

Midland Elementary School

Student & Family Handbook

2026-2027



All kids are capable of success.
No exceptions.

Building Schedule	
Student Arrival & Breakfast	8:40am
First Bell	8:50am
School Start Time & Tardy Bell	8:55am
Dismissal	3:25pm

Contact Information

Principal	Kristina Frederick - Principal	kfrederick@fpschools.org
Main Office	Melissa Cadero - Office Manager	mcadero@fpschools.org
	Kristina Roberts - Office Assistant	krroberts@fpschools.org
	Alyssa Martin - Nurse	amartin@fpschools.org
Student Support	Morgan Stephens - Counselor	mstephens@fpschools.org
	Karen Wee – SLP	kwee@fpschools.org
	TBD – SLP	
	Karen Harkins – Occupational Therapist	kharkins@fpschools.org
	Maddie Roberts – Physical Therapist, DPT	mroberts@fpschools.org
	Meaghan Scribner-Vartanian - Psychologist	mscribnervartanian@fpschools.org
Kindergarten	Dennis De Bruler	dde_bruler@fpschools.org
	Christina Biggs	cbiggs@fpschools.org
	Genesis Tillis	gtillis@fpschools.org
1st Grade	Sarah Hernandez	sahernandez@fpschools.org
	Kendallyn Winston	kwinstons@fpschools.org
	Deanna Stephens	dstephens@fpschools.org
2nd Grade	Mindy Apel	mapel@fpschools.org
	Sarah Simmers	ssimmers@fpschools.org
	Alissa Wegleitner	awegleitner@fpschools.org
3rd Grade	Oliva Andrews	acanodominguez@fpschools.org
	Bryan Zagar	bzagar@fpschools.org
4th Grade	Monika Foust	mfoust@fpschools.org
	Katie Huddle	khuddle@fpschools.org
	Steffany Woods	swoods@fpschools.org
5th Grade	Carman Johnson	cjohnson@fpschools.org
	Megan Archie	marchie@fpschools.org
	Andrea Soares	asoares@fpschools.org
Specialist	Sally Wheeler - Library/ITS	swheeler@fpschools.org
	Kim Jackson - PE	kjackson@fpschools.org
	Kellogg – Music for 3 rd -5th	akellogg@fpschools.org
	Rhyonna Rosales – Music for Kinder-2nd	rrosales@fpschools.org
Special Education	Christin De Casas – Resource Room	cdecasas@fpschools.org
	Rebecca Michael – Resource Room	rmichael@fpschools.org
	Felita Williams - Primary SC	fwilliams@fpschools.org
	Daisy Ramos - Intermediate SC	dramos@fpschools.org
LAP	Ruth Claudio	rclaudio@fpschools.org
	Michelle Schilter	mschilter@fpschools.org
MLL	Kathleen Stevens-Barrera	kstevens-barrera@fpschools.org
	Rachel Versolenko	rversolenko@fpschools.org

General Expectations

We believe that all students are capable of success. To be successful, all students need to know what is expected. Therefore, expectations for all areas of the building are shared with students and practiced throughout the year. Positive behaviors are encouraged and reinforced. When students have difficulty following expectations, staff will help them resolve problems, review expectations, and provide more opportunities to practice. Corrections and/or restitution are used to help students make better choices in the future.

At Midland, we have “4 BE’s” for Success

1. Be Safe
2. Be Responsible
3. Be Respectful
4. Be Productive

Positive Reinforcements

Mustang Money
Mustang Market
PRIDE Awards
Mustang Postcards

All students follow our Schoolwide Expectations

1. Follow teacher’s directions right away.
2. Work when you are supposed to.
3. Stay in your seat unless you have permission to leave it.
4. Keep hands, feet, and objects to self.
5. Raise your hand for permission to speak.
6. Speak kindly to all students and staff.

Attendance

On Time
All Day
Every Day
Ready to Learn

Voice Levels

Red: Silent Voice. Quiet, no talking.

Yellow: Whisper Voice. Speak softly so only your neighbor can hear you.

Green: Conversation Voice. Speak loud enough for your group to hear you, but not the whole room.

Blue: Special Voice. Presenting in a loud, clear voice that the whole room can hear.

Rules AGAINST Bullying:

- We will not bully others.
- We will get help for students who are bullied.
- We will include students who are left out.
- If I am bullied, I will tell an adult at school and at home.
- If I know someone who is being bullied, I will tell an adult at school and at home.

Midland Schoolwide Expectations

(While also following the Midland Schoolwide Rules and 4 Be's)

	Be Safe	Be Respectful	Be Responsible	Be Productive
Bus	- Remain seated - Keep the aisle clear - Red voice level at railroad crossing - No toys or food allowed	- Follow driver directions - Yellow voice level - Share the seat - Use appropriate language	- Be on time - Keep items on my lap - Be honest - Take all belongings - Throw trash in garbage	- Watch for my stop - Read a book - Talk with a friend
Hallway	- Walk, facing forward - Always stay to the right	- Walk quietly - Follow adult directions - Respect personal space - Use a red voice level	- Walk straight to my destination - Carry a hall pass if I am not with an adult	- Walk with a purpose - Get there and get back
Lunch Time	- Walk, facing forward - Red voice - Eat only my food - Both hands on my tray	- Use polite manners - Follow adult directions - Respect personal space	- Keep food in my space - Carefully dump trays - Clean up any messes	- Focus on eating lunch - Use appropriate voice level - Throw trash in garbage - Stack trays the way they should be stacked
Classroom	- Use walking feet - No leaning back in chair - Feet on the floor - Use materials safely	- Use voice level given by my teacher - Use kind words - Share materials - Help others - Listen when others are talking	- Take care of materials - Be ready to learn - Ask for help when needed - Be honest	- Stay on task - Finish my work on time - Let others work - Participate in group activities
Bathroom	- Keep the floor dry - Wash hands for 30 seconds (with soap)	- Red voice level - Respect privacy - One person to a stall - Trash in the garbage	- Use what I need (one push of soap and two pushes of towel) - Report any problems to an adult	- Use the restroom immediately - Always flush the toilet - Wash hands!
Recess	- Report concerns to an adult right away - Use equipment safely - Stop if I hear a whistle - Stay in the fenced area - Do a lap before making a recess choice	- Take turns on the equipment - Follow the directions of adults and junior coaches - Use appropriate language	- Put equipment away - Line up as soon as recess is over - Watch out for others - Follow game rules - Be honest	- Invite others to join - Accept everyone's differences - Share equipment - As soon as the bell rings, put equipment away quickly and line up
Assemblies	- Stay with my class	- Listen to the presenter - Clap when appropriate - Use a red voice level - Honor others' space	- Be silent when asked	- Participate

Parent Drop Off & Pickup

Please notify the office by 2:30 if there is a change to how your student will go home that day. (Example: if your student rides the bus to/from school each day but you plan to pick them up, you **MUST** notify the office. If we do not hear from a parent/guardian of a change, we will place the student on the bus to go home that day)

Parent Drop Off

1. Students may be dropped off no earlier than **8:40am** (unless enrolled in Right at School). Students cannot wait outside of the school without a parent or guardian standing with them before this time
2. For safety, please follow the directions of our staff. They will guide parent drop off & pickup so that traffic runs smoothly and safely (see map below).
3. If you would like to walk your child to class, please park in the gravel parking lot and come to the office for a visitor's pass. You **MUST** have an ID to do this! Parents/guardians are only allowed to walk their child to class **BEFORE** the 8:55am tardy bell. After this time, all visitors **MUST** have an approved volunteer application (includes a background check) on file at Midland.
4. Students who are tardy **MUST** have a parent sign them in at the office - please park and walk your child(ren) into the building.

Parent Pickup

Walk-up:

1. Please Park in the gravel parking lot (see map below).
2. Please meet your child in one of the designated parent pickup locations (see map).
3. Follow the directions of our staff who will direct traffic and assist at the crosswalk. This helps make the process safe and efficient.
4. Be prepared to show ID. This is to ensure the safety of our students.
5. For the safety of our students, please do not pick up your child from the bus zone., **ONLY** from the designated parent pickup locations

Drive up:

1. Please follow the purple arrows on the map below.
2. Follow the directions of our staff who will direct traffic into the parent pick up area.
3. Please continue to move forward in our parent pickup line and fill in the gaps as they come open.
4. Please have students exit/enter on the passenger side of your vehicle. Cars drive through the parking lot on the driver's side, and this ensures maximum safety.
5. Please teach your child(ren) to exit/enter the car independently. We ask that parents do not get out of their car to get their child(ren) in/out of the vehicle. If this is something you need to do, we ask that you park in the gravel lot across the street and walk to pick your child up.
6. You will **ONLY** be able to take a right out of our Midland parking lot – **NO LEFT TURNS ALLOWED** during drop off and pick up times.



Assemblies

PRIDE Assemblies are held throughout the year to celebrate students who are upholding the characteristics of our six building school rules. Families of award winners are invited to assemblies by the classroom teacher if their child is a recipient of a HOPE award. Other assemblies are held for a variety of reasons, such as school- wide expectations, PTA assemblies, Veteran's Day, and SPIRIT assemblies. Due to the capacity of our gym, parents are only invited when their students are receiving awards.

Attendance

Regular attendance is a powerful predictor of school success. When absent, students miss important instruction and can fall behind quickly. Missing just 1-2 days a month will result in chronic absenteeism, making school more difficult for your child. Our goal is for students to arrive on time every day. **We are asking for your partnership in getting your student(s) to school every day, on time.**

If a student has missed excessive days of school at any point during the school year, we may require third-party documentation to excuse all future absences, late arrivals, and early dismissals. Qualified third-party documentation includes a note from a doctor, dentist, therapist, psychologist, etc. which lists the specific dates of absence to be excused. If you cannot take your child to the doctor, you may bring your child to the school health room. If the school nurse determines that your student is too ill to stay at school, the absence will be excused. If a parent or guardian chooses to take a student home after the school nurse determines the student should stay, the absence will be considered unexcused.

Washington State Law (RCW 28A.225.020) requires we schedule a conference with a parent/guardian when a student has three unexcused absences in a month, five excused in a month, and/or 10 excused at any point in the school year. The purpose of the conference is to identify barriers and support available to you and your student and to develop a plan for regular attendance.

After seven unexcused absences in a month or 15 cumulative unexcused absences at any point in the school year, we are **REQUIRED** to file a truancy petition with Pierce County Juvenile Courts. At this point, we will start the Community Engagement Board (CEB) process with the Pierce County Juvenile Court and our district.

Late Arrival and Early Dismissal:

Students are expected to arrive on time and stay all day. Teachers take attendance at the beginning of the day. If a student arrives after 8:55, parents are required to walk their child to the office and sign them in and get a student tardy pass from. Late arrivals can be excused if third-party documentation is provided.

Planned Absences:

Extended vacations during the school year are highly discouraged because students miss essential instruction. The school principal (or designee) has the authority to determine if an absence meets the criteria for an excused absence. (FPSD Policy 3122 and 3122 P). Parents and students should understand that teachers cannot pre-teach the lessons nor provide make-up assignments to cover all the material that will be missed. A parent or guardian must request prior approval for an excused planned absence – forms are available in the school office and on our district website.

Classroom Celebrations

If you wish to bring treats for your child's birthday, or any other classroom celebration, please notify the classroom teacher. All treats **MUST** be store bought. Treats can be dropped off in the office. If you plan to stay for the celebration, this must be communicated and scheduled with the classroom teacher, and you must have an approved volunteer background check on file (see volunteer section of handbook).

After School/Evening Events

During the year, there are different events held by staff, the PTO, community partners, and the district office. None of our evening events are drop-off events and require a parent/guardian, who is at least 18 years old, to be in attendance with their child(ren). All Franklin Pierce Schools are drug, alcohol, tobacco, and weapon free schools – at all times.

Breakfast/Lunch

We provide breakfast and lunch at no cost for all students attending Midland. For lunch menus please see: <http://fpschools.org/departments/nutrition-services/menu-information>. If your child brings lunch from home and would like to purchase milk, they can purchase milk for .65 cents (must send the exact change).

Change in Student Information

It is critical that we can contact you in case of an emergency. **Please make sure that the office has an updated address, phone number, and emergency contact.** You can do this using your Family Access/Qmlativ account.

Student Dress & Extra Clothes

Appropriate clothing and shoes are required for all students to ensure a safe learning environment, free of distractions. Per Policy 3224, student dress may be regulated by school administrators when; there is a health or safety hazard presented by the dress or appearance of a student (including gang or hate groups), damage of school property may result from the student's dress, or it causes a disruption to the educational process. At Midland, our policy states that:

1. Clothing cannot have weapons, profanity and/or promote/advertise drugs, alcohol, or tobacco products – or cause a disruption to the learning in the classroom.
2. Clothing must cover all areas that should be covered - meaning any undergarments meant to be worn under clothing, should not be visible or exposed.
3. Shoes worn should be appropriate for PE. This means that they must be closed toe for safety. Crocs (or similar shoes) are not appropriate shoes for PE and will not be allowed to be worn. If a student wears shoes that are not appropriate for PE, they must bring shoes to wear for those activities. If they do not have an alternative, parents may be required to bring an alternate pair for the student to wear.

We ask that students come to school with a spare set of clothes in their backpack. Please place them in a Ziploc style bag, with their first and last name written on the outside. If your student needs to use those clothes, we will ensure that the inappropriate or soiled clothes are placed in the bag and sent home with your child. If a child is asked to change their clothes, or has soiled their clothes, and they do not have an alternate set in their backpack, we require that a parent/guardian bring appropriate clothes/shoes to school.

Discipline

Each student at Midland is expected to behave in a positive manner so that ALL students can remain engaged in learning. The school climate must be preserved so that students are free from distractions and learning can occur. We need your support in maintaining appropriate conduct in school.

Learning Opportunities: At Midland, students are expected to know and practice the 4-Be's and the Midland Schoolwide Rules. We understand that elementary school is a time to learn and practice appropriate school behaviors. Therefore, students need to be taught what is expected and have opportunities to practice. All Midland staff teach expected behaviors in all areas and positively reinforce positive behaviors. When students are not following expectations, Midland staff will use the following three-tiered system to respond to misbehaviors:

Level 1 - Mild Infractions: these are minor misbehaviors that can be adequately corrected at the time they occur by the classroom teacher or adult supervisor in a common area.

Examples of Level 1 Behaviors: minor disruptions, not completing assignments, not participating, minor disrespect, running in the hallways, rule infractions in the classroom or common areas.

Level 1 Staff Response: in the moment low intensity positive interventions (examples: verbal reminder, proximity, ignoring, reassurance, use a timer, etc.)

Level 2 - Chronic or Serious Infractions: these are misbehaviors that are chronic (occur with increased intensity and/or frequency) OR are serious. They do not require immediate administrator involvement but do require documentation and a consequence/correction.

Examples of Level 2 Behaviors: repeated disruptions, repeated refusal, physical or verbal aggression.

Level 2 Staff Response: the adult who observes a Level 2 infraction corrects the student at the time and assigns the student a consequence/correction, they may instead refer to the classroom teacher to handle at their discretion. The staff member who assigns the consequence/correction will contact the parent/guardian, and a copy of the write-up will be sent home.

Level 3- Severe Infractions: these are severe misbehaviors that require immediate administrator involvement because of their dangerous, destructive, and/or illegal nature.

Examples of Level 3 Behaviors: significant disruption, significant unsafe behavior, fighting, assault, vandalism, bullying or harassing.

Level 3 Staff Response: the staff member who observes a Level 3 infraction will first make sure that all students are safe and clear of harm. The staff member will immediately request administrator support.

Electronics

We understand that sometimes electronic devices are necessary and that some students will have them at school. At Midland, we have an “Off and Away” policy. Cell phones, smart watches, ear buds, headphones and other electronics must be turned off and placed in a student’s backpack while at school. If you need to contact your child during the day, please contact the main office at 253-298-4500. If your child needs to call you, their teacher will find an appropriate time for them to call. Please note- we are not responsible for lost, stolen or broken electronics. If possible, please leave these items at home.

If a student does not follow the electronics expectations:

1st Time: the staff member will hold the device and return it to the student at the end of day

2nd Time: the principal’s office will hold the device and return it to the student at the end of day

3rd Time: a parent/guardian will need to pick up the device from school

Continued violations: administrator involvement will be necessary which may include staff securing the device during the day or the student may no longer be allowed to bring the device to school

FPSD Policy 3245- Students and Telecommunication Devices:

While on school property or while attending school-sponsored or school-related activities, students shall not use personal telecommunication devices including, but not limited to, pagers, beepers, and cellular phones, in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others.

Students who violate this policy will be subject to disciplinary action, including suspension or expulsion; and losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate or with reasonable cause search the device, which shall only be returned to the student’s parent/guardian. Content or images that violate criminal laws will be forwarded to law enforcement.

Students are responsible for the devices they bring to school. The district shall not be responsible for loss, theft, or destruction of devices brought onto school property.

Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

Health Services

If your child has a special health condition, please notify the school health office. Medical conditions may require our district nurse to create an Individualized Health Plan (IHP) for your child. If your child has a life-threatening condition, which may include the following; chronic asthma, food allergies, bee sting allergy, diabetes, etc., and is required to have medication at school, our school nurse will work with your family to create an Individualized Health Plan (IHP). We also require a signed Medication at School form from a physician and parent, along with the medication(s), at school before your child can attend class.

Medication: Parents have the primary responsibility for administering medication to their children. However, if medication is needed during school hours, **a medical permission form, signed by a parent and physician, is required before any medication can be given at school.** State law allows for students to be administered only oral medications at school (including inhalers). The two exceptions are insulin and Epi Pen use. Medication needs to be in the original container with the doctor’s instructions attached. These forms are available in the health room. **Students are not to have any over-the-counter medication at school at any time.** The health room staff cannot administer cough drops, aspirin, etc. without a doctor’s note. The Medication at School Form can be found at:

<https://www.fpschools.org/departments/health-services/forms-and-information>.

In case a student has an accident or becomes ill at school, the following steps will be taken:

1. First aid will be administered.

2. If serious, the parent/guardian will be contacted. Please be aware, a school nurse may not be on site to make a diagnosis. In those cases, office personnel will exercise their best judgment in determining whether the situation is serious and if emergency personnel need to be contacted.

3. If the parent cannot be reached, the emergency contact provided by the parent will be called. Please ensure that the school has at least two emergency contact phone numbers to call in case you cannot be reached. Persons listed on the emergency card will be considered to have your approval for temporary care.
4. Children leaving school during the day for health or other reasons must have a parent or authorized guardian sign them out through the school office.

Homework

Homework provides practice on important skills and is valuable to student learning. It is important to practice basic skills and concepts taught in class. Completing homework is also an important skill students will need in middle school and high school. At Midland, we ask that students read at least 20 minutes at home daily. Please log this on your student's reading log as we track reading minutes for classroom incentives. Teachers may send home any work that was not completed during the day or any work that is independent practice.

Items from home

Toys (spinners, slime, etc.), games, sports equipment or other items from home should not be brought to school. Students are not allowed to sell or trade items of any kind at school. We are not responsible if any of these items are lost or stolen on school property. If such items are brought to school, they may be kept in the office until a parent comes to claim them.

Lost and Found

Please ensure you write your student's name on any coats, sweaters, jackets so they can be returned to their owner. If there is no name, items will be placed in the lost and found. Eyeglasses, jewelry, money, or other valuables are kept in the office and can be reclaimed following appropriate identification. For health, safety and storage reasons, unclaimed items from the Lost and Found are frequently donated to charity. Please check with your child frequently about any lost or misplaced items.

Parent Teacher Organization (PTO)

Midland PTO is a group of parents, teachers, staff, administrators, and community members who work hard for our school and community. Our PTO supports family fun nights, classroom experiences, playground equipment, teacher & staff appreciation, 5th grade promotion, spirit wear, and fundraising.

PTO is always looking for people to work together as a team for the benefit of our students and community. Please contact the PTO via email with any questions: midlandspto@gmail.com

Pledge of Allegiance

Per state law, the Pledge of Allegiance will be said at the beginning of each school day. The right of a student to refrain from participating during the Pledge is part of Washington's law governing school districts. RCW 28A.230.140 says that school boards "shall cause appropriate flag exercises to be held." It also explains that an "appropriate" flag exercise is one where student participation is voluntary. Students not reciting the Pledge shall maintain a respectful silence.

Problem Solving

Throughout the school year, situations may arise which cause concern for parents, teachers, students, or community members. The process described below is structured to promote resolving situations quickly to the satisfaction of all parties involved. This process also encourages those people closest to the situation to examine and develop solutions to concerns. A positive resolution of these situations enhances communication, builds trust between members of the school community and benefits the educational program for students. These are the steps designed to resolve problem situations quickly and satisfactorily. Please use these steps if you have a concern:

Step 1 – Contact the appropriate staff member: The first step in resolving a concern is to discuss it with the staff member(s) involved, i.e., the teacher, counselor, assistant principal, etc. Most concerns are resolved at this level.

Step 2 – Contact a building administrator: If Step 1 does not resolve the concern, discuss it with a building administrator. They can share school information and explain school policies, guidelines and procedures.

Recess

Recess is an important time when students get to expend physical energy, explore, express themselves creatively, have fun together, build and strengthen friendships, and independently experience life lessons which will help them develop and grow. We want to create a play environment where all kids feel safe and can find a place where they belong. Junior coaches are fourth and fifth grade students who help with recess activities.

General Playground Expectations:

1. For safety and to maintain order, it is essential to follow the directions of adults.
2. Concerns at recess should be shared with a recess teacher right away.
3. Misconduct such as play fighting, kicking, pushing, karate, and grabbing of clothing is not tolerated.
4. Objects such as rocks, gravel, twigs, mulch, etc. are to stay on the ground.
5. Appropriate language for school is to be used.
6. Use the playground equipment appropriately and follow the rules of all activities.
7. In cold weather, coats must be taken outside. After students have left the classrooms, they are not allowed to return unsupervised to get their coats.
8. For dangerous or illegal behavior, such as fighting, students will be sent directly to the office. The parents will be notified of the infraction and the consequences.
9. Play safely and have fun!

Report Cards & Evaluation

Report cards are sent home after each trimester (approximately every 12 weeks of instruction). Please contact your child's teacher if you have any questions regarding their progress. Franklin Pierce School District uses standards-based grading.

Request for Class Placement & Changes

Ensuring that each student is placed in the most appropriate class is a process that is made with careful consideration. To change even one student can upset the balance that was very carefully created by school staff. Therefore, requests for a child's placement change are only considered in emergency situations and will be reviewed by building administration to either accept or deny the request.

Right at School

Before school and after school care is available at Midland. Right at School is utilizing the space at Midland, but their childcare services are not operated by Midland staff. You can reach Right at School at 253-349-8193 or email midlandelementary@rightatschool.com.

Student Led Conferences

Student-led conferences are an opportunity to celebrate your child's progress and participate in goal setting with your child. Students prepare and present information at their conference, so it is important that they attend. Fall conferences are held in October and Spring conferences are scheduled for April. Please schedule a time with your child's teacher. We would like 100% participation by families.

Textbooks, Library Books & Math Supplies

Textbooks, library books and math supplies are the property of the school and are loaned to the students to use during their time at Midland. It is expected that these items will be handled with care and kept in good condition. If these books or supplies are lost or damaged, you will be required to pay the cost of replacement.

Tobacco, Alcohol, Drugs & Weapons

Federal and State law requires public school campuses to be tobacco, alcohol, drug, and weapon free. This includes e-cigarettes/vapes and is true for anyone on school property. Thank you for setting this example for our students. Please remind your child that students cannot have any object at school that can reasonably be considered a weapon or instrument that can create a danger to self or others or cause a disruption of the learning environment. Consequences can be short-term suspension, long-term suspension, or expulsion and may require a referral to the Pierce County Sheriff. We appreciate your partnership in keeping everyone safe. If your child sees or hears anything regarding weapons, drugs or alcohol at school, it is important that they immediately report this to an adult at school.

Transportation

Our goal is for buses to be a safe environment for all students. The bus driver has a complex task of driving a bus while managing the behavior and safety of students. There are certain standards of behavior that are necessary for the personal safety of all students who use FPS transportation services.

1. Students are expected to give the bus driver the same high level of respect they give their teachers. The bus is an extension of the classroom.
2. Students must follow the directions given by the bus driver at all times.

3. Heads or hands must not extend out the bus window.
4. Students must stay in their seats until the bus stops at their stop or at school.
5. Students should be quiet at railroad crossings.
6. Materials are not to be thrown on the floor or out the windows.
7. Students are expected to respect the rights and property of others.
8. Due to safety concerns (such as choking), eating on the bus is prohibited.

Changes to transportation: Students must have a note from a parent/guardian, or a phone call must be made to the office (298-4500) to make any changes to a student's regular transportation (pick up, bus, walk, etc.).

Consequences: Bus drivers, Midland staff and parents/guardians will partner to provide support to our students riding the bus. Students will be taught bus expectations and proactive support strategies will be used. If a student has difficulty managing behaviors on the bus, the following steps will be used:

Step 1: Warning: The driver will speak to the student about the behavior and notify the school about the concern. Bus expectations will be reviewed with the student.

Step 2: Parent Contact: The driver will speak to the student, complete a Bus Conduct Report and call the parent/guardian. School administration will speak with the student and a school consequence may be assigned.

Step 3: Parent Conference, Possible Suspension and/or Restitution: The driver will complete a Bus Conduct Report and call the parent/guardian. A conference and/or suspension or restitution is required before riding privileges are reinstated.

Step 4: Bus Suspension: The driver completes a Bus Conduct Report. Parent/guardian will be contacted regarding the suspension.

Visiting Midland

A close working relationship between home and school is essential, and we welcome visitors to our classrooms. If you would like to visit a classroom, prior arrangements must be made with the teacher and building admin and the volunteer process must be completed. Administration may accompany the parent upon these requests. Maintaining the safety of our students and staff is our number one priority at Midland. All exterior doors are locked and visitors must be buzzed into the main office. Upon arrival, all visitors requesting to pick up a student or enter the school will need to have picture identification. On occasion, parents choose to stop by to drop off a lunch or other items for their student. We ask that you leave these items in the office, and we will make sure your child(ren) receive them. If there is an emergency and you need to speak to your child, please contact the main office and we will call your student down to place a call home.

Volunteers

Volunteers are an important part of the Midland team, and we welcome a partnership with our families and community. We must ensure that any individual who will be working closely with our students has passed a Washington State Patrol background check based on specific qualifications, in addition to following the guidelines under the Criminal History Information Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.845. If you would like to volunteer at Midland, spend time in your child's classroom, eat lunch with your child's class and/or attend a field trip, please complete the volunteer process at the following link: www.fpschools.org/get-involved/volunteer. Applications can take couple of weeks to process during busy times of the year, please allow for processing time.

Incident Reports - Bullying, Conflicts, Teasing, & Unkind Behavior

In elementary school, students are developing important social skills and learning to get along. Communicating, making friends, empathizing, setting boundaries, handling conflicts, and accepting each other's differences are important. Parents are a student's first teachers and, in partnership with you, we are continuously working to develop these skills.

There are times when students have conflicts, tease, or say mean and rude comments to each other. Just like adults, sometimes students make a poor choice. We strive to teach students how to handle these situations appropriately, advocate for themselves, and report incidents to a safe adult. Our main job at Midland is to ensure that all students and staff feel safe. If you have any concerns about a potential bullying situation, conflict, teasing or mean behavior, please communicate with us. We cannot help if we are not aware, and it is most effective when we can intervene early. Please contact your child's teacher, the school counselor, or an administrator with any concerns. You are your child's best advocate, and we want to partner with you. There are Incident Report Forms in the main office and on the FPSD website, if you choose to complete one: <http://fpschools.org/cms/one.aspx?portalId=31320&pageId=27972584>

Conflict vs. Bullying

Conflict: -Equal Power: the behavior is reciprocated; both students are participating -Can be ongoing or one-time -Can be a misunderstanding or on-purpose	Bullying -Imbalance of Power: the behavior is one sided; the victim is not participating -Repeated -On-purpose -Potentially dangerous
---	--

Harassment, Intimidation, & Bullying

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

What is HIB?

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

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

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

How can I make a report or complaint about HIB?

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

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (James Hester, Deputy Superintendent, jhester@fpschools.org, 253-298-3021) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation. Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response. When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

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

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

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

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

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

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

For more information about the HIB complaint process, including important timelines, please visit <https://bit.ly/FPS-HIB> or view 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 3210, visit <https://bit.ly/FPS3210>.

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 3205, visit <https://bit.ly/FPS3205>.

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: Brandy Marshall, 253-298-3085, bmarshall@fpschools.org

-Concerns about sex discrimination, including sexual harassment: Title IX Coordinator: Dr. Julien Pollard, 253-298-3037, jpollard@fpschools.org

-Concerns about disability discrimination: Section 504 Coordinator: John Sander, 253-298-3051, jsander@fpschools.org

-Concerns about discrimination based on gender identity: Gender-Inclusive Schools Coordinator: Dr. Julien Pollard, 253-298-3037, jpollard@fpschools.org

All compliance officers can be reached by mail at Franklin Pierce Schools:

315 129th Street South, Tacoma, WA 98444

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 the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P). I already submitted 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: 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://www2.ed.gov/about/offices/list/ocr/index.html> Email: orc@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 3211, visit <https://bit.ly/FPS3211>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Dr. Julien Pollard, 253-298-3037, jpollard@fpschools.org. For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.