



Lake Tapps & Dieringer Heights Elementary School

Parent Handbook

2026-2027

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Welcome & School Introductions

Dear Parents and Families,

At Lake Tapps and Dieringer Elementary Schools, we are deeply committed to the academic success and emotional wellbeing of every student. We believe that children thrive when they feel safe, supported and inspired, and our staff work tirelessly each day to create an environment where all students can learn, grow and discover their strengths. Our teachers, specialists, and support staff bring dedication, compassion and expertise to their work, ensuring that every child is known, valued and encouraged.

Our district and school visions guide everything we do. Our visions are more than a statement. It is the foundation of our daily practice. Whether we are designing instruction, supporting social-emotional development, or building relationships with families, we strive to meet each student where they are and help them reach their fullest potential.

We are fortunate to have an abundance of caring, highly skilled staff members who work collaboratively to maintain a welcoming school community. Their commitment ensures that Lake Tapps & Dieringer Heights Elementary Schools remain a place where students feel confident taking risks, exploring new ideas and building the habits that lead to lifelong learning.

As the principals of Lake Tapps & Dieringer Heights Elementary Schools, we strongly believe that parent and family involvement is essential to student success. When schools and families work together, children benefit academically, socially and emotionally. We encourage you to stay connected, ask questions, participate in school activities and partner with us in your child's learning journey. Our doors are always open, and we welcome the opportunity to support you and your family in any way we can.

Sincerely,

Brandy Nelson
Principal, LTES
253-862-6600

bnelson@dieringer.wednet.edu

Kevin Hampton
Principal, DHES
253-826-4937

khampton@dieringer.wednet.edu

Lake Tapps Elementary School (LTES)

“Home of the Eagles - We Soar High”

LTES serves approximately 440 TTK, first, second and third graders. The school focuses on academic success, social-emotional wellbeing, and character development through monthly themes such as kindness, courage, respect, and perseverance. Families are encouraged to volunteer and participate in school life.

LTES Vision Statement

We will instill in all students the desire to be productive and responsible lifelong learners. We will provide a positive, safe and encouraging environment while educating all and meeting individual needs.

Dieringer Heights Elementary School (DHES)

“Home of the Cougars and Cougar Cubs”

DHES serves approximately 500 preschool, kindergarten, fourth, and fifth graders. The school emphasizes academic excellence, social-emotional development, and strong community partnerships. Students participate in music, PE, and library, with special services available from preschool through fifth grade.

DHES Vision Statement

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

School Contact Information

Office Hours are 7:30-4:00

Transportation Phone: 253-862-6703

District Office Phone: 253-862-2537

Dieringer Heights Elementary School 21727 34th St. E. Lake Tapps, WA 98391 Office: 253-826-4937 Fax: 253-862-4908 Office Staff: Mrs. Rebecca Gerspacher, Office Manager rgerspacher@dieringer.wednet.edu Mrs. Shelley Hanbidge, Office Assistant/Health Tech shanbidge@dieringer.wednet.edu Mrs. Holly Ackerman, Assistant Principal hackerman@dieringer.wednet.edu Mr. Kevin Hampton, Principal khampton@dieringer.wednet.edu Student Hours: Arrival/breakfast: 8:25 Tardy Bell: 8:30 Dismissal: Mon.-Thurs.: 3:00 PM Fridays (ACE): 1:00 PM Early Release: 11:30 AM	Lake Tapps Elementary School 1320 178th Ave E. Lake Tapps, WA 98391 Office: 253-862-6600 Fax: 253-862-3176 Office Staff: Mrs. Kristen Espy, Office Manager kespy@dieringer.wednet.edu Mrs. Erica Ford, Office Assistant/Attendance eford@dieringer.wednet.edu Mrs. Katie Laramore, Dean of Students klaramore@dieringer.wednet.edu Mrs. Brandy Nelson, Principal bnelson@dieringer.wednet.edu Student Hours: Arrival/breakfast: 8:35 Tardy Bell: 8:45 Dismissal: Mon.-Thurs.: 3:15 PM Fridays (ACE): 1:15 PM Early Release: 11:45 AM
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School Staff Directories

DHES Staff Directory

Preschool:	Heidi Clise	hclise@dieringer.wednet.edu
	Krista Ronish	kronish@dieringer.wednet.edu
Kindergarten:	Stephanie Allen	sallen@dieringer.wednet.edu
	Joanie Barcinas	jbarcinas@dieringer.wednet.edu
	Kylee Bertrand	kbertrand@dieringer.wednet.edu
	Amy Kelly	akelly@dieringer.wednet.edu
	Emily Matteo	ebjornstad@dieringer.wednet.edu
	Madison McClure	mmcclure@dieringer.wednet.edu
	Dianna Whitley	dwhitley@dieringer.wednet.edu
Fourth Grade:	Trisha Gray	tgray@dieringer.wednet.edu
	Ale Hackett	ahackett@dieringer.wednet.edu
	Erica Harris	eharris@dieringer.wednet.edu
	Jane Neel	jneel@dieringer.wednet.edu
	Beth Svancara	esvancara@dieringer.wednet.edu
	Stephanie Wall	swall@dieringer.wednet.edu
Fifth Grade:	Julie Badgley	jbadgley@dieringer.wednet.edu
	Chris Cheney	ccheney@dieringer.wednet.edu
	Jacob Cumberland	jcumberland@dieringer.wednet.edu
	Meagan Gagnon	mgagnon@dieringer.wednet.edu
	Madison Paulsen	mpaulsen@dieringer.wednet.edu
	Megan Sommer	msommer@dieringer.wednet.edu
	Jenni Sillito	jsillito@dieringer.wednet.edu
Special Ed:	Dan Barfoot	dbarfoot@dieringer.wednet.edu
	Kari Markham	kmarkham@dieringer.wednet.edu
EC Special Ed:	Jeremiah Haynes	jhaynes@dieringer.wednet.edu
Reading Specialist:	Rochelle de Clerk	rdeclerk@dieringer.wednet.edu
Counselor/Social Worker:	Mary Boben	mboben@dieringer.wednet.edu
Music:	Angie Davenport	adavenport@dieringer.wednet.edu
P.E.:	Monica Barker	mbarker@dieringer.wednet.edu
Band:	Pablo Hernandez	phernandez@dieringer.wednet.edu
District Nurse:	Kathleen Miele	kmiele@dieringer.wednet.edu
School Nurse:	Lisa Coquinco	rcoquinco@dieriner.wednet.edu
Speech/Language Pathologist:	Sara Rakaric	srakaric@dieringer.wednet.edu
Occupational Therapist:	Robin Bender	rbender@dieringer.wednet.edu
Occupational Therapist:	Joan Ottinger	jottinger@dieringer.wednet.edu
Occupational Therapist Asst:	Robyn Repass	rrepass@dieringer.wednet.edu
Physical Therapist:	Staci Ellis	sellis-c@dieringer.wednet.edu
School Psychologist:	Sarah Christensen	sachristensen@dieringer.wednet.edu

Principal: Kevin Hampton

Office Manager:

Rebecca Gerspacher

Health Tech/Office Asst: Shelley Hanbidge
 Tech Support Specialist: Eric Meadows
 Library Technician: Deb Campbell
 Tech Integration Coach: Alesha Padron/Lori Curtis
 Paraeducators:
 Darcy Adams, Neveah Brown, Lori Cull, Diane Dunne, Michelle Fultz, Kire Hawley-Zechlin, Susan Hartmann, Lisa Hutchens, Sarah Sando, Sandy Shuman, Shannon Tamm, Deb Zinski, Becky Baruck, Megan Seibert, Monica Bouchard

Kitchen Staff: Kelly Rutledge
 Karen Kinder
 Lyubov Shevchik
 Head Custodian: Gary Allen
 Night Custodian: Russell Rutledge
 Director of Maintenance: Scott Leifester
 Network Administrator: Martha Bulpin

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

Food Services Supervisor: Kelly Foley

LTES Staff Directory

Principal:	Mrs. Brandy Nelson	bnelson@dieringer.wednet.edu
Dean of Students:	Mrs. Katie Laramore	klaramore@dieringer.wednet.edu
Secretary:	Mrs. Kristen Espy	kespy@dieringer.wednet.edu
School Nurse:	Mrs. Katelin Porsch	kporsch@dieringer.wednet.edu
Office Staff:	Mrs. Erica Ford	eford@dieringer.wednet.edu
TTK:	Ms. Susan Taylor	smtaylor@dieringer.wednet.edu
First Grade:	Mrs. Stepheney Eley	seley@dieringer.wednet.edu
	Mrs. Katie Kleven	kkleven@dieringer.wednet.edu
	Mrs. Kelly Milliren	kmilliren@dieringer.wednet.edu
	Mrs. Julie Romano	jromano@dieringer.wednet.edu
	Mrs. Amy Hurt	ahurt@dieringer.wednet.edu
	Mrs. Rachel Nyberg	rnyberg@dieringer.wednet.edu
	Mrs. Jessie Westerdahl	jwesterdahl@dieringer.wednet.edu
Second Grade:	Mrs. Heidi Kriss	hkriss@dieringer.wednet.edu
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	Mrs. Cory Reissnauer	creissnauer@dieringer.wednet.edu
	Mrs. Lisa Stanton	lstanton@dieringer.wednet.edu
	Mrs. Heather Stewart	hstewart@dieringer.wednet.edu
	Mrs. Whitney Cromwell	wcromwell@dieringer.wednet.edu
	Ms. Jordan Goglin	igoglin@dieringer.wednet.edu
	Mr. Mike Zakowski	mzakowski@dieringer.wednet.edu
Third Grade:	Mrs. Christy Allen	callen@dieringer.wednet.edu
	Mrs. Michelle Beach	mbeach@dieringer.wednet.edu
	Mrs. Brittany Coddington	bcoddington@dieringer.wednet.edu
	Ms. Jessica Harman	jharman@dieringer.wednet.edu
	Mrs. Deeane Rogers	drogers@dieringer.wednet.edu
	Ms. Macall Montgomery	mmontgomery@dieringer.wednet.edu
	Mrs. Jacqui Wilmer	jwilmer@dieringer.wednet.edu
1/2 Multi-Age:	Mrs. Rachel Nyberg	rnyberg@dieringer.wednet.edu
	Mrs. Whitney Cromwell	wcromwell@dieringer.wednet.edu
Title I/LAP:	Mrs. Shelly Downey	downey@dieringer.wednet.edu

Special Education:	Mrs. Geann Schmidt	gschmidt@dieringer.wednet.edu
	Mr. Josh Brown	jbrown@dieringer.wednet.edu
	Mrs. Jennifer Kennelly	jkennelly@dieringer.wednet.edu
Integrated Arts:	Mrs. Julie Fickel	jfickel@dieringer.wednet.edu
P.E:	Mr. Wayne Smith	wsmith@dieringer.wednet.edu
ML:	Mrs. Alysa Lueondee	alueondee@dieringer.wednet.edu
District Nurse:	Mrs. Kathleen Miele	kmiele@dieringer.wednet.edu
SLP:	Mrs. Michelle Smith	msmith@dieringer.wednet.edu
OT:	Mrs. Joan Ottinger	jottinger@dieringer.wednet.edu
Counselor:	Mrs. Katie Leslie	kleslie@dieringer.wednet.edu
Technology Integration Coach:	Mrs. Lori Curtis	lcurtis@dieringer.wednet.edu
Library Technician:	Mrs. Amanda Allan	aallan@dieringer.wednet.edu
Para-Educators:	Mrs. Alicia Ellsworth, Ms. Dani Boettcher , Mrs. Pat Taylor, Mrs. Lisa Gunia, Mrs. Trisha Girardier, Ms. Melissa Madsen, Ms. Monica Poe, Mr. Jose Cisneros, Ms. Taylor McGowan, Ms. Paula Holmberg, Ms. Kara Jennings, Ms. Megan Hall	
Food Service Supervisor:	Mrs. Kelly Foley	
Head Custodian:	Mrs. Becky Hollingsworth	
Night Custodian:	Mrs. Gretel Melgar	

Most Dieringer School District employees can be reached via email by using their first initial and last name, followed by @dieringer.wednet.edu. For example, Kristen Espy's email address is kespy@dieringer.wednet.edu

ACE Fridays (Academic Collaboration Enhancement Days)

ACE days occur every Friday afternoon with a few noted exceptions (see district calendar for details). These days have students ending their day 2 hours earlier than their M-TH schedule (LTES- 1:15; DHES 1:00). This time is extremely valuable to the staff. The time is used for three purposes: 1. Staff collaboration to further develop and enhance learning opportunities for students, 2. Staff development/training, and 3. To allow greater opportunities for communication and conferencing with families. Please see the websites for community activities that are offered to students during this time.

Conferences

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

Character Education

Each year LTES and DHES focus on developing our students' abilities in all areas. We focus not only on academic success, but also being well rounded civic contributors. To that end, we have utilized a Character Education program called Character Strong that focuses on the following character traits: Kindness, Respect, Responsibility, Gratitude, Empathy, Perseverance, Honesty, Cooperation, Courage, and Creativity. Throughout the year, each of these traits is taught, developed and looked for in our students. We work hard to publicly acknowledge students who demonstrate these leadership traits in their daily lives at school and in the community.

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

Attendance

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

Illness

As soon as you know your student will be absent, please call the school office between the hours of 7:30 am and 9:00 am to let office personnel know. After we receive the absence reports from each classroom, as a safety check, we call the homes of students who have not

been reported absent by a parent or guardian. If we don't hear from you, your child will be marked with an unexcused absence. The first unexcused absence will be followed up with a notice home. If your child has more than two tardies per trimester, you will be contacted regarding the tardies and your child will not be considered for attendance awards. We do not have adequate facilities to care for ill students at LTES. Therefore, we ask that parents come to school to pick students up should they become ill during the school day. Please keep the office up to date with any telephone, address, or work changes in case of your child's illness or an emergency.

Tardiness

We have both "excused" and "unexcused" tardies. After 3 unexcused tardies, the school will contact you to help in getting your child to school. If you are at the dentist or doctor, please get a note from them before returning to school. Please help your child be responsible by helping him or her get to school on time.

School begins promptly at 8:45 (LTES) and 8:30 (DHES), and attendance is taken immediately. Therefore, students arriving after 8:45 (LTES) and 8:30 (DHES) must be checked into the office by a parent or guardian. **DO NOT DROP YOUR CHILD OFF ALONE** if they are tardy to school.

Dieringer School District Tardy Policy

Tardiness is the absence of a student in the classroom at the time the regularly scheduled session begins. It is a reasonable expectation that in order for a learning activity to exist, each student must arrive at class on time. A student who is tardy to class not only places his/her own learning in jeopardy, but also interrupts the learning of other students. The Dieringer School District will recognize both excused and unexcused absences and tardies. Excused tardies may include: student illness, medical appointment (a doctor's note may be required to excuse the tardy), death in the family, observance of a religious holiday or service, previously approved school sponsored activity, other individual tardiness beyond the control of the parent or student as determined and approved by the principal.

Unexcused tardies include any tardiness that does not fall into one of the previously excused tardiness categories. It is the parent's responsibility to explain in writing within three school days any tardiness to the school. Failure to provide a written explanation will automatically be considered and unexcused tardy. The following steps will be followed should students be tardy to school for unexcused reasons (per trimester). Excessive tardies of any kind may result in the creation of a contract/plan to support consistent attendance and punctuality.

1st Tardy—Warning letter issued.

2nd Tardy—2nd Warning letter issued

3rd Tardy—Counselor will contact parents regarding tardies.

4th Tardy—Formal letter will be sent to the parent and put in the student's permanent record.

5th Tardy—Parent will be required to attend a conference with school officials and a contract will be designed, signed and implemented, and put in the student's permanent record.

Excused and Unexcused Absences

Dieringer School District accepts the following as excused absences: illness, medical or dental appointments, bereavement, and unforeseen emergencies. Parents are urged to schedule doctor's and other student appointments outside of regular school hours. However, if it is necessary to remove a student from class during instructional time, parents must report to the school office. For each absence, parents shall bring a written excuse or call the school, explaining the reason for the absence. If we do not hear from parents as to the nature of the absence, it will be considered an unexcused absence (see above). State law requires us to report excessive unexcused absences to the Pierce County Court System.

Leaving School During the Day:

We discourage students from leaving early from school. Parents planning to take their children out of school during the day must come to the office and sign their child out of school. The office will call your child's room and have him/her meet you in the office. No person, other than a faculty member, is allowed to remove a student from a teacher's supervision unless that person has acquired permission from the office. If a child arrives at school two hours late (or later,) that is considered a 1/2 day absence. Likewise, if they leave 2 hours before school gets out, it is a 1/2-day absence. Parents are required to call the school in advance when another person plans to pick up a child. We will not release a student to another person unless the office has written or oral permission from the parent. A person appearing in the school office with written or oral permission from a student's parents may have the authorization if verified by the school before the student is released. That person will be asked to present identification before the student is allowed to leave the school. These rules are enforced to ensure the safety of all students.

Extended Absences (Family Vacations)

Families are discouraged from taking children out of school during the school year. All extended absences must be approved by the principal five days before the absence, by using the EXTENDED ABSENCE REQUEST FORM. The form is available on the website or from the school office. Assignments that were missed will be given to students when they return, and students will be required to make them up in a timely manner. No more than one vacation per year will be approved.

Obtaining Assignments for Absent Students

Parents may obtain assignments for students having an excused absence for more than a day by contacting the teacher allowing a full school day for the modified assignments to be gathered by the classroom teacher for parent pick-up.

Programs and Activities

LTES & DHES- The following programs/activities are offered at both school Right at School

The Right At School before and after school childcare service is available from 6:30am—6:30pm daily and is hosted at DHES. They are open on some non-school days as well, including parts of scheduled breaks— Thanksgiving, Winter, Mid-Winter and Spring breaks.

Integrated Arts/Physical Education

Our district recognizes the importance of the need for the arts and a well-rounded education. In the DSD, we have the good fortune of having outstanding Integrated Arts and P.E. specialists for our students. Each student, grades pre-school-5th grade, will experience P.E. and Integrated Arts.

Library and the DSD Library Book Policy:

Library is offered every 3rd day to all students. Library books are for ALL students. Therefore, students are expected to return books in the condition in which they were checked out. It is highly recommended that parents provide a safe place for keeping books to prevent loss or damage. Checkout privileges may be restricted if the librarian feels that any student is not properly caring for the books that he/she checked out. A district fee policy has been approved for lost/damaged books. This fee will include the replacement cost of the book, tax, shipping, and a \$5.00 processing fee. When a book is paid for, the check or cash will be held for 30 days, in hopes that the book will be returned. After 30 days, the book will be declared lost and no refunds will be issued, as the library will have used the funds to purchase the replacement.

DHES Only

Band

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

Chorus

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

Cougar Chat

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

Math Club

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

Student Council

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

Additional Clubs

As the year progresses, other clubs and after school activities will be added to our schedule. At this time, we have a SERVE Crew, Early Childhood Activity Club and Mileage Club. We also host a Variety Show for our students to show off their many talents. Watch the DHES newsletter for more information.

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

Student Health & Special Services

Student Health & Illness

In Case of Sickness

1. Keep your child home with temperature of 100 degrees or higher, vomiting, diarrhea, severe cough, red or swollen eye not due to allergies, especially with discharge or crusting, rash of unknown origin.
2. Call that morning to report the absence to avoid an unexcused absence.
3. Students should be fever free for 24 hours without medication before returning to school.
4. Students should be free of diarrhea or vomiting for 24 hours before returning to school.

Head Lice Policy and Procedure

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

Medication

Medication may be given at school when necessary, by obtaining a Medication at School form from the school OR from your provider's office. This form must also be signed by the parent. A Medication at School form is required for any prescription or non-prescription medication to be administered. Permission is good for the current school year only. Medication must be brought to school by a responsible adult in the original container; it is against school policy to send medication to school with your child. Forms for dispensing medicine at school are available at local doctor's offices and at the school.

Immunization Law and Requirements

Immunizations

State law requires documentation of immunizations or exemption. Families should refer to the district website for information regarding specific vaccine dose requirements.

Medication at School

Medication requires parent permission and a doctor's order and must be delivered to the school by an adult. Inhalers/epipens may be carried with doctor approval. Medication must be in the original container. Physician forms/orders are required yearly.

Special Services

Counselor

LTES and DHES is served by a full-time school counselor who works primarily with students on a classroom basis. Our counselors work to help influence positive school-wide behavior. The counselors also work with parents to help them better understand the school environment and the way their children function and provide referrals to parents who request further support outside of school.

Speech/Language Pathologist (SLP)

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

School Psychologist

Our school psychologists share time between schools. The psychologist works cooperatively with the counselor, principal, teachers, and parents in understanding student learning and social concerns.

Special Education

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

Learning Assistance Program (LAP)

LTES & DHES receive LAP money from the federal government to provide supplemental instruction for those students who need extra help in reading. Students qualify for services based on assessment scores and teacher recommendation. If parents have concerns about their child's progress in reading, they are encouraged to discuss it with the classroom teacher to determine if their child would benefit from Title I services. Parents are notified if their child qualifies and will be provided with program information. Assistance is offered in small groups in the classroom or in the LAP room. Parent involvement is a key component of the program. Parents are encouraged to attend the LAP curriculum night and parent-teacher conferences. A Compact—Learning Plan will be developed to help ensure each student's success.

Food Service

Hot Lunch/Breakfast Program

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

- Breakfast: \$2.50
- Lunch: \$3.75
- Milk: \$0.75
- Student Reduced Lunch (K-5th): Free
- Adult Lunch: \$5.00

Breakfast Hours:

LTES- 8:35-8:45

DHES- 8:25-8:35

To purchase lunches, families may pay online (**preferred method**) or by sending a check or cash to school. If paying by check, please indicate which child(ren) the check is intended. Please make checks payable to: Dieringer School District #343. All money for elementary students should come in an envelope marked with the student's name, grade and teacher. The use of cash is discouraged. It is recommended that students not bring money to school except for breakfast, lunch or milk. Any charges made are expected to be paid the next day.

Families may choose to pay online. A link to this payment system is available on the school websites (Department>Nutrition Services, then choose Lunch Payments on the right and in Skyward Family Access.

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

Cafeteria Expectations LTES and DHES

- Students will sit in assigned areas only, and remain seated until dismissed.
- Students will sit with a level 1 voice while eating to ensure enough time to eat and safety.
3. Students may talk quietly to a neighbor when finished eating.
 4. Students will not throw food or any objects in the eating area.
 5. Students will pick up all paper/trash when finished eating.
 6. Students will leave the eating area when dismissed and go directly to the playground/classroom
 7. Students will obey all personnel.
 8. All food will stay in the cafeteria.

Student Safety & Emergency Preparedness

Emergency Information

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

Registration/Emergency Cards

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

If the information changes during the school year, please contact the office.

Emergency Preparedness

Dieringer School District and the PTA have worked extensively to ensure that the 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. Annual safety inspections are conducted of the school building and grounds.

Emergency Kits

The PTA is committed to working with our school to provide up to date emergency kits in each of the classrooms. PTA helps us update our kits annually, providing us with new food and water supplies, as well as new equipment (communication, 1st aid supplies, etc.). If you would like to help in this endeavor, please call the PTA or school office to let us know. THANK YOU, PTA!

Safety Drills

Each year the school practices multiple types of drills. These drills include drills for Fire, Earthquake, Lock Down, and Shelter in Place. These drills are designed to help our students and staff be prepared in the event of an actual emergency.

Rain, Wind, Snow, Power Outages, and School Closures—Oh My!

When weather or other emergencies limit our ability to operate school and our buses on the regular schedule, you need to know.

When there is a need to change the schedule or cancel school, you can expect to be notified through two systems: FlashAlert and ParentSquare.

FlashAlert posts school closures and schedule changes to the TV and radio stations. You can also subscribe to receive FlashAlert notifications directly by going to <http://www.flashalert.net/id/dieringer> to set up your own account.

ParentSquare is our notification system that calls and emails with information including, but not limited to, schedule changes and school closures. These notifications are sent out to the phone numbers and emails you provide your child's school. If a phone number or email address changes, please make sure we get the up-to-date information.

As power outages are all too often a part of our weather challenges, another good source of information is the Puget Sound Energy app which allows you to report and track power outages.

Get the myPSE app!

Download the myPSE app to report and track outages on your mobile device.

Have a safe winter!

Student Progress

Report Cards

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

Assessments

Teachers work hard to assess students' academic progress. In addition to ongoing assessments and daily classroom observation, there are certain tests administered which give us insight as to how students are progressing. All students are given the following assessments on a regular basis:

- MAP Assessment—Measures of Academic Progress for Reading and Math
- Reading Street assessments
- Math Expressions assessments
- Math fact fluency screenings

State Assessments

3rd, 4th and 5th graders will take the state mandated Smarter Balanced Assessments in the spring. These tests will measure how well our students are meeting the Common Core State Standards in English Language Arts and Mathematics. 5th graders also have to take the Washington Comprehensive Assessment of Science (WCAS) each spring.

Parent-Teacher Conferences

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

Before the Conference:

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

During the Conference:

1. Ask your questions and discuss your concerns.
2. Be prepared to discuss these areas with the teacher:
 - a. Reaction to school
 - b. Health or emotional problems
 - c. Hobbies, special interests, abilities
 - d. Homework- when, where, how much

After the Conference

1. Discuss the conference with your child.

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

Contacting a teacher

If you wish to speak with a teacher, please send a note to the teacher with your child, leave your phone number with the school office, use Parent Square or call before or after class time. To avoid unnecessary disruptions, phone calls are not transferred to the classrooms during instructional time. Parent Square and Email are the most effective ways to communicate with a classroom teacher. Email addresses have also been provided in this handbook for your convenience. If you email, please allow 24 hours for a response from your teacher.

Philosophy and Purpose of Homework

Homework can enhance the full, efficient use of the school day and promote increased student achievement at all grade levels. Homework assignments should be an extension of what students are learning in class. Homework is not meant to teach new skills or concepts that are unfamiliar to students. Meaningful homework assignments are valuable in supplementing classroom instruction, strengthening student command of subject matter, communicating instructional objectives to the home, and instilling independent study habits. Both the length and type of homework assignments will be dependent on program goals, grade level, and student capabilities. A typical scenario is to allow 10 minutes per night, per grade, plus 20 minutes of reading. Parents are strongly encouraged to be actively involved in the supervision of their child's homework. Please contact the teacher if your child experiences difficulty completing homework assignments.

Parent Participation & Communication

Parent Participation and Communication Volunteers

We appreciate the role that volunteers play at school. Please check with your classroom teacher, PTA, or our office if you would like to become involved in your child's school.

- Before volunteering (whether for classroom work or field trips), please read the Volunteer Handbook and return the last page of the handbook, indicating you have read the information (one time only).
- All classroom volunteers must complete a Washington State Patrol "Request for Criminal History Information" form. There is no fee and all information is confidential. This form needs to be completed and submitted yearly. If you have students in multiple Dieringer Schools, one form will cover all schools.
- Please keep small children at home so that you can focus on giving students you are working with, or the project you are working on, your full attention.
- Turn off your cell phone or put it on vibrate. Do not talk on the cell phone in shared spaces.
- Maintain confidentiality. You may see or hear things that involve other students or teachers. They have a right to their privacy. Do not talk about other students to anyone. If you have a concern, please voice it to the teacher or principal.

Visitor Information

Immediately upon entering any school building or the school grounds, any person who is not a student or an employee of the school shall, when school is in session, report his/her presence and the purpose for visiting the school to the office personnel, sign in, and obtain a visitor's badge. School visits to the classroom and/or school grounds must be arranged with the teacher, principal, or designee. Parent conferences will be arranged in advance with the teacher. Visiting students is not allowed at school.

Communication

Newsletters

School offices publish an electronic newsletter every second Friday through Parent Square and it is posted to our websites. Newsletters will contain lunch menus, a calendar of events, and other pertinent information.

In addition, many classrooms publish their own newsletter on a weekly or monthly basis.

Office Files and Bulletin Boards

A vertical file is located on the wall in the office. It contains additional copies of forms, and information on sports, clubs etc.

Websites

Visit the Dieringer School District website at www.dieringer.wednet.edu for more information on LTES, DHES and the Dieringer School District. Lunch menus, newsletters, staff

directories, community information, a link to emergency information, and a PTA link are just some of the areas included.

Dieringer Heights & Lake Tapps Elementary PTA

The PTA is an active and important part of the Dieringer Heights and Lake Tapps Elementary School communities. We are a private, nonprofit volunteer organization dedicated to promoting the health, welfare, safety, and education of all children.

Our PTA is affiliated with the Washington State PTA, which is affiliated with the National PTA. All parents, caregivers, staff, and community members are encouraged to join and participate in whatever way works best for you—whether that means simply becoming a member to show your support or volunteering your time on a committee or at an event.

This Year, the PTA Plans to continue:

- Provide quality assemblies and educational experiences for our students
- Support the school district in keeping our students safe in the event of an emergency
- Organize fun family activities, including LEGO Nights, theme dances, a carnival, and more
- Sponsor the Reflections Arts Program and Support classroom Art Docents
- Provide a school newsletter in partnership with school administration
- Produce a school yearbook
- Sponsor and support reading programs for our students
- Host two book fairs throughout the school year (Fall at Lake Tapps, Spring at Dieringer)
- Support teachers and staff with conference lunches and special Staff Appreciation Week celebrations
- Help coordinate volunteers throughout the schools and support after-school activities
- Provide information about legislative issues that affect the health, welfare, safety, and education of all children

Teachers will send home PTA packets at the start of the school year with information about joining the PTA and volunteer opportunities. Extra packets will also be available in the DHES and LTES offices.

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

General Information

Pictures

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

Curriculum

Each individual teacher will provide information regarding texts, grading policy, materials, and classroom rules during our Open House nights .

Field Trips

Field trips will be coordinated with academic learning. You will be asked to sign a permission form and perhaps to be a chaperone. Children may not go on a field trip without a permission form signed by a parent/ guardian. Donations for the field trips may be requested. Funds are available if you cannot donate, so that all students may participate. Pre-school children cannot accompany parents on field trips.

Money and Valuables

Bringing items of value to school is prohibited. The school will not be responsible for reimbursement should they be lost or stolen. Items such as trading cards or electronic devices which can be extremely valuable and for which ownership is difficult to determine, will not be permitted.

Unauthorized Sales

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

Grounds Maintenance

All safety procedures and policies are followed when fertilizing the fields and spot spraying weeds. Signs will be posted on the website and at school 48 hours in advance of any applications. For more information, please contact Scott Leifester at 253-862-6703 or visit our website.

Personal Appearance

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

- Pants are to be worn above the hipbone.
- Attire that exposes the torso will not be allowed.
- Hats are not to be worn inside the building (boys and girls).
- Clothing displaying obscene, degrading, or vulgar messages, or references to drugs, tobacco products, or alcohol are not to be worn.

- Shoes must be securely fastened to the foot. No flip flops or slippers are allowed.
- Cleated shoes and wheeled shoes damage floors and are not allowed.

Voter Registration

Voter registration forms are available in the office. These forms may be used to register to vote or change your name or address on your registration. For online assistance go to <http://www.secstate.wa.gov>.

Birthday Invitations to home parties

While we understand that birthdays are a fun celebration for students at this age, when invitations come to school to be given out, those that do not receive one feel left out. Because of this, we kindly request they not be sent to school for distribution.

Lost and Found

Parents and students are encouraged to claim lost articles often. Please have their children's articles of clothing labeled with last names, especially items like coats and sweatshirts that are often removed in warm weather. We discourage students from bringing personal playground equipment to school because the school will not be responsible for the replacement of these or other personal belongings.

Replacement for lost or damaged textbooks

Students are responsible for the textbooks issued to them for learning, both in class and at home. If books are damaged or lost, they will be required to pay a replacement fee for a new copy. Payment will cover the cost of the book, tax, shipping and a handling fee. Your child's teacher will send home the replacement cost of the book if this happens.

Personal Messages to Students

We understand that unforeseen situations and emergencies will arise and necessitate that a message be left for your child via telephone, written note, or in person. We do not pass along personal messages to students. If your child has a different bus drop-off with another student or location, please try to plan ahead and send a note with your child if at all possible. Our purpose in making this request is to minimize class interruptions and maximize instructional time. If you do need to call, please call prior to 2:45 pm at LTES and 2:30 pm at DHES. Calls after these times will not get to your child in time.

Telephone

Students are NOT allowed to call home from school to ask permission to go to another student's home after school. Students and parents should work out those arrangements BEFORE coming to school.

LAP Parental Involvement

(The board expects that its schools will carry out programs, activities, and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

- A. Play an integral role in assisting their child's learning;
- B. Are encouraged to be actively involved in their child's education at school; and
- C. Are full-time partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

The board adopts as part of this policy the following guidance for parent involvement. The district shall:

- A. Put into operation programs, activities, and procedures for the involvement of parents in all of its LAP schools consistent with federal laws. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- B. Work with its schools to ensure that the required school-level parental involvement policies meet the requirements of federal law, including a school parent compact; and
- C. To the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format in a language parents understand including alternative formats upon request.
- D. Involve the parents of children served in LAP, Part A schools in decisions about how the 1% of the funds reserved for parental involvement is spent.

School Rules & Discipline

LTES School Rules

General School/Playground Rules

Be Safe

Examples include:

- Keep hands, feet and objects to yourself.
- Walk facing forward and stay to the right in the halls.
- Hold the tray with two hands and do not share food in the cafeteria.
- Stay within the recess boundaries and do not speak to people on the other side of the fence.
- Freeze and walk after the recess bell.
- Use playground and classroom equipment safely.
- Follow the playground and game rules.
- Emotional Safety: play fair, be a good sport, encourage others.

Be Prepared

Examples include:

- Come to school on time, prepared to work, and do your best.
- Watch out for other people in the halls and around corners.
- Know what you want to order in the lunch line.
- Dress for the weather and keep track of your clothing.
- Listen for the bell and quietly wait to go in from recess or the shared space.
- Be accountable for yourself.
- Be willing to correct mistakes rather than blame others.
- Be able to follow rules and procedures without many reminders.

Be Respectful

Examples include:

- Be quiet in the shared space while others are working.
- Use hushed voices in the halls and shared space, face forward when in line.
- Raise your hand and wait to be excused in the lunchroom.
- Pick up and clean up after yourself.
- Use appropriate language and manners.
- Make positive choices, be a good listener, helpful, kind, keep promises, and accept differences. Know when to be a “reporter” (not a tattler) and have the courage to do it.

DHES School Rules

General School/Playground Rules:

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

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

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

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

Dieringer School District #343 Bus Conduct Rules:

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

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

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

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

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

LTES/DHES Discipline Policies

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

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

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

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

The basis for the options above are:

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

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

Suspension from School:

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

Suspension Procedures:

The following activities will be subject to possible suspension:

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

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

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

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

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

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

Harassment, Intimidation & Bullying (HIB)

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

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

What is HIB?

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

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

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

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report. If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district has a HIB Compliance Officer, Dr. Paula Dawson, Superintendent, P:253-862-2537, 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.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team. Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault. Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit dieringer.wednet.edu.

What should my school do about discriminatory and sexual harassment?

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

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

Talk to the 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
Civilrightscordinator@dieringer.wednet.edu
P: 253-862-2537

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Tyler Borden, Assistant Principal
North Tapps Middle School
20029 12th St E, Lake Tapps, WA 98391
TitleIXcoordinator@dieringer.wednet.edu
P: 253-862-2776

Concerns about disability discrimination:

Section 504 Coordinator: David Uberti, Principal
North Tapps Middle School
20029 12th St E, Lake Tapps, WA 98391
Section504coordinator@dieringer.wednet.edu
P: 253-862-2776

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Dr. Paula Dawson, Superintendent
Dieringer School District Office
1320 178th Ave E, Lake Tapps, WA 98391
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: <https://ospi.k12.wa.us/student-success/health-safety/school-safety-center>
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

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

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

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

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

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

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

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

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

Our School is Gender-Inclusive

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

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

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

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

Elementary Technology Responsible Use Policy

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

Digital Citizenship

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

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

Equipment Use

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

Internet Use

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

Consequences of Misuse & Damage

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

Digital Tools

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

access these resources. On the Dieringer SD website, under “For Families”, is a list of digital tools that your child’s teacher may be using over the course of the year.

Personal Devices

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

FERPA & PPRA Notices

(Developed by the U.S. Department of Education, Family Policy Compliance Office)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Department of Education (ED)–

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

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

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

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

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

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

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

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

Family Policy Compliance Office

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

Dieringer School District Information

Educating every child for Confidence today and Contribution tomorrow

District Office Staff:

Dr. Paula Dawson: Superintendent
Laura Marcoe: Executive Director of Business Services
Christie Nelson: Director of Student Services
Yelena Parovenko: Accountant

Sheryl Miller: Special Services Assist/District Assessment Manager

Nori Wendt: HR Coordinator

Amanda Smith: Student Data Manager

Tricia Webster: Payroll & Fiscal Coordinator

Vicky Welch: Assistant to the Superintendent

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

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

School Board Members:

Devin Craig Scott Reissnauer
Nicole Kent Sonny Spencer
Bryan Schmidt

School Board Meetings:

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

Equal Opportunities Assured:

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

Family Educational Rights and Privacy Act Limits Access to Student Records:

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

Drug-Free Schools and Workplaces:

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

Tobacco-Free Environment:

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

Gun-Free Zone:

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