter to parent
- Third and fourth tardy per quarter:              Blue slip and detention assigned
- Fifth tardy per quarter:                      Office referral/Honor Level III

*\*Please note-change to District policy-a doctor note is required to excuse a tardy.*

## UNEXCUSED ABSENCES

Students are expected to attend school each day unless they are ill. Students who do not attend school when they are well are considered truant and will receive an unexcused absence on their transcript. Students who are truant are also subject to disciplinary action by the school and legal

action by Pierce County Juvenile Court. Students will be expected to make up for the time lost from absences.

## GENERAL INFORMATION

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### ACCIDENTS

All accidents occurring at school or at school-related activities must be reported to the office immediately.

### CELL PHONES/ SMART WATCHES/ ELECTRONIC DEVICES / VALUABLES POLICY

Items such as cell phones, iPods, iPads, smart watches and other electronic devices, cameras, spare clothing, large amounts of money, etc. should not be brought to school. North Tapps Middle School and its staff will not be responsible for loss, damage, or theft of personal property. Items that are disruptive or unsafe may be confiscated and the student may face disciplinary action. Cell phones, smart watches & electronic devices need to be turned off and in each student's backpack.

- First Offense: Blue slip. The student turns the device off and walks it to the office. Students may pick it up after school.
- Second Offense: Blue slip. The student turns the device off and walks it to the office. Students must turn in that device for the next two days.
- Third Offense: Blue Slip and Students' guardians must pick up their device.

### CURRICULUM

Each individual teacher will send home information regarding grading policy, materials, and classroom expectations.

### EXTRACURRICULAR ACTIVITIES CODE

Students who choose to participate in extracurricular activities must meet the requirements of the Participation Guidelines for Extracurricular Activities Code. Coaches and advisors will explain additional requirements and check student eligibility. Basic requirements which must be met prior to the first practice or meeting include:

1. Grade point average of 2.0 or higher with no "F's"
2. Completed InTouch Online Registration
3. Physical form on file with office (valid for 2 years)
4. Statement of insurance
5. Completed Concussion/Cardiac Arrest form.
6. Completed Risk (consent) form - for each individual sport.
7. ASB Card (\$30.00)

8. Pay a Sports Fee of \$25.00 (maximum of \$50.00 per year)

## FAMILY ACCESS

Parents can access student information through Family Access through Skyward and find current grades in Schoology.

Features include:

- Parents follow the link from the district website.
- Each parent has individual access to grades (quarter/ semester) and attendance using PIN

## FEES

Students must buy materials used for individual projects in Home & Family (6th grade), Health & Fitness, Band, Jazz Band, and Art. A receipt will be issued upon payment of fees.

## FINES

It is assumed that materials used will be returned showing only usual and expected wear. In any instance of loss or damage to materials or equipment that has been issued to a student, a fine will be levied. Such monies will be receipted when collected. Yearbooks will be withheld until the last day of school if the fine is not paid.

## LOST AND FOUND

If an item is lost at school, have the student check our lost and found during lunch, check in the lost and found in the boys/ girls locker room or with a PE teacher to see if it has been found. Parents are encouraged to label clothing and other belongings. At the end of each semester we donate all unclaimed clothing and materials to charitable organizations.

## MONEY AND VALUABLES

It is unwise to bring large amounts of money or items of value to school, since the school will not be responsible for reimbursement should they be lost or stolen. Items such as electronic devices, earbuds, watches or any other valuables.

## PE LOCKERS

PE lockers may be opened by school authorities whenever deemed necessary, and students will be held responsible for any unlawful items or materials found in their assigned locker.

## PESTICIDE POLICY

Purpose: This policy is to ensure proper procedures are used by the Dieringer School District when applying pesticides. These procedures will reduce the risk of exposure to students, staff and the local community.

Pesticide applications will be posted in schools and at the site to be treated 48 hours prior to application. The notification will be posted in a prominent place in the main office of the school. The posting will include the heading "Notice: Pesticide Application".

- a. Product name of the pesticide to be applied.
- b. Intended date and time of application.
- c. Location to which the pesticide application is to be applied.
- d. Pest to be controlled.
- e. Name and phone number of a contact person for the district

In the event of emergency applications, school offices will be notified prior to application and will be posted upon completion of application.

Pesticides will be applied by the Dieringer School District Maintenance Department and or by licensed spray companies. Most applications will be done after school hours, before weekends, school breaks and before holidays.

All pesticides and herbicides used by the Dieringer School District will be posted on our website and in handbooks. For more information you may contact our maintenance department at 253-862-6703.

## PICTURES

Arrangements are made with a private photographer to take individual pictures of students at Bulldog Days for student records. A makeup picture day will be scheduled in September and retakes will be taken in October. As a service to parents, these pictures may be purchased on a prepaid basis.

## REPORT CARDS

Report cards are mailed home following each semester. Parents with questions are encouraged to contact teachers through email. Parents can view students' grades at any time through Schoology. Students who receive a GPA of 3.50 or above are placed on the Honor Roll list. Students that have a cumulative gpa of 3.8 and six community service hours per year are eligible to join Honor Society. At least three community service hours must be completed by the end of first semester. Honor Roll will be recognized quarterly and Honor Society will be recognized at semesters. **\*Cumulative GPA= The average gpa for your entire time at North Tapps**

## SCHOOLGY INFORMATION

North Tapps Middle School uses Schoology, a learning management system, where students can digitally submit assignments and assessments, review grades and missing assignments, view teacher feedback, participate in class discussions, receive class and schoolwide updates, and message their teachers. Student activity will be monitored by faculty to ensure a safe and secure environment.

## SCHOOL PERFORMANCE REPORT

An annual School Performance Report is available online and to parents upon request. The report contains information about school programs, test scores, and plans for school improvement. The School Performance Report is available on the Website.

## STUDENT MEDICATION

It is desirable for medications to be taken at home. However, if it is necessary for a student to take medicine at school, it must be done in the office. All medicine, both prescription and nonprescription, must be checked in at the office. Students are not allowed to carry medications to school, they must be checked in by an adult. **Authorization to take the medicine must be given by a physician prior to any medication, prescription or non-prescription being administered.** Contact the office for the appropriate form.

## TELEPHONE

The office phone is available to use with staff permission.

## UNAUTHORIZED SALES

Sale of any item at school without the prior approval of the ASB and administration is prohibited.

## VISITORS

In the interest of security, visitors must check in at the office to receive a visitor badge before proceeding to their destination. Student visitors are not permitted any time during school hours or at student activities such as dances or field trips. Former students who wish to visit with staff are encouraged to do so after regular school hours.

## NORTH TAPPS MIDDLE SCHOOL

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### PHILOSOPHY OF DISCIPLINE

We believe and expect that all students will strive to accept responsibility for their behavior. Positive behavior creates a safe academic and social environment conducive to learning. As a means of promoting positive behavior, students are recognized. Students who consistently make

inappropriate choices will face escalating disciplinary action. The focus of corrective action will be to encourage positive change.

## EXPECTATIONS

All students at North Tapps Middle School will be expected to:

1. Demonstrate respect to everyone at all times.
2. Be prepared to learn.
3. Keep our school environment clean.
4. Walk through the building in an orderly manner.
5. Be in class on time.

## THE HONOR LEVEL PROGRAM

The “Honor Level” program is a key component of our school-wide discipline policy. This program stresses positive behavior and encourages, recognizes and rewards the vast majority of students in the school who consistently make good choices about their behavior. Students who fail to make good choices about their behavior receive a consequence that is fair and consistent.

There are three honor levels in this program. The honor level of a student is determined by the number of demerits that a student has accumulated over **ten school days**.

Here are how students are affected as they pass through levels.

### LEVEL I

Students are eligible for all school events, activities and (no demerits during rewards. Examples include special assemblies, a 10 school day period) dances, special events and treats. Other privileges will be suggested by the faculty and the ASB.

### LEVEL II

Students are eligible for most school events, activities (1-12 demerits during rewards. Each infraction will result in a 10 school day period) consequence assigned the following day. Examples include lunch or after school detention.

### LEVEL III

Students are not eligible for any school events (13 or more demerits during rewards). An increasing number of infractions results in (during a 10 school day period) more serious consequences.

## HONOR LEVEL RECOGNITION

At North Tapps Middle School, our staff believes that the vast majority of students who demonstrate good behavior and conduct on a consistent basis should receive privileges and

recognition for their efforts. These students are called “All Stars,” and a few of the ways in which their positive conduct has been recognized in the past have included:

- Dances
- Family Fun Center
- Treats
- Field Trips
- Special assemblies
- Extended lunch periods
- Ice cream
- Free time

A few key components of this program include:

- Everyone starts out at Level I.
- Positive conduct is recognized and rewarded.
- Once a student is able to go 10 school days with no slips, he or she returns to Level I and all privileges are restored. All-Star trips are not restored if a student received over 4 demerits in a quarter or had 10 or more absences.
- Students are expected to serve detentions assigned to them or face a more serious consequence.
- Students are given a “fresh start” at the beginning of each quarter and are placed on Honor Level I.

## ROLE OF THE PRINCIPAL

In all matters involving student discipline, the building admin will investigate the problem by gathering as much information as possible. The decision reached will take into account the following factors:

1. Category of the infraction
2. Severity of the incident
3. Student’s cumulative discipline record
4. Principal’s discretion

## INFRACTIONS

The following lists of behaviors and resulting consequences can be used as a guide for students and parents. It is not intended to be all inclusive but serves as a reminder that progressive discipline is the intent.

### CATEGORY A

Includes moderate classroom management, bus and building problems such as: Tardiness, lack of materials, refusal to follow directions, swearing, clothing, gum or hallway disruptions, disrespectful and disruptive behavior, lunch time misconduct, and away from assigned area. The **Honor Level program is often used as a means of correcting problems for this category of offense.**

Teacher actions for Category A violations may include one or more of the following:

1. Student conference
2. Parent contact by phone
3. Parent conference
4. Teacher assigned detention
5. Honor Level detention slip

Administrative actions for Category A violations may include one or more of the following:

1. Loss of Honor Level/loss of privileges and detention
2. After school detention
3. Parent contact
4. Behavior contract
5. Evening detention
6. Saturday school
7. Short-term suspension

## CATEGORY B

Includes serious classroom management, bus and building problems such as: Truancy, fighting, harassment, refusal to accept discipline, verbal abuse, rude, disruptive, disrespectful, or disobedient towards staff, minor theft, possession of dangerous materials such as matches, lighters or pocket knives. Students with violations in this category will be dropped in level in addition to any of the actions found below.

Teacher actions for Category B violations include:

1. Honor Level detention slip, and/or;
2. Request conference with the student and principal, and/or;
3. Written referral to the principal.

Administrative actions for Category B violations include:

1. First offense will result in loss of level as well as student conference, detention and parent contact, and/or;
2. After School Detention, and/or;
3. Saturday school, and/or;
4. Written referral, and/or;
5. One to ten days out-of-school suspension with parent/student/administration conference required prior to re-entry.

## CATEGORY C

Includes extreme classroom, bus, and building problems such as: Tobacco, drug and alcohol offenses, theft, profanity towards staff, intimidation/threat to harm, vandalism, assault, extortion, weapons, arson, or setting off fire alarm or explosives. Students having violations in this category will immediately be dropped to Level III in addition to any of the actions below.

Teacher action for Category C violations includes:

- Written referral.

Administrative actions for Category C violations include:

1. Immediate one-to-ten-day short-term suspension and parent conference required for re-entry.
2. Long term suspension up to 90 days and parent conference required for re-entry.
3. Expulsion.

In addition to the above consequences, depending on the nature of the offense, the local authorities will also be contacted.

## DETENTION/EVENING SCHOOL/SATURDAY SCHOOL

### *After School Detention*

Students earning 13 or more demerits within 10 school days report to detention from 2:15 - 4:00 PM. Students may ride the activity bus home (no bus on Fridays).

### *Evening School*

Students earning 16 or more demerits within 10 school days report to evening school from 2:15 - 5:00 PM. Your own transportation home is required.

### *Saturday School*

Students earning 20 or more demerits within 10 school days report to Saturday school from 8:00 - 11:00 AM. Students will be given behavior expectations by the supervisor. Parents are contacted when students have been assigned any of these detentions.

***Any student failing to report on time to these detentions will face additional consequences.***

## DISTRICT RIGHTS, RESPONSIBILITIES and REGULATIONS HANDBOOK

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A copy of our Dieringer School District Student Rights, Responsibilities and Regulations Handbook is available online or upon request at the district office or at any school.

## DSD PROHIBITS ALL DISCRIMINATION

The Dieringer School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:  
Dr. Paula Dawson, Superintendent: Phone: 253.862.2537.

## SEXUAL HARASSMENT IS PROHIBITED

The Dieringer School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

## DRUG AND ALCOHOL POLICY

NTMS has a zero-tolerance policy for possession, use, or distribution of drugs, alcohol or paraphernalia which applies to any school-related activity or event. Students found to be in violation of this policy are subject to the following consequences:

### First offense

- Suspension
- Emergency Expulsion
- Referral to the police

\*First time offenders may have their suspension time reduced if they are willing to complete a drug and alcohol assessment, along with required education classes.

### Second offense

- Long term suspension
- Emergency Expulsion
- Referral to the police

### Third offense

- Expulsion
- Long Term Suspension
- Emergency Expulsion
- Referral to the police

## GUN-FREE ZONE

Guns or weapons or look alike 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 emergency expulsion or expulsion. Students in possession of firearms will be immediately expelled from the Dieringer School District for a minimum of one year and referred to the police. Students in possession of toy guns or look-alike weapons will be subject to suspension or emergency expulsion or expulsion.

# STAFF LIST

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## Administration

### Board of Directors

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

### Superintendent

Dr. Paula Dawson

[Pdawson@dieringer.wednet.edu](mailto:Pdawson@dieringer.wednet.edu)

### NTMS Office and Certificated Support Staff

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John Bang	Technology Support Spec	<a href="mailto:jbang@dieringer.wednet.edu">jbang@dieringer.wednet.edu</a>

### Library

Shannon Hazzard	Library Technician	<a href="mailto:shazzard@dieringer.wednet.edu">shazzard@dieringer.wednet.edu</a>
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### Kitchen

Kelley Foley	District Cook	<a href="mailto:kfoley@dieringer.wednet.edu">kfoley@dieringer.wednet.edu</a>
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### Teachers

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Megan Tse	Algebra/ Geometry	<a href="mailto:mtse@dieringer.wednet.edu">mtse@dieringer.wednet.edu</a>

*The Dieringer School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Michael Farmer , Superintendent: Phone: 253.862.2537.*